

September 20 Return COVID - 19 Risk Assessment

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

Staying COVID-19 Secure – Our Commitment

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff, pupils and parents, visitors and contractors whilst on our premises.
- We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation and both Central Government and Local Authority regulations and guidance.

Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance '[Guidance for full opening: schools](#)'.

Other helpful guidance documents for schools:

- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **What parents and carers need to know about early years providers, schools and colleges in the autumn term.** Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)**-Available [here](#)
- **EYFS** – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools**– Available [here](#)
- **Safe Travel** – Available [here](#)

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- **Oldham COVID-19 Management Plan: How we control outbreaks** - Available [here](#)

Overarching Principles

The Government has set out five overarching principles to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the ‘catch it, bin it, kill it’ approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Symptoms of COVID-19

COVID-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you should not leave home and seek advice regarding self-isolation.

Risk Rating Key	
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Very Low or Tolerable risks	No management action required
Moderate risks	If reasonably practicable take required management action to remove or reduce risk
High and Intolerable risks	Management action must be taken to remove or reduce risks.

Risk No	Risk Description	Likelihood 1-3	Impact 1-3	Risk Score (LxI)	Mitigation/Actions	Owner	Mitigated Score 1-9	Date Complete
1	Staffing							
1.1	Inadequate staff numbers	2	3	6	<ul style="list-style-type: none"> Audit of educational and non-educational support staff required to supervise, provide administrative support, maintain security and hygiene levels. Provide support to staff with concerns about returning to site. 	SLT, SSMT HR - Line managers	3	
1.2	Infection Control: Staff Behaviour, social distancing/understanding of how to protect each	2	3	6	<ul style="list-style-type: none"> Communications on staff having symptoms. All employees, themselves, or persons within their household (including support 	CJDM, CAW, JLa	3	Ongoing



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					Assessments where necessary e.g. pregnant women are in the 'clinically vulnerable' category .			
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1.3	Infection Control: Staff showing symptoms in school.	3	3	9	<ul style="list-style-type: none"> • Staff who are displaying symptoms of COVID-19 should not present at work. • If they do come to work, they are to be sent home straight away. They must arrange to have a COVID-19 test as soon as possible and share the results with the school. • Advise Public Health England immediately for guidance. • Area the staff member has been in contact with to be disinfected. • Government testing guidelines to be followed. • Absence must be reported to HR immediately so that self-isolation and absence data can be recorded accurately and promptly. • Inform other members of staff and pupils who have been in contact, but the bubble will remain open unless it becomes a confirmed case. 	SMT	3	Ongoing
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1.4	Confirmed case of COVID-19 in school	3	3	9	<ul style="list-style-type: none"> If there is a confirmed case in school then the parents and staff will be informed, Public health will be informed to advise on closing the bubble. PH advice will be followed regarding closure and self isolation of pupils. 	SMT	3	Ongoing
2	Pupils							
2.1	Infection Control: Pupil Behaviour, social distancing/ understanding of how to protect each other.	2	3	6	<ul style="list-style-type: none"> Communications on pupils having symptoms. All pupils, themselves or persons within their household that have COVID-19 symptoms, should not attend school settings. They must arrange to have a COVID-19 test as soon as possible and share the results with the school. Communicate clear expectations and COVID-19 behaviour principles including social distancing etc. to all students and share with 	JCB, RK, CB/AAS	3	Ongoing

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					<p>parents/carers: to include social distancing measures and good respiratory hygiene.</p> <ul style="list-style-type: none"> • Provide effective communication, training and promotion of the need to wash hands thoroughly for 20 seconds with running, warm water, and soap. If such facilities are not available, ensure provision of hand sanitiser. • Update individual pupil RAs based on individual need and identify students, with medical conditions, who should not attend school but continue with remote learning at home. • Induct students into new ways of working and new operating procedures. Teach students safe working practices. • Pupils and parents given information which will include clear expectations for conduct. 			
2.2	Infection Control:	3	3	9	<ul style="list-style-type: none"> • Clear policy and procedures to be 	JCB/RK/	3	Ongoing

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	Students showing symptoms in school.				<p>communicated to staff to respond to students who become unwell or develop symptoms in school.</p> <ul style="list-style-type: none"> • Inform parents/carers and students that they are not to attend school if they are displaying any symptoms of coronavirus. • If symptomatic students do come to school, they are to be isolated immediately in the lower ground floor medical room at Senior site, Ladybirds room in Nursery and Infants, Room 7 in Hulme Court, or room 11 in the Estcourt building until collected/sent home, following agreed protocols. • Area the student has been in contact with to be disinfected. • Government testing guidelines to be followed. • Inform other members of staff and pupils who have been in contact, but the bubble will remain open. • Absence must be reported to the relevant school administrator 	CB/AAS/D JD		
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					immediately so that absence data can be recorded accurately and safeguarding followed.			
2.3	Confirmed case of COVID-19 in school	3	3	9	<ul style="list-style-type: none"> If there is a confirmed case in school then the parents and staff will be informed, Public Health will be informed to advise on closing the bubble. PH advice will be followed regarding closure and self isolation of pupils. 	SMT	3	Ongoing
2.4	Infection Control: Start and finish of the school day	2	3	6	<ul style="list-style-type: none"> Sufficient staff to be available to ensure that students adhere to social distancing requirements. Staff will support the safe entry and exit of the students. Entry and exit points allocated for each bubble. Multiple entry and exit points to the building supervised by staff. Hand sanitiser at each entry and exit point. 	JCB/RK/ CB/AAS All supervising staff	3	Ongoing
2.5	Infection Control: Breaks	3	3	9	<ul style="list-style-type: none"> Students are to ensure they clean 	RK/CB/AA	3	On return

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	and Lunches				<p>their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <ul style="list-style-type: none"> • Supervised and controlled breaks and lunch breaks for individual groups/bubbles. • Play areas /zones separated for different bubble use • Fixed play equipment cordoned off for present time • The main school kitchen will offer a limited menu. • The School kitchen will continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19). • No self service options • COVID-19 plan for kitchen and dining operations in place. • Junior school pupils will remain at their own setting for lunches. Food will be delivered to the setting on a 	S All supervising staff		to the settings
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					<p>daily basis.</p> <ul style="list-style-type: none"> Handwashing and wiping of tables maintained. 			
2.6	Travelling to school	2	2	4	<ul style="list-style-type: none"> Encourage students to follow Government guidance on how to travel safely, and minimise the use of public transport for travel to and from school if at all possible. Students are advised to walk, cycle or get dropped off by car by a member of their household rather than use public transport. Sharing of transport or walking in groups of non-household members to be discouraged. Social distancing measures for drop off and pick up zones: main gate, car park, etc. School transport service - Use of fogging machine to kill virus on contact, pupils adhere to SD rules whilst waiting to board the bus and wear suitable face covering for the duration of the journey. SD measures 	JCB/RK/C B/AAS/ supervising staff	1	Ongoing

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					<p>are not applicable on the designated bus itself.</p> <ul style="list-style-type: none"> Pupils adhere to the Home to School Transport Code of Conduct 			
2.7	Movement around the schools sites	3	2	6	<ul style="list-style-type: none"> Pupil bubbles to be allocated and adhered to. Wherever possible, staff to move around classrooms and sites for teaching rather than pupils. Walk through of the buildings carried out in order to establish pinch points and plan a one-way system for movement where possible. Clear floor markings and wall signage displayed for direction of movement Communicate new procedures to pupils and staff and walk through. When entering and exiting an area all must sanitise hands. Entrance/exit points identified. 	CAW, RK, CB/AAS, JCB	3	Ongoing
2.8	Safeguarding	3	2	6	<ul style="list-style-type: none"> Communicate safeguarding arrangements with all staff: the 	JCB, RK, CB/AAS,	3	Ongoing

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					<p>safeguarding addendum will continue to operate in conjunction with the Child Protection Policy and Keeping Children Safe in Education policy</p> <ul style="list-style-type: none"> • Clear arrangements for Designated Safeguarding Lead/Deputy Designated Safeguarding Leads to be shared with staff and students; students to be reminded of reporting routes including online safety for use when remote learning at home • Recommunicate reporting routes for staff. • Assign key staff to continue rolling programme of 'safe and well' welfare checks to continue for all other students who are not accessing on site provision. • Normal absence procedures to apply. • Closely monitor mental health and well-being of students and signpost and refer as appropriate. 	AHM, Pastoral Teams		
2.9	PPE	2	2	4	<ul style="list-style-type: none"> • Share with parents/carers, students 	JCB, RK,	2	Ongoing

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					<p>and staff current government guidance that in areas with high transmission rates that face coverings should be worn in communal areas for secondary school age children and staff. This will also apply to visitors, contractors and subcontractors.</p> <ul style="list-style-type: none"> • If staff or pupils wish to wear face coverings or visors throughout the school day they will be encouraged to do so. • PPE must be worn by staff caring for the student showing symptoms of coronavirus while they await collection if a distance of 2 metres cannot be maintained. 	CB/AAS, CAW		
2.10	Potential for clothing to hold the virus	2	2	4	<ul style="list-style-type: none"> • School uniforms are required to be worn. • Items brought in from the outside will remain with the students in their bubbles, i.e. outdoor jackets, lunch boxes, books and stationery. 	RK, CB/AAS, JCB	2	For return to settings

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2.11	Behaviours	3	3	9	<ul style="list-style-type: none"> The Behaviour Policy has been amended to ensure that it covers COVID-19 related incidents. Communicate COVID-19 behaviour expectations clearly to parents/carers, pupils and staff. Train staff with revised behaviour procedures. 	RK, CB/AAS, JCB	4	For return to settings
3	Curriculum							
3.1	Ability to socially distance in classrooms	2	3	6	<ul style="list-style-type: none"> Students will be given clear guidance and expectations in line with social distancing guidelines. Year groups to form bubbles throughout the school phases. Two year groups will form a bubble in the junior phase by building: a Y3 & Y4 bubble and Y5&Y6 bubble. N&I and Juniors to reduce mixing and movement between groups (staff and students) by having 'bubbles' of staff and pupils that remain together throughout the day. 	CAW, RK, CB/AAS, JCB	4	For return to settings



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					<ul style="list-style-type: none">• In the senior setting the bubbles are for pupils only, teaching staff will not form part of the bubble to allow teaching across year groups and school buildings.• KS3 (y7 - y9) will remain in form rooms for teaching and teachers will move to the rooms.• KS4 and KS5 will have zones per year group to minimise contact with other year group bubbles.• Practical lessons to be kept to a minimum to minimise movement around the school as much as possible.• Classes requiring specialist equipment - science, food, DT, Art, Textiles and PE will pre book specialist rooms.• Specialist rooms to be cleaned between use - either by technician staff or cleaning staff.• Use outside space whenever possible.• Avoid hot desking in stationary			
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					<p>bubbles by each pupil having a designated desk and, as far as possible, use their own equipment and books to complete their work in. Pupils in Y6 have their own stationery in their own pencil case as they do in Secondary Schools.</p> <ul style="list-style-type: none">• Signage will be used throughout the school to ensure adherence to social distancing guidelines.• Bubbles will be clearly defined and classrooms will be organised.• Chairs and tables will be arranged to face in the same direction.• Each group/bubble to take break and lunch together• Staff provided with guidance on social distancing in classrooms during induction.• To reduce contact situations, there will be no f2f assemblies, school events or trips. Only live year group assemblies will be permitted. Whole school assemblies will be held via google.			
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					<ul style="list-style-type: none"> • Detentions in the senior site will be held on a designated day per year group. 			
3.2	Some subjects are more difficult to maintain whilst social distancing.	3	3	9	<ul style="list-style-type: none"> • Practical subjects to risk assess their curriculum and needs and how best to move forward. • PE offer reduced to non-contact and non-equipment based, tennis, badminton, table tennis, some aspects of athletics (ensure equipment can be appropriately cleaned). • Peripatetic music lessons to Where peripatetic music lessons cannot be delivered safely in school they will be delivered remotely. 	M CJ, RK, CB, HoD's	3	
3.3	Contamination in classrooms/work areas.	3	3	9	<ul style="list-style-type: none"> • Time given to staff to ensure classrooms/offices are tidy and clutter free so they are easier to clean. • Surfaces need to be clear and cleaned more regularly. • Cleaning materials and training 	M CJ, RK, CB/AAS, HoD's, All Teaching & Educational Support Staff	3	By return to setting



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					<p>available to all staff.</p> <ul style="list-style-type: none">• Staff to wash hands before and after handling pupils' books.• Time given to staff to organise classrooms to maintain social distancing using the model provided.• Children to be allocated places and remain in seats whilst in lessons as much as possible.• Lessons to take place outside as much as possible• Where possible, only use resources that are washable or wipe-able.• Limited use of textbooks and worksheets in the classroom.• Each classroom provided with hand sanitiser and tissues.• Bins are emptied throughout the day.• Prop appropriate doors open to limit use of door handles and aid ventilation.• Students provided with guidance and expectations on social distancing and protective measures in classrooms during their induction.			
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4	Operations and Buildings							
4.1	Infection Control: Cleaning needs to be increased and focused on limiting the spread of infection.	2	3	6	<ul style="list-style-type: none"> • Deep cleaning carried out over the summer. • Additional cleaning staff on site throughout the day. • Priority given to the disinfection of surfaces, keyboards, phones, door handles. • Removal of unnecessary items from the classroom, especially items that are hard to clean. • Ensure more frequently than normal daily cleaning regimes are implemented, concentrating on high frequency touch points, or often used items e.g. doors, door handles, handrails, bannisters, books, desks, chairs, sinks, toilets, light switches, regular emptying of bins, etc. Following Public Health England's guidance for non-healthcare settings. • Ensure an adequate supply of cleaning materials. 	CAW	3	Ongoing

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					<ul style="list-style-type: none"> • Prop doors open (bearing in mind fire safety and safeguarding requirements) to limit the use of door handles. 			
4.2	Risk of contamination of people requiring first aid on site.	2	2	4	<ul style="list-style-type: none"> • Follow health and safety legislation and policy. • Students with known conditions to be risk assessed prior to returning to school. • Clear communication between school and home on procedure if the student suffers any ill health on site. • Accurate records to be maintained inclusive of reference to COVID-19 precautions undertaken. • Initial assessment must be completed using strict social distancing measures. • Where possible, the patient will administer their own first aid under the guidance of a first aider. • First aiders must wear disposable PPE (provided) if they need to administer care. 	JCB, RK, CB/AAS, First aid trained staff	2	Ongoing

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					<ul style="list-style-type: none"> • Designated rooms: Ground floor Medical room [non COVID-19], Lower ground floor medical room [COVID-19] • Students to be sent home if unwell. • Non-contact thermometers available at each site. 			
4.3	Risk of fire drill procedures not being compliant with social distancing requirements.	1	3	3	<ul style="list-style-type: none"> • Evacuation policy and procedure updated to maintain SD at assembly points. • Communicated to staff by email. • Carry out termly fire drills. • All staff and children to be more vigilant about fire hazards due to more fire doors being propped open in line with COVID-19 guidelines to maintain good air circulation. 	CAW	2	
4.4	Deliveries into the building	1	2	2	<ul style="list-style-type: none"> • Staff to maintain social distance from delivery personnel. • No delivery drivers to be admitted onto site if they appear to be unwell. • No signatures; delivery drivers now take photos of goods in Reception 	Reception staff, site staff	1	Ongoing

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					<p>foyer as proof of delivery.</p> <ul style="list-style-type: none"> • Site staff to use appropriate hygiene measures when dealing with deliveries. • All staff handling deliveries to wash hands afterwards. • Packaging to be disposed of hygienically as soon as possible 			
4.5	Visitors to the building	1	2	2	<ul style="list-style-type: none"> • Limit the number of visitors on site during the working day wherever possible. Essential visitors only. • No visitors to be admitted onto site if they appear to be unwell. All visitors wishing to enter the building(s) shall complete a Test and Trace form for tracing purposes. • Senior school electronic signing in system updated to capture tracing information. • All visitors to use hand sanitiser provided on entry to buildings at Reception before signing in. • Visitors to be verbally advised of social distancing and hand washing 	Staff at Reception	1	

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					arrangements before admittance beyond Reception.			
4.6	Lettings	2	2	4	<ul style="list-style-type: none"> Indoor lettings are not to restart until receipt of clear guidance from the government and we deem it safe to do so. External lettings resume following Government guidelines and exclude the use of indoor changing and toilet facilities 	CAW	1	
4.7	Contractors on Site	2	2	4	<ul style="list-style-type: none"> All contractors will complete a Covid-19 Screening Checklist for Visitors form. All contractors to use hand sanitiser provided on entry to buildings at Reception before signing and when entering other occupied premises. Where practicable, contractors on site to be scheduled for out of school hours. No contractors to be admitted onto site if they appear to be unwell. All contractors including sub- 	Estates Manager	2	Ongoing

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					<p>contractors requiring entry into the building(s) shall complete a Test and Trace form for tracing purposes.</p> <ul style="list-style-type: none"> • COVID-19 related protocol for visitors also applicable to contractors on site • The Estates Manager shall be responsible for ensuring contractors and any sub-contractors adhere to COVID-19 protocol including social distancing measures on site. 			
5	Communications							
5.1	Parents not being clear about procedures and expectations regarding their child.	2	3	6	<ul style="list-style-type: none"> • Parents to sign a disclaimer to confirm they have read the Risk Assessment, that they will report suspected and confirmed cases of COVID-19 within their household (including support a bubble) and share COVID-19 test results with the School. • Parents of vulnerable children will be contacted and a risk assessment 	JCB, RK, AS, RW	2	

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					<p>made</p> <ul style="list-style-type: none"> • Letters to be sent to parents/carers explaining how we intend to operate. Simple messages to be disseminated and parents asked to speak to their child regarding social distancing etc. • Letter to set out protocol for drop offs and pick-ups. • Parents are encouraged to visit gov.uk/backtoschool for information and practical guidance to help them plan for their children's return to school. • The Department for Education coronavirus (COVID-19) helpline is available to answer questions about COVID-19 relating to education and children's social care. Staff, parents and young people can contact this helpline by contacting: Phone: 0800 046 8687 or e-mail: dfc.coronavirushelpline@education.gov.uk 			
5.2	Governors being aware	2	3	6	<ul style="list-style-type: none"> • Governors to sign off the risk 	CJDM,	2	Ongoing

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	how the school is operating.				assessment. <ul style="list-style-type: none"> Regular updates given to the Chair of Governors and Chair of the HS&E Committee and increased frequency of meetings. 	CAW		
5.3	Governance arrangements during closure	2	2	4	<ul style="list-style-type: none"> Appropriate Governance measures in place from 31.03.2020 to facilitate remote governance and decision making during pandemic conditions. 	CAW, Governing Body	2	Completed
6	Local lockdown	3	3	9	<ul style="list-style-type: none"> In the event of a local lockdown, the School will adhere to Government guidelines regarding any closure of the school. 	SMT	2	
6.1	Confirmed case in school	3	3	9	<ul style="list-style-type: none"> In the event of a confirmed case in school Local Public Health will be informed and they will inform whether the bubble or the school should close. Parents of children affected will be contacted to collect their children and adhere to Government guidelines on isolating. 			



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					<ul style="list-style-type: none">• Remote teaching will resume for affected pupils• Parents to be given regular updates and informed when pupils can return to the setting.			
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