

AGSB - COVID 19 RISK ASSESSMENT.

Wider Reopening March 2021

Ref	Hazard/Consideration	Risk Level	Actions Taken	Further Actions Needed	By Whom and When
	Health Status of Staff, Students and Wider community				
	Exams & Invigilation	Med	<p>The pupils will wait either by the flagpole (for the Coleman Hall exams) or outside of the D rooms and will be seated as soon as possible after they arrive. Pupils will store their bag under their desk. Therefore, papers can't be put on desks prior to the exam but will have to be distributed when all seats are filled.</p> <p>All pupils and staff will keep their masks on until the exam starts.</p> <p>Wherever possible, space has been left at the front of the room to provide a spatial barrier. In the Coleman Hall. If the room is full, teachers may choose to use the stage to invigilate, thereby increasing the distance from the students. Staff will not be expected to patrol the room during the exam but simply to be vigilant.</p> <p>The room should be flooded with fresh air once every hour, and then the doors can be simply left ajar rather than wide open. This should NOT be done at a change of lessons. Pupils will be allowed to wear warm clothing (this includes their coat).</p> <p>If a pupil needs assistance, he will put up his hand and both teacher and pupil must wear a mask. If a pupil wants a 'bathroom break' he must use the Y11 designated toilets at the south end of school (NOT the toilets outside of the Hall as would normally be the case).</p>	<p>*Enhanced Risk mitigation. Coleman Hall exams moved to Peel Hall with the same number of candidates in much larger room (better social distancing, ventilation, desk allocation, bigger invigilation area)</p> <p>D Room exams moved to Coleman Hall. Same number of pupils in larger rooms. (As above).</p> <p>Much enhanced COVID safety.</p> <p>Face covering must be worn in the exam hall.</p> <p>Desks are 2m apart side to side but about 1.55m apart from front to back. To be safe, face covering must be worn.</p>	

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			<p>At the end of the exam, papers will only be collected once the pupils have left the room. Staff must wear gloves when collecting the papers.</p> <p>Once all papers are collected, they will be returned to the exams office to be quarantined for 72 hours. Alternatively, teachers may collect the papers from the exams office and then keep them in quarantine for 72hours before marking them.</p> <p>SLT will be required to help with crowd control and be at the exam room 15 minutes prior to the start of the exam.</p> <p>Very details written guidance on COVID compliance and procedures provided by exams office.</p>		
	Toilet Facilities	Low	<p>Portaloos will be needed again for 6th Form.</p> <p>Toilets remain bubbled the same with the exception of Yr 13 = New build toilets.</p> <p>Yr 12 = Portaloos outside 6th Form and Languages toilets.</p>	Need Re-hiring - E-mailed Site Manager 28 th Feb	
	Key Worker care	Low	<p>Key worker bubbles – TBC</p> <p>3 rooms.</p> <p>1 staff – volunteer.</p> <p>*Update Jan 2021 – PE dept to take lead supervision role.</p> <p>SLT to cover breaks relief for lessons.</p> <p>Key worker staff to sanitise their own station.</p> <p>PPE worn at staff/student discretion.</p> <p>*Update Feb 22nd - Pupils now must wear face coverings whilst inside at all times.</p>		
	New build	Low	<p>North to South indoor movement only inside. This would mean for lessons upstairs in the new build they should enter from the DT stairs and exit by the Coleman hall stairs into North yard.</p> <p>KS4 to go around New build NOT cut through.</p> <p>Year 9 only can 'cut through'.</p>		OF

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			<p>Toilets are bubbled for Yr 13.</p> <p>All rooms in the new build are yellow 'cross bubble rooms' therefore need Purple spray and Blue roll.</p> <p>Floor markings to assist movement at the South end.</p>		
	New Staff Zones	Low	<p>Staff to ensure that they are a close contact of no more than one other member of staff.</p> <p>Consider location and proximity of trainee teachers.</p> <p>***HOD to look at this on a case-by-case basis.</p>		
	Face coverings	Low	<p>Everyone (staff, students, Sodexo Peripatetic teachers etc) must wear face coverings at all times whilst inside, where social distancing cannot be maintained.</p> <p>*Exception to this is PE, outside breaks, when eating.</p> <p>**Face coverings are needed in all queues (indoor and out). Corridors. Classrooms. Canteens (when not actually eating/drinking). Offices. Dept Hubs. Meetings.</p> <p>***Scenario – IF social distancing can be maintained in a classroom/indoor space, AND there is not movement or chance of coming within 2m of another person, face coverings can be removed. ONLY if social distancing can be maintained throughout!!! If in doubt? Everyone wears a face mask!!!</p> <p>****Scenario – Teachers may not need to wear a face covering to teach IF their teaching desk is at least 2m from everyone else in the rooms. If they move around the classroom, they wear a face covering. If their teacher zone is within 2m of anyone, they wear a face covering.</p> <p>*****Screens – if there is a sufficient and effective screen between people within 2m, face coverings are not essential BUT, we still recommend wearing face coverings!</p>	<p>Face covering to be reviewed by central government ready for the summer term.</p> <p>Note – refusal to wear face covering is a behavioural issue and will be picked by SLT on SLT duty day and then HOY/DHM informed to investigate and sanction.</p>	
	Stamford Hall Yr9/11 catering	Med	<p>Stamford Hall will be a dual use facility (Yr 9 and 11 on first lunch)</p> <p>Clearly bubbled by zone and queue.</p>	<p>This will be carefully monitored and reviewed.</p> <p>SLT, HOY, duty presence.</p>	

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			<p>2 staff presence to maintain bubbling and social distancing.</p> <p>Yr 9 queue outside the Stamford Hall yard side – enter through fire doors, leave through usual ramp door to outside.</p> <p>Yr 11 queue side entrance down ramp and leave through bag room via inside corridor.</p> <p>No cross bubble movement allowed.</p> <p>Yr 9 now using Sodexo card will make Yr 9 queue faster and more efficient, therefore safer.</p> <p>Stamford Hall is sufficiently large and well ventilated for T year groups, especially when bubbled by zone.</p> <p>Pupils are no longer allowed to sit inside after finishing their food. They must leave and move to their outdoor yard space. Improving weather will make this preferential anyway.</p>	<p>Opportunity to move yr 9 canteen to Coleman Hall after exams, but I don't think this will be necessary.</p>	
	CV/CEV staff	High	<p>CEV staff told to continue to shield as per medical, HR and Gov guidance.</p> <p>Welfare contact required.</p> <p>CV staff offered a Personal RA review if they request one.</p>	<p>*Be aware AGBS must monitor impact of 2nd cohort of CEV personnel being announced/reclassified based on vaccine priority. BMI, BAME, Learning disabilities etc.</p>	
	New Variant	Med	<p>Remind staff and students of the measures in place to stop spread.</p> <p>Sept – Dec 2020, AGBS were operating at the highest possible level of COVID compliance to keep its school community safe. There was a best case scenario plan to partially un-bubble for Jan or Feb ½ terms. This plan has been completely shelved as we continue with the safest and highest levels of COVID safety SOPs.</p>		

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	Personal Risk Assessment	Med	All staff offered Personal RA in briefing Monday 1 st March.		
	Mass testing	Med/High depending on role	See additional risk assessment.		
	Communication	Low	<p>*March 2021 update – this practice was sanctioned based on typical January weather. Due to lockdown and improving weather, we revert back to guidance to opening all windows/door to air ventilation and air exchange.</p> <p>January 2021 Changes – This advise retained incase of un-season very cold weather. Inform staff of changes to ventilation guidance;</p> <ul style="list-style-type: none"> • Windows being open during lessons is at the teacher’s discretion BUT they must have the windows open for the last 5 minutes of each lesson to increase air changes before the next teacher and class use the classroom. <p>Remind Staff:</p> <ul style="list-style-type: none"> • Where to find RAs • To wear masks when circulating classrooms • To collect spray from Chem office and blue roll from estates office • Ask H&S Officer for individual hand sanitisers • Follow one ways system, particularly during lesson change over. 		
	Seating plans	Med	All classes need new staff seating plans – try and establish constancy between lessons with the same classes.		

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	New one-way system	Low	<p>New build one way system communicated to staff/students via welcome back assembly and PowerPoint shared in form time.</p> <ul style="list-style-type: none"> • New build = North to South indoor movement. This is the only place in the school that has Southbound indoor student movement. 		
	Temperature and ventilation	Low	<p>Manage heat vs ventilation. Teacher led. BUT complete air exchange at least once an hour.</p> <p>Suggestion that staff who do not want to leave windows open for the whole lessons should open windows for at least the last 5 minutes of each lesson.</p> <p>It is important to ensure that there is a full air change before the next teacher and class enters the room.</p> <p>Specific guidance included here;</p> <p><u>Keeping occupied spaces well ventilated</u></p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained. This can be achieved by a variety of measures including:</p> <ol style="list-style-type: none"> 1) Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) 2) Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened 		

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			<p>more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p> <p>3) Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p>		
	Extra-Curricular	Med	<p>If any extra-curricular goes ahead, it must follow year group bubbling. To be led by HOD in consultation with H&S team. Advised not to start before 15th March at the earliest. Remember – Education intervention, revision, catch up, etc is NOT extra-curricular. This can continue asap as long as it complies with the school COVID SOPs. (Bubbling, face coverings etc)</p>	<p>To Discuss - To be led by HOD in consultation with H&S team. Advised not to start before 15th March at the earliest.</p>	

Updates from Jan 2021 –

Lockdown 3 January 2021

Ref	Hazard/Consideration	Risk Level	Actions Taken	Further Actions Needed	By Who and When
	Health Status of Staff, Students and Wider community.				
	Key worker care		<p>Bubble size as small as possible. 4 distinct bubbles. Yr 7 + 9 typically 10-13. Yr 8 typically 7-9</p>		

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			Yr 10 + 11 typically 5-9 6th form typically 4-7		
	Key worker staffing		SLT duty cover and PE dept rota.		
	Working from home		DSE RAs – Resource to be sent to inform staff about how to make their workspace safer. Send form for feedback RE if home workspace complies with safety. Respond to feedback where necessary	Resources to be sent	
	Staff well being		SLT Drop in – Regular contact with SLT links and Friday drop ins.		
	First Aid		Rota produced and implemented		
	Admin staffing		Rota produced and implemented.		
	Sodexo Cleaning – Jan Lockdown	Low	<p>Due to much lower number of pupils in school, cleaning will be reduced.</p> <p>1 x Day cleaner – Regularly Touched surfaces. Door handles (inside and out), handrails, push plates, reception buzzers/log-in machine, front gate buzzer etc.</p> <p>This day cleaner will cover physics, DT, New build and main building. This is a larger area, but there are MUCH smaller numbers of people in school.</p> <p>End of the day cleaners (number to be decided) to clean: All toilets, communal spaces, Keyworker rooms S9/S10/S13, bins, any other rooms that have been used (see site staff for a cleaning requirement report). Sodexo will not clean kitchens, offices (old Red rooms).</p> <p>3 cleaners who are going to be working info below:</p> <p>S*** – 8.30am till 3.30pm</p>		

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			<p>N* – 09.00am till 1.30pm</p> <p>B** – 1.30pm till 4.00pm</p> <p>***** will come in to check everything is ok as we are still working</p> <p>Rest of staff will be furlough till 15th February. Extended until 5th March.</p> <p>This includes RTS clean and daily clean of used rooms. (Offices/Toilets/key worker rooms etc.)</p>		
	Cleaning Staff Work Zones		<p>Staff are responsible for their own hygiene and sanitation for the workstation they are working at. Use hand gel, purple spray etc before AND after using a communal workstation (computer room, teacher desk in classrooms, workstations in dept zones).</p> <p>Sodexo will not clean staff computers, desks, teacher desks in classrooms.</p>		
	Testing		See alternative risk assessment		

Updates from 5 November 2020 – National Lockdown 2

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Ref	Hazard/Consideration	Risk Level	Actions Taken	Further Actions Needed	By Whom and When
	Health Status of Staff, Students and Wider community.				
	Busy/Large Staff Zones	Med (now lower)	<p>Staff Zones where there were multiple people from a dept in a small (ish) area have been reviewed and slip down further.</p> <ul style="list-style-type: none"> • PE – Max capacity of the office is now 5. PE technicians not allowed in. Meetings to take place in canteen. No hot desking. BL to confirm • Biology – 2 staff have moved from Biology office to the Kitchen/Pre-room. SB. • Chemistry – staff moved to separate office space. OF to confirm 	Continue to consult with staff about concerns.	
	Office spaces reviewed	Med	<p>Offices socially distanced, screened, shared, bubbled or hubs offered.</p> <p>Exams, Front office, S Weil's, reception, finance/HR.</p>		
	Classroom Plastic screens	Low	<p>10 of the highest priority rooms identified. These are: M1, M3, M4, M5, C1, C2, C3, C10, S15</p> <p>During the classroom audit, we identified that most rooms could increase staff-student social distancing simply by moving desks to fill up from the back of the room. See below...</p> <p>More screens can be ordered as necessary (trust links with NCS being explored).</p>		
	Classroom furniture arrangements	Low	<p>Move, tables, chair and pupils back from the teaching zone.</p> <p>Fill up the classroom furniture from the back.</p> <p>This can usually create 2m gap from teacher and the front row. Exceptions to this rule are identified above and screen ordered.</p>		

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	CEV staff	High	CEV staff have been contacted and personal consultation have been offered and completed where necessary.		
	NEM's Staff	Med	NEMS staff have been contacted and personal consultation have been offered and completed where necessary.		
	CV, over 60's, CV/CEV Households, Anxious staff contacted	Med	Other staff have been contacted and personal consultation have been offered and completed where necessary.		
	Face coverings	Med	Must be worn at all times in all indoors communal space except the classroom. Staff and student briefed on 9 th and 10 th November *see briefing notes.		
	Hand hygiene	Med	Pupils reminded to regularly sanitise hands (wash or hand gel). Pupils reminded of their responsibility to carry hand sanitiser.		
	Pupil safety	Low	Re-visiting COVID education. Hand hygiene. Respiratory hygiene. Info shared via FT's HOY assemblies, Newsletter, direct COMS.		
	Fire Drill	Med	It is essential we do a fire drill. Fire drill procedures and roles fully reviewed. <u>Staff briefed.</u> Staff informed of date, time and procedure. Evacuation map and muster points shared. Classroom doors stops to be kicked out (checked by fire marshals) Marlborough road used. Weather considered. Attendance staff consulted on the new process.	Review: Evac completed in 6 mins. Registers completed in further 11. Re-entry to school very smooth, bubbled and safe. All fire doors checked and were closed. ALL Zone sweeps beat registers.	

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			<p><u>COVID compliance.</u> Fire drill has to happen. Muster points are bubbled wherever possible. Evacuation routes consider bubbles. Face coverings must be worn at all times by everyone. Paper registers printed in advance to speed up registration. This gives more time to dismiss pupils socially distanced.</p> <p>When handling paper registers, please sanitise hands before and after.</p> <p>All this is to satisfy compliance, but also to make the drill as fast, efficient and safe as possible.</p>	<p>Continual ringing fire bell, effective and gave a formal end to the drill.</p> <p>Very positive experience.</p>	
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Standing Risk Assessment. (Amendments dated)

Date: Started 8th July 2020 – Ratification plan Thursday 20th August
Completed by: OF and SB
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, AGBS 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.

Reviewed on;
 7th October.
 15th October.
 6th November.

Accompanying documents:

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

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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

***Anonymised (H&S governor) reports. These are produced regularly in consultation with key AGSB staff to report back to ELG, AGSB Governing body and other key stake holders.*

Ref	Hazard/Consideration	Risk Level	Actions Taken	Further Actions Needed	By Whom and When
Health Status of Staff, Students and Wider community.					
	Staff Welfare	Low/Med	SLT drop ins. Loom and follow up consultation meeting. E Hall 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 COVID related stress and anxiety and review their new workload.	Ongoing discussions by <i>Anonymised</i> regarding staff welfare and wellbeing	<i>Anonymised</i> September 3 rd and ongoing
	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.	<i>Anonymised</i>

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	BAME	Med	Survey all pupils - Regularly check government advice on BAME.	Staff responding to BAME e-mail – SLT 1:1 individual conversations offered.	<i>Anonymised</i>
	New and Expectant Mothers (NEMS)	Med	Risk assessment to be done on return to work Regularly check government advice on NEMs. 7th Oct 2020: 2 x NEMS – both have had COVID specific RA’s (and updated revisited where necessary). HR & OF have completed formal HR NEMS RA in accordance with Union guidelines. Assessed 3 rd trimester risks associated with teaching on site beyond 28 weeks.	<i>Anonymised</i>	<i>Anonymised</i>
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 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>		

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			<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.</p> <p>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> <p>7th Oct 2020:</p> <p>See Below for Track and Trace review of procedures.</p>		
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Site made safe					
	Reoccupation of a Premises	Low	HSE – Reoccupation of building checks where necessary. 7th Oct 2020: Done. Review in alignment of building works (New and SIF).	Checks to be completed	<i>Anonymised</i> 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. 7th Oct 2020: Working well - suitable supply and demand management.	These are general concepts of procedures and protocol. Personal staff situations to be considered and specific rooms protocol to be considered.	
	Mechanical Ventilation systems	Med	<i>Anonymised</i> is commissioning a detailed Audit of all the Mechanical Ventilation system in the school. Heating in science and Grammar, Air con in 6 th form/computer rooms/PE/Music, air extraction system in Science and DT. All climate controlled and mechanical ventilated systems will be audited and a report provided to be acted upon Site visit by <i>Anonymised</i> – 19 th Aug 2020. Grammar – technician booked to come and change setting for 100% fresh air intake. 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. External audit still to be completed to validate these findings.	Awaiting date and outcome – research ongoing... 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.	<i>Anonymised</i> to commission audit asap.

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			<p>N2 – assessed on 27th Aug It has a window opening out fully onto the corridor where there is a large fresh air window about 3 m away – This needs opening fully and securing with tape/wire to prevent access to the roof. <i>Anonymised</i> It also has double doors that open to a corridor with a large sky light again providing fresh air. It also has mechanical ventilation to encourage air flow and air exchange. 7th Oct 2020: All working well. This will need reviewing as we move into Nov/Dec.</p>		
	Floor markings	Low	<p>Necessary floor marking now updated to reflect 1m+ distancing. One-way floor marking sprayed on arrows.</p> <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. <p>7th Oct 2020: Working very well – Floor markings will need re-doing as they wear off. Large order of Duct Tape still awaiting delivery.</p>	<p>Monitor the one-way system use and issues. Monitor how quickly it comes off the floor.</p>	<p><i>Anonymised</i> to arrange floor markings</p>
	Pupils/Staff movement Corridors	Low	<p>One way South to North. ANY South movement has to be outside.</p> <p>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? 7th Oct 2020:</p>	<p>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.</p>	<p>SLT and staff to enforce one way system at a safe social distance in well ventilated areas of the school.</p>

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			Working very well. Some complacency (mainly from staff). Addressed and reiterated the importance of One –Way in staff briefing and via e-mail.		
	Pupil movement - Stairs Up and down only.	Med	Upstairs ONLY = Staircase A, B and E. Downstairs ONLY = Staircase C, F and English fire exit stairs. Two-way staircases (waiting area outside) = 6 th form, G, H Physics, DT. 7th Oct 2020: Working very well.	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 – new area created for hard standing and outside waiting in front of PC rooms. 7th Oct 2020: Working very well. T rooms, PC Rooms and N rooms all have outside queue. This needs further staffing as weather gets worse.		
	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 Yr 11 - Scout hut and Heath Rd access. Yr 12 – Marquee in from of school and on grass. Yr 13 – 6 th form common room and outside. No food provision at breaks. Wet breaks = form rooms in bubbled zones. 7th Oct 2020: Procedure for departure from yards refined at break – Yr 8 @ 11:15. Yr 9 next (from north yard). Yr 7 last after yards and corridors are free.	Decide on requirement for staggered dismissal for break? 24 th September -	<i>Anonymised</i>

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Individual classroom risk assessment.	Med	<p>Walk around with OF 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. N1 High Level Windows – 7th Oct 2020: left open on trickle vent. Technology computer room needs better ventilation – fire escape door left open. 7th Oct 2020: Subtle changed and refinement implemented. C10 – high priority for a room change. S9 – Yr 7 ICT and staff cross bubble room – subject to cross bubble hygiene procedures. N1 & N2 – ventilation procedures reviewed.</p>	<p>To be completed on Wednesday 19th Aug. Most rooms surveyed. General observations about de-cluttering. Windows and ventilation most obvious issue.</p>	<i>Anonymised</i>
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).</p> <p>Classroom/communal cleaning products – spray wipes.</p>	<p>7th Oct 2020 - done and working effectively.</p>	Sodexo

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			<p>Educational posters around site – OF, Site staff Admin to produce and update.</p> <p>7th Oct 2020: Done and working well.</p>		
	Daily enhanced deep clean	Low	<p>Thorough, COVID specific routine preventative cleaning will take place between 3:30 and 6:30.</p> <p>Whole school cleaned daily, including RTS, Offices, toilets, kitchens, staff areas, corridors etc.</p> <p>Sodexo have guaranteed a full complement of staff (or increase hours for individual) using appropriate anti-viral cleaning products to provide a COVID compliant cleaning service daily.</p> <p>7th Oct 2020: Some initial staff concerns –now address as Sodexo have returned to full staff ratio. Effective and thorough.</p> <p><u>Reactionary cleaning:</u> We have only had in request 3 reactionary cleans – as a result of COVID case in school – Very good and very effective.</p> <p>*Note... close the rooms quicker.</p> <p>Fogger usage - Reactionary cleaning can be done sooner – Sodexo shared directive from HSE which indicates a trained and willing operative (Anonymised, Anonymised, Frankland) can thoroughly fog the area with 100% chemical concentration.</p> <p><u>20 November</u> New Trafford (endorsed by HSE) no need for reactionary ‘Deep Clean’ after a confirmed COVID-19 case in school. IF... that location is already part of a rigorous cleaning procedure. (AGSB’s cleaning procedures are very thorough and rigorous – *see other sections on enhanced – 3 x RTS</p>		Sodexo

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			<p>day cleaners, enhanced daily cleaning/sanitisation, reactionary cleaning available).</p> <p>Even without the requirement for a 'Deep Clean', where necessary we will still react to COVID cases with 100% concentrate chemical 'fogging'.</p>		
	Day cleaners x 3	Low	<p>In addition to this Sodexo are in the process of recruiting 3 more 'day cleaners' whose sole purpose is to provide the school with preventative 'regularly touched surfaces (RTS) cleaning' and reactionary cleaning.</p> <p>The school will be divided into 2, North and South.</p> <p>North – North of Coleman, Science and Physics.</p> <p>South – South of Coleman and PE.</p> <p>There will also be an addition 'floating' cleaner for the purpose of DT, entrances and exits and all reactionary requirements.</p> <p>Day cleaners will be responsible for RTS (light switches, door handles, bannisters, push plates, communal equipment etc. toilets (including portaloos)</p> <p>7th Oct 2020: Very good and very effective.</p>		Sodexo
	Sodexo Cleaning or sick bay, first aid, low level isolation.	Low/Med	<p>Sodexo: Cleaning an area that would hold a pupil with a) display of symptoms or b) suspected high risk or confirmed case.</p> <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>Review of cleaning criteria, process and classification completed with Jenny/Sodexo on Mon 17th Aug</p> <p>Re. COVID-19 cleaning. This is cleaning of isolation units and classroom/desks where a teacher is concerned about a pupil with COVID-19 symptoms. Every process agreed to continue but scaled up for full re-opening.</p>	Sodexo

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			<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 portaloos. 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 a portaloos next to each shed. Both areas will then be closed for 72 hours.</p> <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 perform 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</p>		
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			<p>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> <p><u>7th Oct 2020:</u> <u>Reactionary cleaning:</u> We have only had in request 3 reactionary cleans – as a result of COVID case in school – Very good and very effective. *Note... close the rooms quicker.</p> <p>Fogger usage - Reactionary cleaning can be done sooner – CH shared directive from HSE which indicates a trained and willing operative (Anonymised) can thoroughly fog the area with 100% chemical concentration.</p>		
	Toilets	High	<p>Handwash signs in every toilet.</p> <p>Toilet facility per bubble. Year 7 – Male Grammar Toilets Year 8 – Female Grammar Toilets Year 9 – Maths’ toilets Year 10//11 – Stamford Hall toilets. Year 12 – Portaloos outside Marquee. Year 13 – Portaloos outside 6th form common room. Day cleaners. Issue identified from H&S committee and reps. “No formal hand washing facilities from Yr 12/13” - 3rd Sept 2020. <u>7th Oct 2020 update:</u></p>	2m marking by toilets and signs saying one person at a time	Sodexo <i>Anonymised</i>

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			<p>Access and bubbles route to bubbles hand wash and toilet facilities in the Grammar for year 12/13 while awaiting hand wash facilities at the front of school.</p> <p>Additional facilities provided for Yr 13 (6th form languages toilets)</p> <p>New hand washing facility installed in additional grammar toilet access – Grammar & Yr 13 6th form toilet access maintained.</p> <ul style="list-style-type: none"> • 2nd additional hand washing trough to be installed somewhere appropriate after new build opens. 		
	Corridors	Med	<p>All handles, bannisters, ledges, shelves, to be constantly wiped by a designated and dedicated Sodexo member of staff.</p> <p>7th Oct 2020: Very good – see Sodexo Cleaning section.</p>		Sodexo
	Classrooms	Med	<p>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,</p> <p>Where possible, furniture arranged so pupils are forward facing.</p> <p>Staff work-station cleaned once a day – teachers hygiene packs provided if they wish to supplement this hygiene level.</p> <p>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.</p>	Teachers to enhance the hygiene of their working area.	Sodexo
	Classrooms use by multiple bubbles	Med	<p>Disinfectant spray and blue roll to be left in the classrooms that will have 'cross bubbling.' One pupil will pick up the spray and spray every chair and desk. The other pupils will collect a piece of blue roll as they enter the room and wipe down their chair and workstation –Posers on every door</p>	OF to monitor levels of spray and blue roll and coordinate with finance	

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			<p>listing these instructions. Refills can be found by the chemistry office.</p> <p>7th Oct 2020: There have been varying incarnations of this process. Most recent is working effectively.</p> <ul style="list-style-type: none"> • Maybe refine the process for checking classroom levels – This could be a weekly rota of monitoring blue roll and purple spray levels. <p>Current system – staff send pupils to chemistry office.</p>		
	Computer rooms	High	<p>To be thoroughly cleaned at the end of each day visit using anti-viral wipes.</p> <p>Backs of chairs, table surfaces, window handles, store cupboard handles.</p> <p>Further consideration required – Dept RA to consider this</p> <p>7th Oct 2020: See Dept RA with TS.</p> <p>EVERY keyboard/mouse/power button/printer to be cleaned thoroughly.</p> <p>N.B. Computer rooms have been bubbled by year group.</p> <p>N.B. staff must report immediately if the use of mechanical ventilation (air-con) contravenes the audit advisories.</p>		Sodexo
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. (Isolation facility is in grammar car park. (Outdoor chairs, sheds, portaloos).</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>		SLT, 1 st aid,

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			Follow Test, Trace procedures outlined in Annex A. 7th Oct 2020: Review of this process ongoing.		
	Suspected COVID-19 case in staff		Contact Barbara Clift/SLT for lesson cover. Leave school. Arrange test. Share results of test with SLT & Alison Jolly. Follow Test & Trace procedures outlined in Annex A.		SLT, HM, Cover
	Testing	Low	Latest government advice. Here Any confirmed cases – engage with Trafford Public Health services, NHS Test and Trace. For detailed procedural guidance. Please see annex A of this RA.		SLT
	AGSB Centralised COVID register	High importance	<i>Anonymised</i> to create, manage and monitor a centralised COVID register. New Code X for Covid related absence. 7th Oct 2020: Working very well. This spreadsheet has been refined to include additional information but is an invaluable reference point. Symptomatic staff/pupils, date left school, test? Results? contact tracing, date of return, siblings, Trafford Community Health team contacted? <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>	<i>Anonymised to produce and manage a central COVID register.</i>	<i>Anonymised</i>
Effective communication					
	Letter to all pupil's parents/carers. Letters to Parents, Pupils, Staff – also posted on Website	Low	Letter to be send on 21 st August: Including information on: COVID-19 symptoms. Testing. Track and trace. Safe public transports travel.	Letter to be sent out to parents with new updates information. RA Timings – detailed plan	HM, SB, SLT

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<p>Prevent bringing infection into school</p> <p>Expectations produced and shared with staff/students/parents</p>			<p>Staff/Students/Site expectations/procedures</p> <p>Curriculum plan from SW.</p> <p>Bubbles/Pods</p> <p>Timings</p> <p>Household Isolation procedure.</p> <p>Sodexo</p> <p>Loom</p> <p>No Reception drop offs.</p> <p>Face coverings.</p> <p>No visitors.</p> <p>Communicate this in next COMMS home</p> <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p>	<p>Expectations (Pupil and parents)</p> <p>Sodexo info - No break food/drink, Year 10/11 in Stamford Hall – cashless, top up card at home, avoid top up machine, Yr 9 will be checked off on a form list in the Coleman Hall and account debited afterwards.</p> <p>No 'drop offs' at reception.</p> <p>Fire Drill procedures.</p> <p>Yard space.</p> <p>Uniform</p> <p>Face coverings – detail</p> <p>Training videos.</p> <p>7th Oct 2020:</p> <p>Most common coms recently are 'Isolating pupils contacts', 'Warn and Inform'.</p> <p>Staff contacts isolation letter'.</p>	
<p>Fire procedure</p>					
<p>Revert back to original fire procedure for 'normal' school during New Build</p>	<p>Med</p>		<p>Due to year group bubbles, students are unlikely to be walking past other students of other year groups while exiting the building.</p> <p>They are mustering outside which is safer due to increased air flow.</p> <p>Fire drill to be carried out after October half term.</p>	<p>7th Oct 2020:</p> <p>Internal fire door to remain shut.</p> <p>Staff briefed twice to shut classroom doors as leaving</p>	

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				the classroom when the fire bell goes. 7th Oct 2020: Yr 7 Yard space to remain until January (any beyond) in case fire alarm before yard space is finalised.	
Fire Marshals	Low	Marshals to be aware that staff numbers may be low so it is more likely they will have to sweep multiple zones. Marshals may wish to put face coverings on before they carry out the sweep. Marshals to ensure fire doors are closed. 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. 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.		7th Oct 2020: Fire marshals sweeping the areas also told to shut doors. <i>Anonymised has</i> shared updated fire marshal notes.	
Fire Escape Routes	Low	As usual. Remind Staff and pupils that fire overrules one-way systems.			SB
Procedural changes to avoid bubbles mixing, reduced chance of infection, increased hygiene,					
Group size and mixing of pupils (Bubble)	Low	See plan here . KS3 Zone (South end of school) KS4/5 Zone North end of School. Yr 7/8 Lessons = bubbled by form (30), sometimes in sets (half year group). Breaks/lunch = year group bubble. Yr 9 bubbles by form (30) in sets more often (half year group), breaks and lunchtimes year group bubble.		7th Oct 2020: November school plan consider staff consultation. November plan to incorporate bubble	

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			<p>KS4/5 – Lessons bubbled by year group. Break/Lunch bubbled by year group. Lessons changeover – Bubbled by KS4/5.</p>	<p>approach being continued. Some minor amendments: 6th form canteens Yr 12 6th form centre. Yr 13 D rooms and old Library. DT rooms usage. Yard space to be reviewed.</p>	
	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 Relevant entrances information here Before school yards space – same as break areas – NO mixing (including siblings).</p>	<p><u>7th Oct 2020:</u> Working well. To be kept until the school un-bubbles.</p>	
	Arrival at school – entrances	Low	<p>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</p>	<p><u>7th Oct 2020:</u> Working well. To be kept until the school un-bubbles.</p>	
	Departure from school	Low	<p>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.</p>	<p><u>7th Oct 2020:</u> Working well. To be kept until the school un-bubbles.</p>	

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	Food/ Catering facilities		<p>Staggered lunchtime for year group bubble. 40 minutes with 20 minutes cleaning time between bubbles in catering facilities.</p> <p><u>LUNCH and P4</u></p> <p>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</p>	<p><u>7th Oct 2020:</u> Working well. To be kept until the school un-bubbles.</p>	
	Movement around school	Med	<p>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.</p>	<p>Floor markings for One Way. <u>7th Oct 2020:</u> Floor marking will need re-doing in-case of HSE inspection.</p>	
	Passing on of physical documents/letters/post	Med	<p>Reduce the need for physical documents and share things digitally where possible.</p>	<p><u>7th Oct 2020:</u> General staff protocol working well. Gloves provided/worn where necessary. Sanitise hand after handling docs. Quarantine docs for 72 hours where necessary.</p>	
	Teacher assessment, marking	Med	<p>Teachers are not expected to collect and mark exercise books. The school marking and assessment policy should still be satisfied, but via online submission, online assessments etc. If staff do wish to collect worksheets or exercise books they do so at their own risk.</p>	<p><u>7th Oct 2020:</u> Staff discretion used.</p>	

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			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.		
Visitors	Low	No visitors! Essential maintenance contractors – outside school hours 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 and where possible to arrange for visitors to come in out of school hours.	<i>Anonymised to produce the document.</i> 7th Oct 2020: Working well. To be kept until the school un-bubbles.	Reception/Site staff to signpost staff to the form and collate for future track and Trace reference	
Extra-curricular provision	Med	Very limited extra-curricular provision to take place until after October half term. Any provision must be bubbled by Zone AND max bubble size = year group.	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.		
Staffroom bases	Low	Each Dept will now have a bubbled 'Dept Base' for free periods, before and after school. 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. The Coleman Hall and Stamford Hall will be empty most of the time and could be appropriate rooms for this.	Please avoid going into other 'Dept Bases' as this can reduce social distancing and cause staff anxiety. 7th Oct 2020: Some subtle refinement. Dept that can spread out across the library have done so. Biology/PE is a challenge – asked to		

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				identify contact in their staff zone (max 3?) Staff briefing shared.	
	Staffroom Kitchen	High	The staffroom kitchen will no longer be 'Red Roomed' but staff are advised to avoid using it wherever possible. 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.	15th Oct 2020: Need to investigate Physics kitchen.	
	Staffroom Pigeonholes	Med	Pigeonholes will still be in use but: Never approach if it means you will break 2m social distancing of another adult. Avoid them during busy times. Consider wearing gloves. Be mindful that pigeonholes are near the 'Dept Base' for humanities.	Collect from Pigeonhole and move back to desk at 'Dept Zone'. Do not congregate here	
	Reprographics. Max capacity 1 unless invited in. No entry to any pupil/staff member.	High	Signage on door to be updated and door to be open but blocked. Staff to email requests where possible or use the drop box. Reprographics staff to use gloves where necessary. Other reprographics facility made available in staffroom. ICT to confirm.	More considerations required here. 7th Oct 2020: Working well. To be kept until the school un-bubbles. Reprographics working well – staff reminders about capacity and protocol shared. Photocopier/printer in staff rooms	ICT, Repro staff, <i>Anonymised</i>
	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. 15th Oct 2020: Engaged with Travel for GM. School busses are now bubbled by school into a zone of the bus. Info shared with staff, pupils and parents.	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.	7th Oct 2020; Working well. To be kept until the school un-bubbles.	<i>Anonymised SLT</i>
	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 workstation.	7th Oct 2020: Working well. To be kept until the school un-bubbles.	
	Toilet procedures – student	High	Bubbled toilets but use details/procedures TBC	15th Oct 2020: Need to factor in the new build toilets as part of the plan.	
	Toilet procedures - staff	Med	Wash hand thoroughly on entrance and departure. Sanitise hands. Dry hands. Tape off adjacent sinks.	7th Oct 2020: All sinks and toilets opened – staff discretion used.	
1st Aid – Triage reminder for SB					

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	Pupil development of symptoms on site	High	<p>Tell Teacher straight away – contact SLT (e-mail cc Candice) to escort to Isolation pods and sent home.</p> <p>Stay minimum 2m away.</p> <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.</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’.</p> <p>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>	<p>7th Oct 2020: Working well. To be kept until the school un-bubbles.</p> <p>15th Oct 2020: Need to share SLT duty rota better. Staff still sending pupils to reception. Not getting SLT to collect from classroom and escort to isolation facility.</p>	
	Staff development of symptoms on site	High	Class cover made available – pool of onsite duty staff/HOY/SLT		
	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.		
	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.</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.	

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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.	
	Designated First 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.	Who? 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.	<i>Anonymised</i> 7th Oct 2020: Working well. To be kept until the school un-bubbles.	
Job Roles					
	Classroom Teacher	Med	Leave door open, open windows. Teacher Hygiene packs- viral wipes/spray, 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 stops in every room. 7th Oct 2020: Working well. To be kept until the school un-bubbles.	
	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. 7th Oct 2020: Working well. To be kept until the school un-bubbles.	

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	DUTY	Low/Med/High	<p>Create Rota: <u>Morning staff & Break staff</u> (inside and outside roles for CEV etc). *It is likely that every member of staff will do one duty a week to be reviewed at Oct half term. <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. *It is likely we will require more paid duty staff. <u>SLT duty rota</u> SLT duty day and SLT duty rota. Likely to be a large role until Oct half term. <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>	<p>Safety of staff the primary concern.</p> <p>Safest available role made available for CV, CEV, BAME, NEMS, Anxious staff.</p> <p><u>7th Oct 2020:</u> Duty rota working well. Pupils & staff have reacted very well to changes. e.g. Yr 10/11 Astro at break during exams in the Scout hut. Yr 9/10/11 lunchtime yard space.</p>	
	First Aid - General	High	<p>Usual first 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.</p>	<p><u>7th Oct 2020:</u> Working well. To be kept until the school un-bubbles.</p>	
	First Aid – COVID (willing 1 st aider or SLT)	V High	<p>Supervise in a well-ventilated area, outside if possible. Supervise (remotely) toilet use. PPE – mark, visor, apron, gloves available. Supervise from outside the isolation facility if possible, keeping visual contact.</p>	<p><u>7th Oct 2020:</u> Working well. To be kept until the school un-bubbles.</p>	
	Admin	Low	<p>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.</p>	<p><u>Sept 2020</u> Office issues raised; Reception. Resolution; Screen installed. Bubbled</p>	

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				<p>staff. Home Working enabled in case.</p> <p>Exam's office. Screen installed. Furniture to be moved further away. Alternative office (maths) provided if necessary to sub-bubble.</p> <p>Site staff office. S Anonymised to bubble site staff. 2 in site office. 2 in S Anonymised room (or Music spare room). Can be put on shift together, BUT cannot work in close contact. The school cannot shut due to no site staff.</p> <p><u>SB to brief all site lads</u> <u>Monday 19th Oct.</u></p>	
	Reception	Med	<p>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'? NO VISITORS – essential visitors need to sign trace and expectations form.</p>	<p><u>7th Oct 2020;</u>Issues raised. Lock the front office door. Chain installed at the steps end. Only 2 reception staff allowed in. Screen between colleagues.</p>	
	Technicians (Science, Tech and Art)	Med	<p>Work through the procedures on the CLEAPSS GL345 document before continuing to use the prep rooms as usual.</p>	<p><u>7th Oct 2020:</u> See Dept RA.</p>	
	Estates Manager	Med	<p>PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:</p>	<p>Outside of school hours 8:35 – 3:10 <u>wherever possible!</u></p>	

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			<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 		
	Student	Med	<p>Try to 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.</p>		
	TA's LS Dept.	Med/High	Learning Support Dept RA. See <i>Anonymised</i> .	7th Oct 2020: Working well. To be kept until the school un-bubbles.	
Isolated AGBS specific directives.					
	Assemblies 1st week back	Med	<p>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.</p>	<p>As at 7th Oct: All year groups have had a year group assembly. These will happen once a ½ term max.</p>	

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			Ensure the rooms is well ventilated and they duration is kept to a minimum. They will be infrequent.	Online live/recorded assemblies are for the future.	
	HM and HYOY bubble assemblies from Monday 21 st September.	Low	Assemblies will be in year group bubbles in the Peel Hall. The fire door will be open allowing massive fresh air exchange. Pupils will sit as form bubbles, and be social distanced away from the next form (the size of the venue will allow for this). Pupils will sanitise hand upon entry. Pupils will sit on the floor to avoid requirement to clean chairs. Speakers (teachers) must remain 4 m from the front row of pupils if speaking without a face covering. Pupils will arrive through door that are propped open to avoid RTS. They will leave via the Sports Hall fire doors and around the front of the grammar building and re-enter though the student heras fencing entrance. Pupils will wear face coverings throughout.	To be reviewed after each assembly. Briefing the pupils will be essential. <u>7th Oct 2020:</u> Max 1 per half term in Peel Hall. <u>15th Oct 2020:</u> Most assemblies to be online/pre-recorded. Working well. <u>Lockdown 2.</u> No assemblies.	SB, HM, HOY
	6 th form provision	Low	Private study. Signing In and Out. Common Rooms. Games – Week A Yr 12, Week B Yr 13?	<u>7th Oct 2020:</u> 6th form Games - Lots of offsite activities. Yr 12/13 alternate weeks. Signing in and out working but going electronically contactless. MR.	6 th Form Staff team
	Mini bus	Med	Separate RA required	N/A	
	Dress code	Low	Student to be in full uniform therefore staff in usual work attire.		

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	Bins	Med	<p>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.</p>		
	Face coverings	Med	<p>Everyone will be required to wear face coverings at lesson change over times. This is because there is a 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.</p> <p>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.</p> <p>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.</p> <p>N.B. Clear communication on types acceptable types of face coverings.</p> <p>N.B. the school is not insisting or promoting the wearing of face covering in lessons, however this is at the discretion 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.</p>		

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			<p>The teacher is likely to welcome and settle some of the next class.</p> <p>Once the teacher assess that the corridor is suitably quiet to maintain staff/student social distance, they will move to their next teaching room (wearing a face covering).</p>		
	Water fountains		<p>Cleaned as part of the RTS cleaning regime.</p> <p>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>	If pupils forget – HOY to have a crate of bottles of water.	H&S committee <i>Anonymised</i>
	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: HM, SW, SB Students: EH, A Jolly 6th Form: Tom Murray, Zoe Hepden, Rob Cummins</p>	<p>HM, SLT need to very carefully consider the implication of this section.</p> <p>This could have significant impacts on emergency cover, 1st aid, fire procedures, etc.</p> <p><u>7th Oct 2020:</u> Working well. To be kept until the school un-bubbles. Could be a challenge when we have a fire drill before Christmas.</p>	HM, SLT
	Yr 12 Marquee RA		<p>Trees assessed for their safety.</p> <p>Extra fire escape door fitted.</p> <p>No cooking of food in facility.</p> <p>Cold food only.</p> <p>Remotely supervised as a common room, canteen, study room for year 12 pupils.</p>	<p><u>7th Oct 2020:</u> Yr 9 and Yr 12 access to Marquee swapped. This works much better.</p>	<i>Anonymised</i>

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				Need to keep the Marquee until Christmas.	
	IT Technicians		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 manager of the office). ICT technicians bubbled in Engine rooms and S5.	7th Oct 2020: Jan has bubbled the Technicians brilliantly and remote ICT support working very well. ICT Dept have achieved a great deal equipping the school.	Jan Timmins
Sept 2020 INSET days.					
	Whole staff meeting	Low	All staff will be required to come together during INSET days for essential information sharing. <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	<i>Anonymised</i> to complete a specific risk assessment on this. <ul style="list-style-type: none"> - What is the content? - Is there any groups work required? - Is the organisation aware of our school procedures? - Have they signed our COVID Track and Trace & procedural expectations form? - Face coverings. 	Went very well	<i>Anonymised</i>
	De-clutter school	Low	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. <ul style="list-style-type: none"> - Clear personal artefacts from desks. - Shred/Dispose of old non-essential paperwork/books etc. 		HM, HOD, Teachers

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			- Identify any un-necessary furniture to HOD/Site staff and they will remove it (this is to increase social distancing capacity).		
	Dept Risk Assessment. Practical Subjects; PE, DT (all), Science (all), Music, 6 th form, ICT.	Med	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.	Staff in practical subjects are asked to familiarise themselves with these supplementary documents.	<i>Anonymised</i>

Updated RA areas.					
	Entrance Exam	Med/High	<ul style="list-style-type: none"> • See <i>Anonymised</i> risk mitigation procedures document SB – was consulted on; 1) Number of pupils in the room – the total number was halved (leading to two 'sittings') 2) Refusal of symptomatic/ isolating/ poorly pupils to sit the exam – Internal track and trace, COVID symptoms free register. Also, 2 (potentially 3) additional catch-up entrance exams planned so there is no pressure on parents to send pupils 3) Face coverings – face coverings to be worn at all times except the actual exam. 4) reactionary cleaning. Day cleaner has been employed for RTS between 9am and 3pm. Cleaning manager 3pm. 4 cleaners to complete a reactionary cleaning of the school on Saturday ready for Monday. 5) only one family member allowed to come. 6) SB to ensure social distancing outside school.		
	6 th Form Canteen dual usage	Low	Yr 13 use 6 th form servery from 12:20-13:00. 20 minute clean between servings – servery only. Yr 13 will be in 6 th form but completely separate. Yr 12 will queue away from Yr 13 common space. No Yr 13 may purchase food during 2 nd lunch.		

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			<p>Yr 12 will take food to Coleman Hall to consume (walking outside the school). Face coverings worn in queue and in all movement between.</p>		
	Confirmed case update – Trafford Track and Trace		<p>We have now refined a very meticulous procedure for internal track and trace. Very productive professional relationship developed with Trafford PH team. Procedure is getting better each time. Staff aware of the importance of not becoming a ‘contact’ by maintain social distancing, face covering. Clear clarity on what constitutes a ‘contact’ shared in advance and during contact tracing.</p> <p>SB – produced a step-by-step guide to internal track and trace. This improves consistency of approach, ensures every step is completed. Follow up care, information sharing, questions, support identified.</p> <p><u>20th November</u> For Confirmed COVID cases see <i>anonymised</i> centralised COVID-19 register.</p>	<p>Staff raising concerns about secrecy... Not secret, but SLT need to develop better chronology of communicating; 1) confirmed case (by name) 2) number of staff/students contacts. 3) remote teaching & learning strategy.</p>	

Annex A – Post testing procedures.

<u>Individual Cases</u>	Test returns as positive – If an individual pupil/member of staff <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>What to do if there is a suspected or 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>School community</p> <p>What to do if the school is advised that there is a school outbreak by the Trafford Public Health Team</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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	<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. • 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. • 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>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). 	