

AGSB - COVID 19 RISK ASSESSMENT – September 2020.

Date: Started 8th July 2020 – Ratification plan Thursday 20th August

Completed by: *anonymised*

To be Reviewed: As New Government Advice is released and continuously through September and October.

H&S Inspection 20th August – attendees; HET Chair, HET H&S Chair, AGSB H&S Chair, Union Representative, Staff/union consultant, Estates Manager, H&S Manager. **Review date;** Ongoing... but summary review will be October half term after new build opening.

Summary Outcome;

Accompanying documents;

Wirehouse Reopening Work Premises – COVID-19 (V.1 – 11th May 2020)

Wirehouse HR procedures.

Coronavirus (COVID-19): safer travel guidance for passengers

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19

Staff Student Expectations and guidance.

Gov NHS Test Track and Trace guidance.

Trafford Supplementary Guidance

Trafford Parent Information guidance pack.

Individual RA's

Ref.	Hazard/Consideration	Risk Level	Actions Taken	Further Actions Needed	By Who and When
	Health Status of Staff, Students and Wider community.				
	Staff Welfare	Low/Med	SLT drop ins. Loom and follow up consultation meeting. Anonymised offer 1:1 support RA's for anxious staff. RA shared for staff comment. As things progress the staff welfare/wellbeing committee will be empowered to voice the opinions of staff on	Ongoing discussions by Anonymised regarding staff welfare and wellbeing	Anonymised September 3 rd and ongoing

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			COVID related stress and anxiety and review their new workload.		
Extremely Vulnerable or vulnerable people	Med		All parents surveyed for COVID data collection. This medical information to be cross referenced against SIMS school records to be certain of accuracy. Group/Individual risk assessment will be created as required. Pupils – Asthma groups, Diabetes group. Staff – Individual 1:1 RA discussions offered.	Analysis of data collected and cross referenced – Admin staff.	Anonymised
BAME	Med		Survey all pupils - Regularly check government advice on BAME.	Staff responding to BAME e-mail – SLT 1:1 individual conversations offered.	Anonymised
New and Expectant Mothers (NEMS)	Med		Risk assessment to be done on return to work Regularly check government advice on NEMs.	OF to carry out RAs with individuals	Anonymised
Preventing/Reducing risk of infection transmission at AGBS.					
Control measures	Low		<p>The system of control measures: When implemented, the control measures create an inherently safer system, where the risk of transmission of infection is substantially reduced.</p> <p>This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the DFE guidance.</p> <p>Prevention: 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p>		Anonymised

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			<p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE).</p> <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p> <p>Response to any infection</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p> <p>You must revise your risk assessment considering new DfE guidance. The short-term arrangements may continue to change and develop as we go through this transitional time to getting back into full time provision.</p> <p>Test and Trace</p> <p>The Test and Trace service will help to manage the risk of the virus re-emerging as restrictions on everyday life are eased. Leaders will play their part by making schools COVID-secure and encourage staff to follow any notifications to self-isolate.</p>		
Site made safe					

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	Reoccupation of a Premises	Low	HSE – Reoccupation of building checks where necessary.	Checks to be completed	Anonymised and team. Before 1 st Sept
	Protecting staff – Personal COVID hygiene	Med	Personal sanitising packs to be provided; hand gel, anti-viral spray (COVID effective) wet wipes, gloves, mask. Procedural guidelines and expectations shared.	These are general concepts of procedures and protocol. Personal staff situations to be considered and specific rooms protocol to be considered.	Anonymised
	Mechanical Ventilation systems	Med	<p>Anonymised is commissioning a detailed Audit of all the Mechanical Ventilation system in the school. Heating in science and Grammar, Air con in 6th form/computer rooms/PE/Music, air extraction system in Science and DT.</p> <p>All climate controlled and mechanical ventilated systems will be audited and a report provided to be acted upon</p> <p>Site visit by Anonymised – 19th Aug 2020;</p> <p>Grammar – technician booked to come and change setting for 100% fresh air intake.</p> <p>Science/N rooms/ICT rooms (air conditioning units) – Open doors and windows and use mechanical ventilation system to heat/cool the rooms as before. This is actually a benefit as it aids air recirculation and in conjunction with open doors/windows actually changes the air in the rooms more open.</p> <p>External audit still to be completed to validate these findings.</p>	<p>Awaiting date and outcome – research ongoing...</p> <p>N.B. N4 and N16 cannot use the current heating methods as it circulates air between 2 rooms. Heating device will need to be turned off. Also consider blocking the ventilation panels.</p>	Anonymised to commission audit asap.

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	Floor markings	Low	Necessary floor marking now updated to reflect 1m+ distancing. One-way floor marking sprayed on arrows. <ul style="list-style-type: none"> - Up/Down stair arrows. - Dinner queue - Corridor movement - Entrance and exit doors - Arrival entrance areas. - 6th form common room. 	Monitor the one way system use and issues. Monitor how quickly it comes off the floor.	Anonymised to arrange floor markings
	Pupils/Staff movement Corridors	Low	One way South to North. ANY South movement has to be outside. Pupils who need to go to a first floor room in a 2 way system to wait outside the building until teacher knows the previous class is out of the room and then collects the class from outside?	Pupils to be let out of classrooms one at a time in a controlled manner and checking the corridor is clear before leaving the room.	SLT and staff to enforce one way system at a safe social distance in well ventilated areas of the school.
	Pupil movement - Stairs Up and down only.	Med	Up stairs ONLY = Staircase A, B and E. Down stairs ONLY = Staircase C, F and English fire exit stairs. Two way staircases (waiting area outside) = 6 th form, G, H Physics, DT.	Please refer to guidance notes. here for maps and movement details	
	Pupil movement - Stairs Two way (DT, Biology, Physics, PE, 6th form)	Med	Meet group outside in assigned queue areas. DT – outside Stamford Hall Biology – behind Sodexo office and front access to N16 PE – outside changing rooms. KS3 area – KS4 area needed. Physics – outside Physics block		
	Breaks	Med/Low	All outside in their own yards. Yr 7 – Grammar car park Yr 8 – South yard Yr 9 – North Yard (Coleman Hall access) Year 10 – Astro		Anonymised

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			<p>Yr 11 = Scout hut and Heath Rd access. Yr 12 – Marquee in front of school and on grass. Yr 13 – 6th form common room and outside.</p> <p>No food provision at breaks. Wet breaks = form rooms in bubbled zones.</p>		
	Individual classroom risk assessment.	Med	<p>Walk around with Anonymised and discuss; Access, Rooms. Offices TBC S9 – high level windows cannot be safely open and closed. To be left permanently on vent with air trickle valve open. Technology computer room needs better ventilation – fire escape door left open.</p>	<p>To be completed on Wednesday 19th Aug. Most rooms surveyed. General observations about de-cluttering. Windows and ventilation most obvious issue.</p>	Anonymised
Hygiene/Cleanliness/Cleaning					
	Hygiene	Med	<p>Additional hand sanitiser stations added at 4 main entrances. Yr 7/8/9 - Grammar (and encourage use of toilets), Staff - Main doors/Gates. Year 10/11 - White doors, 6th form – Chemistry gates.</p> <p>Floor markings/tape direct them to use it.</p> <p>Additional hand sanitiser at reception,</p> <p>Staff hygiene packs (hand gel, spray, wipes, gloves, mask) provided for staff) – must be created/updated ready for 2nd Sept</p> <p>Classroom/communal cleaning products – spray wipes.</p>		Sodexo

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			Educational posters around site – Anonymised , Site staff Admin to produce and update.		
	Daily enhanced deep clean	Low	Thorough, COVID specific routine preventative cleaning will take place between 3:30 and 6:30. Whole school cleaned daily, including RTS, Offices, toilets, kitchens, staff areas, corridors etc. Sodexo have guaranteed a full compliment of staff (or increase hours for individual) using appropriate anti-viral cleaning products to provide a COVID compliant cleaning service daily.		Sodexo
	Day cleaners x 3	Low	In addition to this Sodexo are in the process of recruiting 3 more 'day cleaners' whose sole purpose it to provide the school with preventative 'regularly touched surfaces (RTS) cleaning' and reactionary cleaning. The school will be divided into 2, North and South. North – North of Coleman, science and Physics. South – South of Coleman and PE. There will also be an addition 'floating' cleaner for the purpose of DT, entrances and exits and all reactionary requirements. Day cleaners will be responsible for RTS (light switches, door handles, bannisters, push plates, communal equipment etc. toilets (including portaloo's) TBC – Changing room toilets, use of the fogger, 1st Aid, Isolation facility w/c 24th August.		Sodexo
	Sodexo Cleaning or sick bay, first aid, low level isolation.	Low/Med	Sodexo; Cleaning an area that would hold a pupil with a) display of symptoms or b) suspected high risk or confirmed case.	Review of cleaning criteria, process and classification completed	Sodexo

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			<p>Jenny and her team are currently using a preventive method of disinfection, and this is recommended and will continue into September between 3:30 and 6:30 daily with a full and dedicated complement of staff. Sodexo specific checklist of cleaning focusses. Preventative disinfection helps reduce the overall contamination in the facility and maintain contamination at a low level.</p> <p>COVID symptoms, suspected or confirmed</p> <p>a. A pupil who has a cough and the teacher decides to isolate the child</p> <p>Weather/pupil dependant. It is preferable that the pupils will sit under cover behind the back of the Grammar, supervised by SLT/1st Aid and have access to a portaloo. Well ventilated, limited cleaning required. N.B. maintain 2m social distance at all times.</p> <p>We agreed that this area would be safe to clean and any furniture that is used will be replaced to allow for cleaning. We agreed that the toilet will be sealed off for 72 hours and an alternative toilet used.</p> <p>b. A pupil with a suspected case, displaying a new continuous cough and or high temperature and or loss or change in normal sense of taste or smell.</p> <p>This child goes into an isolated pod, with as portaloo next to each shed. Both areas will then be closed for 72 hours.</p>	<p>with Anonymised /Sodexo on Mon 17th Aug Re. COVID-19 cleaning. This is cleaning of isolation units and classroom/desks where a teacher is concerned about a pupils with COVID-19 symptoms. Every process agreed to continue, but scaled up for full re-opening.</p>	
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			<p>We have had it confirmed if the ‘holding’ area is outside there would be minimal risk especially if the child is there for a very short period ,but it would still need to be isolated and left for an hour (the average time for 12 air changes) before cleaning.</p> <p>If the toilet has been used by a suspected/confirmed person it should be isolated, leave the door open for an hour (as above average time for 12 air changes) then preform a reactive disinfection clean.</p> <p>We are unable to perform a reactive disinfection if preventative has not been in place, or the air has not changed 12 times, we would then leave the area for 72 hours.</p> <p>We are confident we can deliver a preventative disinfection service . We are unable to provide a decontaminated service and we do not guarantee removal or elimination of bacteria, viruses or any other pathogen including COVID 19.</p>		
	Toilets	High	<p>Handwash signs in every toilet.</p> <p>Toilet facility per bubble.</p> <p>Year 7 – Male Grammar Toilets</p> <p>Year 8 – Female Grammar Toilets</p> <p>Year 9 – Maths toilets</p> <p>Year 10//11 – Stamford Hall toilets.</p> <p>Year 12 – Portaloos outside Marquee.</p> <p>Year 13 – Portaloos outside 6th form common room.</p> <p>Day cleaners.</p>	2m marking by toilets and signs saying one person at a time	Sodexo <i>Anonymised</i>

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	Corridors	Med	All handles, bannisters, ledges, shelves, to be constantly wiped by a designated and dedicated Sodexo member of staff.		Sodexo
	Classrooms	Med	To be thoroughly cleaned at the end of each day; backs of chairs, table surfaces, window handles, store cupboard handles, light switches, staff area, computer, Where possible, furniture arranged so pupils are forward facing. Staff work-station cleaned once a day – teachers hygiene packs provided if they wish to supplement this hygiene level. Teacher asked to supplement this cleaning with 5 minutes cleaning at the start of their session and at the end of their session prior to departure.	Teachers to enhance the hygiene of their working area.	Sodexo
	Classrooms use by multiple bubbles	Med	Anti-viral wipes to be purchased and left in the classrooms that will have 'cross bubbling'. Pupils will collect an antiviral wipe as they enter the room and sanitise their chair and workstation – Training required	Large quantities of anti-viral wipes need purchasing HET representative approved funding.	
	Computer rooms	High	To be thoroughly cleaned at the end of each day visit. Backs of chairs, table surfaces, window handles, store cupboard handles. Further consideration required – Dept RA to consider this EVERY keyboard/mouse/power button/printer to be cleaned thoroughly. N.B. Computer rooms have been bubbled by year group. N.B. staff must report immediately if the use of mechanical ventilation (air-con) contravenes the audit advisories.		Sodexo

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Response to an Infection.					
	Suspected COVID-19 case in pupil		<p>Contact duty SLT member of staff (via e-mail cc in Candice).</p> <p>Remove pupils from classroom.</p> <p>Maintain at least 2m distance.</p> <p>SLT/1st Aid to escort (socially distanced) to isolation facility.</p> <p>(Isolation facility is in grammar car park. (Outdoor chairs, sheds, portaloo).</p> <p>SLT/1st Aider to remotely supervise (2m+) until parent/carer collect.</p> <p>Arrange test.</p> <p>Share results of test with Alison Jolly then SLT.</p> <p>Follow Test, Trace procedures outlined in Annex A.</p>		SLT, 1 st aid,
	Suspected COVID-19 case in staff		<p>Contact Barbara Clift/SLT for lesson cover.</p> <p>Leave school.</p> <p>Arrange test.</p> <p>Share results of test with SLT & Alison Jolly.</p> <p>Follow Test & Trace procedures outlined in Annex A.</p>		SLT, HM, Cover
	Testing	Low	<p>Latest government advice.</p> <p>Here</p> <p>Any confirmed cases – engage with Trafford Public Health services, NHS Test and Trace.</p> <p>For detailed procedural guidance.</p> <p>Please see annex A of this RA.</p>		SLT
	AGSB Centralised COVID register	High importance	<p>Anonymised to create, manage and monitor a centralised COVID register. New Code X for Covid related absence.</p> <p>Symptomatic staff/pupils, date left school, test? Results? contact tracing, date of return, siblings, Trafford Community Health team contacted?</p>	Anonymised to produce and manage a central COVID register.	Anonymised

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			<u>If you are symptomatic or in a symptomatic household you must isolate for 10/14 days as required, unless you can provide evidence of a negative test result.</u>		
Effective communication					
	Letter to all pupil's parents/carers. Letters to Parents, Pupils, Staff – also posted on Website. Prevent bringing infection into school. Expectations produced and shared with staff/students/parents	Low	Letter to be send on 25 th August; Including information on; COVID-19 symptoms. Testing. Track and trace. Safe public transports travel. Staff/Students/Site expectations/procedures Curriculum plan from Anonymised . Bubbles/Pods Timings Household Isolation procedure. Sodexo Loom No Reception drop offs. Face coverings. No visitors.		HM, SB, SLT
Fire procedure					
	Revert back to original fire procedure for 'normal' school during New Build.	Med	Due to year group bubbles, students are unlikely to be walking past other students of other year groups while exiting the building. They are mustering outside which is safer due to increased air flow.		Anonymised
	Fire Marshals	Low	Marshals to be aware that staff numbers may be low so its more likely they will have to sweep multiple zones. Marshals may wish to put face coverings on before they carry out the sweep.	Anonymised to email Fire marshals	Anonymised

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			<p>Fire marshals to be briefed again and any marshals who are uncomfortable about carrying out a sweep due to potential lack of social distancing can be relieved of their duty and covered by other marshals.</p> <p>Due to potential relocation of staff throughout the school, it may be helpful to reallocate the zones. This will be discussed with marshals and confirmed before school reopens.</p>		
	Fire Escape Routes	Low	As usual. Remind Staff and pupils that fire overrules one way systems.		<i>Anonymised</i>
Procedural changes to avoid bubbles mixing, reduced chance of infection, increased hygiene,					
	Group size and mixing of pupils (Bubble)	Low	<p>See plan here.</p> <p>KS3 Zone (South end of school) KS4/5 Zone North end of School.</p> <p>Yr 7/8 Lessons = bubbled by form (30), sometimes setted (half year group). Breaks/lunch = year group bubble. Yr 9 bubbles by form (30) setted more often (half year group), breaks and lunchtimes year group bubble.</p> <p>KS4/5 – Lessons bubbled by year group. Break/Lunch bubbled by year group. Lessons change over – Bubbled by KS4/5.</p>		<i>Anonymised</i>
	Arrival at school	Low	<p>Years 7/9 /11/13 to come into school at 8.35 for registration in form rooms Years 8/10/12 to come into school at 8.45 for registration in form rooms</p> <p>Relevant entrances information here Before school yards space – same as break areas – NO mixing (including siblings).</p>		<i>Anonymised</i>

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Arrival at school – entrances.	Low	Sanitise hands, remove public transport face masks. Year 7 – 8:35 @ South yards gates and Math Tunnel Year 8 – 8:45 @ Grammar entrance and Math Tunnel Year 9 – 8:35 @ Grammar and south yard doors Year 10 – 8:45 @ Front gate and White Door entrance Year 11 – 8:35 @ Front gate and White Door entrance Year 12 – 8:45 @ Chemistry gates Year 13 – 8:35 @ Chemistry gates		Anonymised
Departure from school	Low	Year 7 departure 2.55, Y9/11/13 leave at 3.00 and 8/10/12 leave at 3.10 – recommend extend last activity in the lesson. Nearest exit within KS zone.		Anonymised
Food/ Catering facilities		Staggered lunchtime for year group bubble. 40 minutes with 20 minutes cleaning time between bubbles in catering facilities. <u>LUNCH and P4</u> Year 7 /9/11/13 first lunchtime from 12.20-1.00 Then Period 4 from 1.00-2.00 Year 8/10/12 have period 4 from 12.20-1.20 and second lunchtime from 1.20-2.00	Formalise Sodexo Cleaning regime for the canteens. – Anonymised w/c 24 th Aug.	Anonymised
Movement around school	Med	Use external routes where possible. New COVID One-Way system planned and shared with staff and students. One-way system monitored by day duty staff and SLT.	Floor markings for One Way.	Anonymised
Passing on of physical documents/letters/post	Med	Reduce the need for physical documents and share things digitally where possible. INSET day docs		Anonymised
Teacher assessment, marking.	Med	Teacher are not expected to collect and mark exercise books. The school marking and assessment policy should		Anonymised

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			<p>still be satisfied, but via online submission, online assessments etc.</p> <p>If staff do wish to collect worksheets or exercise books they do so at their own risk.</p> <p>If staff do wish to collect exams, social distance could be broken so – staff MUST collect with gloves and face covering, It is also advised to store them safely for 72 hours.</p>		
	Visitors	Low	<p>No visitors!</p> <p>Essential maintenance contractors – outside school hours</p> <p>Visitors that are required to come in e.g. maintenance people, to be briefed on school measures including and contact tracing, one way system, stay 2m apart, avoid touching surfaces, wash hands on arrival and departure and during – shown where handwash stations are</p> <p>Where possible to arrange for visitors to come in out of school hours.</p>	Anonymised to produce the document. Done -	Reception/Site staff to signpost staff to the form and collate for future track and Trace reference
	Extra-curricular provision	Med	<p>Very limited extra-curricular provision to take place until after October half term.</p> <p>Any provision must be bubbled by Zone AND max bubble size = year group.</p>	Dept RA's will provide details of this – HOD's	
Community Equipment					
	Rooms capacities (Summer 2020 Traffic lighted rooms)	Low	Green and Amber - All classroom, pre-rooms and offices revert to their original capacity.	If there are any concerns around this, please speak to your line manager, HOD.	Anonymised
	Staffroom bases	Low	Each Dept will now have a bubbled 'Dept Base' for free periods, before and after school.	Please avoid going into other 'Dept Bases' as this can reduce social	Anonymised

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			<p>N.B. If staff wish/need to meet face to face (2m+) please relocate away from 'Dept bases'. Please meet outside, or in large well ventilated rooms.</p> <p>The Coleman Hall and Stamford Hall will be empty most of the time and could be appropriate rooms for this.</p>	distancing and cause staff anxiety.	
	Staffroom Kitchen	High	<p>The staffroom kitchen will no longer be 'Red Roomed' but staff are advised to avoid using it wherever possible.</p> <p>There are lots of regularly touched surfaces and the rooms is very small. If staff do use this room, they do so at their own risk.</p>		Anonymised
	Staffroom Pigeon holes	Med	<p>Pigeon holes will still be in use but;</p> <p>Never approach if it means you will break 2m social distancing of another adult.</p> <p>Avoid them during busy times.</p> <p>Consider wearing gloves.</p> <p>Be mindful that pigeon holes are near the 'Dept Base' for humanities.</p>	<p>Collect from Pigeon hole and move back to desk at 'Dept Zone'.</p> <p>Do not congregate here</p>	Anonymised
					Anonymised
	Reprographics. Max capacity 1 unless invited in. No entry to any pupil/staff member.	High	<p>Signage on door to be updated and door to be open, but blocked.</p> <p>Staff to email requests where possible or use the drop box.</p> <p>Reprographics staff to use gloves where necessary.</p> <p>Other reprographics facility made available in staffroom – ICT to confirm.</p>	More considerations required here.	ICT, Repro staff, Anonymised
	Student movement				

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	Travel to School	High	Follow Government guidance on travel https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak	May need to speak to school bus services and check with local services. See Trafford RA	SLT
	Entering the building	Med	Everyone must wash their hands before entering the building. Handwash sanitiser stations will be placed at entrance points x 4. Pupils who arrive at school of public transports and school busses (as per their company and LEA RA) MUST remove their face covering before entering school site. This face covering must be disposed of, or stored safely in a sealed plastic bag for the duration of the day.		<i>Anonymised</i> SLT
	Regularly touched surfaces	Med	All internal doors (non-fire) are to be pinned open. All outside door (non-fire) to be pinned open. Sodexo cleaner constantly walking and wiping corridors. Teachers should supplement the cleaning of their teacher work station.		
	Toilet procedures – student	High	Bubbled toilets but also use details/procedures.		
	Toilet procedures - staff	Med	Wash hand thoroughly on entrance and departure. Sanitise hands. Dry hands. Tape off adjacent sinks.		
1st Aid – Triage reminder for <i>Anonymised</i>					
	Pupil development of symptoms on site	High	Tell Teacher straight away – contact SLT (e-mail cc Candice) to escort to Isolation pods and sent home. Stay minimum 2m away.		<i>Anonymised</i>

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			<p>Do not enter the isolation facility unless there is an emergency.</p> <p>If you do have to break social distancing, PPE for supervising member of staff – visor, mask, gloves, sanitiser, apron – training required and location decided and advertised.</p> <p>Request Sodexo reactionary clean of isolation facility after the pupil has been collected. If pupils used toilet – this will also need a Sodexo ‘reactionary cleaning’. N.B. SLT/1st aid to triage the severity of symptoms to inform the next step – reactionary clean or de-commission facility for 72 hours.</p>		
	Staff development of symptoms on site	High	Class cover made available – pool of on site duty staff/HOY/SLT		Anonymised
	Staff who regularly circulate school develop symptoms	High	If a member of staff who regularly circulates significant areas of school such as site staff, cleaning staff, or any other member of staff, develops symptoms, they should get tested and a review of the situation will take place. Engage with Trafford Health Protection team.		Anonymised
	First aid	Med	<p>Normal 1st Aid situation. Usual protocol – BUT with a ‘Hands off’ approach. Remote triage, diagnosis and supervision from 2m or more.</p> <p>If emergency first aid is required (closer than 2m) full PPE to be made available. training required.</p> <p>Basic principle is to call parents/or emergency services and safely supervise from 2m.</p>	Discuss the logistics of KS3 and KS4/5 ‘sick bay’ separate from COVID process.	Anonymised

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	Isolation facility	High	1 st Isolation unit (minor symptoms – unlikely to be COVID) Outside grammar with portaloo. *If the toilet is used – close for 72 hours. Isolation Pods – needs sourcing, building and SOPS planning	SLT staff to collect pupils from classroom, escort to appropriate isolation facility, and remotely supervise until parents collect.	Anonymised
	Designated 1 st aider may be required. SLT to be 1 st port of call on their 'Duty day'.	High	Willing and dedicated Under Review – SLT duty staff <i>anonymised</i> will deal with this. There will always be a separate SLT duty 'on-call'.	Training needed on dealing with symptomatic person.	Anonymised 1 st aid rota. 2 first aid per day. 10th June update. SLT duty staff
	Fire briefing	Low	Students, staff, fire marshal. Muster points communicated in the staff/students expectations doc.	Anonymised to complete and repurpose.	Anonymised
Job Roles					
	Classroom Teacher	Med	Leave door open, open windows. Teacher Hygiene packs- viral wipes/spray TBC, gloves, hand gel, face covering (at teacher discretion). Floor markings – teacher zone. Pupils arrive and immediately enter fill room from furthest point from the door. Dismissed from closest point to the door 5 minutes before bell.	Door stop in every room.	Anonymised
	Arrival staff, SLT and HOY.	Low	Supervise arrival. Ensuring pupils sanitise upon arrival. Check pupils in the correct yard. Social distancing is maintained. Public transport face coverings removed. Kit check – tissues, sanitiser, viral wipes, sprays.	Stand in open well ventilated. Stay 2m distance from pupils.	Anonymised
	DUTY	Low/Med/High	Create Rota; <u>Morning staff & Break staff</u> (inside and outside roles for CEV etc).	Safety of staff the primary concern.	Anonymised

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			<p>*It is likely that every member of staff will do one duty a week to be reviewed at Oct half term.</p> <p><u>Paid Lunchtime staffing and rota</u> Lunch duty likely to be 40 minutes not 30 minutes. Current paid staff can abdicate their duty roles based on money, health status, work volume.</p> <p>*It is likely we will require more paid duty staff.</p> <p><u>SLT duty rota</u> SLT duty day and SLT duty rota. Likely to be a large role until Oct half term.</p> <p><u>HOY duty</u> HOY may have to continue with some level of lunchtime duty until Oct half term in addition to their morning 'arrival' monitoring role.</p>	Safest available role made available for CV, CEV, BAME, NEMS, Anxious staff.	
	1 st aid - General	High	Usual 1 st aid procedure. With these additions; Avoid contact wherever possible, communicate, assess, diagnose and decide on plan from minimum 2m distance. If 2m social distances need to be broken – for critical emergency – wear PPE. Mask, Visor, gloves, apron, etc.		Anonymised
	1 st aid – COVID (willing 1 st aider or SLT)	V High	Supervise in a well-ventilated area, outside if possible. Supervise (remotely) toilet use. PPE – mask, visor, apron, gloves available. Supervise from outside the isolation facility if possible, keeping visual contact.		Anonymised
	Admin	Low	Do not exceed office capacity – to be discussed with line manager. Monitor and maintain hygiene of personal work station to supplement Sodexo daily thorough clean. Open windows, doors and wash hands regularly.		Anonymised
	Reception	Med	NO staff/students/visitors to enter Reception. Keep glass windows shut – (staff discretion). Staff hygiene pack Drop box for deliveries/post – 72 hour 'holding area'?		Anonymised

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			NO VISITORS – essential visitors need to sign trace and expectations form.		
	Technicians (Science, Tech and Art)	Med	Work through the procedures on the CLEAPSS GL345 document before continuing to use the prep rooms as usual.		Anonymised
	Estates Manager	Med	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	Outside of school hours 8:35 – 3:10 <u>wherever possible!</u>	Anonymised
	Student	Med	Walk 1m+ apart down corridor and outside. Only walk with pupils from within your year group/bubble. Inside South to North movement ONLY. All North to South movement MUST be outside. Arrival at classroom go inside and sit at designated desk – fill the room from the furthest available seat to avoid walking past people. Bring own hygiene kits – Hand gel, tissues, face coverings, Wash hands at EVERY change of venue – staff to remind students of their responsibility. Do NOT move around the classroom. Do NOT share equipment.		Anonymised
	TA's LS Dept.	Med/High	To be discussed with Anonymised w/c 24 th Aug	Learning Support Dept RA to be completed separately.	

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Isolated AGBS specific directives.					
	Assemblies	Med	Assemblies will take place within year group bubbles in KS 'zones'. KS4/5 in Stamford Hall. KS3 in Coleman Hall Chair arrangements will be set out in banks of 6 (or 7 so they can sit as forms for the assembly. Ensure the rooms is well ventilated and they duration is kept to a minimum. They will be infrequent. Stand or Sit!!! (to prevent chair cleaning)		Anonymised
	6 th form provision	Low	Specific details – 6 th Form 'Dept RA to be completed' Private study. Signing In and Out. Common Rooms. Games – Week A Yr 12, Week B Yr 13.		6 th Form Staff team
	Mini bus	Med	Separate RA required		
	Dress code	Low	Student to be in full uniform therefore staff in usual work attire.		
	Bins	Med	Lidded Bins advised – AGBS felt there was additional risk in terms of people putting ANY rubbish in bins and touching the lids - likely with the tissues or germy hands (even if they are foot operated kids are likely to use hands). We have therefore amended the risk assessment to bins with no lids for this reason but added it then they are emptied daily and if they are heavily used for snotty tissues staff can request additional emptying from the site team. Increased frequency of emptying communal areas bins.		
	Face coverings	Med	Everyone will be required to wear face coverings at lesson change over times. This is because there is a		

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			<p>chance bubbles will cross paths, some corridors maybe be congested. Staff and students training required. E.g. sanitise hands before and after touching face covering. It is the teacher responsibility to direct pupils to sanitise hands and don their face mark prior to leaving the classroom.</p> <p>N.B. medically exempt people will not be required to wear one. N.B. the face covering in school should be exclusively used in school. Pupils/Staff/Visitors with face coverings for shops or public transport must not use them in school. N.B. Clear communication on types acceptable types of face coverings. N.B. the school is not insisting or promoting the wearing of face covering in lessons, however this is at the digression of the teacher. If a teacher makes an assessment of the number of pupils, room size, level of ventilation or staff/student anxiety levels. Pupils may be instructed to wear a face mask in that lesson. This may be a visor or other appropriate face covering for staff.</p>		
	Reduced corridor traffic for staff.	Med	<p>Pupils will be dismissed at 5minutes to the bell. Teacher will remind in the classroom in the safe teacher zone. The teacher is likely to welcome and settle some of the next class. Once the teacher assess that the corridor is suitable quiet to maintain staff:student social distance, they will move the their next teaching room (wearing a face covering).</p>		

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	Water fountains		<p>Cleaned as part of the RTS cleaning regime. Each 'large scale bubble' has access to one water dispenser. Social distancing queues marked at each water dispenser. Pupil/Parents explicitly advised against using water dispenser to fill their water bottle. They are advised to ring sufficient water for a day in school.</p>	<p>If pupils forget – HOY to have a crate of bottles of water.</p>	<p>H&S committee Anonymised</p>
	Personnel off-site,		<p>Staff are allowed to leave site if appropriate. They can 'work from home' between teaching periods if their commute allows. They can leave site to reduce the chances</p> <p>Signing in and out – Online shared 365 excel fire list, Staff: Anonymised Students: Anonymised 6th Form: Anonymised</p>		<p>HM, SLT</p>
	Yr 12 Marquee RA		<p>Trees assessed for their safety. Extra fire escape door fitted. No cooking of food in facility. Cold food only. Remotely supervised as a common room, canteen, study room for year 12 pupils.</p>		<p>Anonymised</p>
	IT technicians		<p>Engine rooms respected as an office (knock and wait, no entry unless invited and it doesn't exceed social distancing capacity as decided by the line manger of the office) Bubble technicians. HOD to identify risk and propose suggested risk mitigation strategies.</p>		<p>Anonymised</p>

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Sept 2020 INSET days.					
	Whole staff meeting	Low	<p>All staff will be required to come together during INSET days for essential information sharing.</p> <ul style="list-style-type: none"> - The Peel Hall will be used with doors open and chairs spaced 1m+ apart. - Additional seating will be made available on the balcony to particularly anxious, CEV, NEMs if they require it. - Limited passing of paperwork etc. - 		SB, Site staff
	Children of Colour	Low	<p>Anonymised to complete a specific risk assessment on this.</p> <ul style="list-style-type: none"> - What is the content? - Is there any groups work required? - Are the organisation aware of our school procedures? - Have they sign our COVID Track and Trace & procedural expectations form? - Face coverings. 		Anonymised to coordinate this time.
	De-clutter school	Low	<p>Staff are asked to work to de-clutter the school across the course of the week. This will aid with the enhanced cleaning regime. Staff will not be 'based' in a classroom anymore.</p> <ul style="list-style-type: none"> - Clear personal artefacts from desks. - Shred/Dispose of old non-essential paperwork/books etc. - Identify any un-necessary furniture to HOD/Site staff and they will remove it (this is to increase social distancing capacity). 		HM, HOD, Teachers
	Dept Risk Assessment. Practical Subjects;	Med	<p>HOD's or practical subjects have been asked to produce a subject specific Risk Assessment outlining their Standard Operating Procedures (SOPS). The Det RA's are to supplement this whole school RA.</p>	Staff in practical subjects are asked to familiarise themselves with these	Anonymised

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	PE, DT (all), Science (all), Music, 6 th form, ICT.			supplementary documents.	
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Outcome from 20 th August inspection					
	General outcome and comments				
	Essential actions				
	Suggested actions				

Annex A – Post testing procedures.

<u>Individual Cases</u>	Test returns as positive – If an individual pupil/member of staff	
What to do if there is a suspected or	<ul style="list-style-type: none"> • inform their school immediately • individual must isolate for at least 10 days from the onset of their symptoms 	

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<p>confirmed case – updated guidance from DfE continued</p>	<p>They can return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. These symptoms can last for several weeks after the infection has gone</p> <p>The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>Their household should self-isolate for the full 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>If an individual tests positive – what is the impact on the school?</p> <p>If school is notified that the test was positive:</p> <ul style="list-style-type: none"> • Leaders contact the local Health Protection team who carry out a rapid risk assessment • Provide the list of those who have been in close contact with the individual – pupils in bubble and staff who have been in contact with the bubble • The Health Protection team will guide and advise the school in the next steps to take. They help with making the decision on what needs to happen next • A template letter will be provided to schools, on the advice of the Health Protection Team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others • Notify the local authority to inform prior to decisions being taken. 	
<p><u>School community</u></p> <p>What to do if the school is advised that there is a school outbreak</p>	<p>Working with advice from the local Health Protection Team</p> <ul style="list-style-type: none"> • If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak. • Schools must continue to work with their local Health Protection team who will be able to advise if additional action is required. • The local Health Protection Team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. 	

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<p>by the Trafford Public Health Team</p>	<ul style="list-style-type: none"> If schools are implementing their control measures, then whole school closure based on cases within the school will not generally be necessary. Only on the advice of the Health Protection Teams should whole schools be closed. It is essential to inform the LA immediately if this is the case. <p>In consultation with the Trafford Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.</p> <p>Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p> <p>Curriculum offer for pupils at home: Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, it is expected that schools ensure the capacity to offer immediate remote/online education to those pupils.</p> <p>Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for a remote education provision by the end of September.</p>	<p>Section 5 of DfE guidance</p> <p>Oak Academy, BBC Bitesize, Google Classrooms and other resources previously used.</p>
<p>Contingency Plans for further wider outbreaks</p>	<ul style="list-style-type: none"> If Trafford sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. The DfE will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice. For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any vulnerable pupils who cannot yet attend school at all due to coronavirus (COVID-19). 	