

AGSB - COVID 19 RISK ASSESSMENT – September 2020.

Updates from 5th November 2020 – National Lockdown 2.

Ref	Hazard/Consideration	Risk Level	Actions Taken	Further Actions Needed	By Who 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 can 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>		

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			This can usually create 2m gap from teacher and the front row. Exceptions to this rule are identified above and screen ordered.		
	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.	Review; Evac completed in 6 mins. Registers completed in further 11. Re-entry to school very smooth, bubbled and safe.	

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			<p>Weather considered. Attendance staff consulted on the new process.</p> <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>All fire doors checked and were closed. ALL Zone sweeps beat registers. 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 though 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.

Reviewed on;

7th October.

15th October.

6th November.

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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
***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 Who 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.	Analysis of data collected and cross referenced – Admin staff.	<i>Anonymised</i>

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			Group/Individual risk assessment will be created as required. Pupils – Asthma groups, Diabetes group. Staff – Individual 1:1 RA discussions offered.		
	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	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. 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. 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		

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			<p>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 5) minimise contact between individuals and maintain social distancing wherever possible 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 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice 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 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-</p>		
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			secure and encourage staff to follow any notifications to self-isolate. 7th Oct 2020; See Below for Track and Trace review of procedures.		
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	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>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>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>	Monitor the one way system use and issues. Monitor how quickly it comes off the floor.	<i>Anonymised to arrange floor markings</i>
	Pupils/Staff movement Corridors	Low	One way South to North. ANY South movement has to be outside.	Pupils to be let out of classrooms one at a time in a controlled manner and checking the corridor is	SLT and staff to enforce one way system at a safe social distance in

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			<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?</p> <p>7th Oct 2020; Working very well. Some complacency (mainly from staff). Addressed and reiterated the importance of One –Way in staff briefing and via e-mail.</p>	clear before leaving the room.	well ventilated areas of the school.
	Pupil movement - Stairs Up and down only.	Med	<p>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) = 6th form, G, H Physics, DT.</p> <p>7th Oct 2020; Working very well.</p>	Please refer to guidance notes. here for maps and movement details	
	Pupil movement - Stairs Two way (DT, Biology, Physics, PE, 6th form)	Med	<p>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.</p>		
	Breaks	Med/Low	<p>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 – 6th form common room and outside.</p> <p>No food provision at breaks. Wet breaks = form rooms in bubbled zones.</p>	<p>Decide on requirement for staggered dismissal for break?</p> <p>24th September -</p>	<i>Anonymised</i>

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			<p>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.</p>		
	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>7th Oct 2020 - done and working effectively.</p>	Sodexo

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			<p>Staff hygiene packs (hand gel, spray, wipes, gloves, mask) provided for staff).</p> <p>Classroom/communal cleaning products – spray wipes.</p> <p>Educational posters around site – OF, Site staff Admin to produce and update. 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. 7th Oct 2020; Some initial staff concerns –now address as Sodexo have returned to full staff ratio. Effective and thorough. <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 – 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>20th November</u></p>		Sodexo

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			<p>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 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. North – North of Coleman, Science and Physics. 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</p>	<p>Review of cleaning criteria, process and classification completed with Jenny/Sodexo on Mon 17th Aug Re. COVID-19 cleaning. This is cleaning of isolation units and classroom/desks where a teacher is</p>	Sodexo

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			<p>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 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 as 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</p>	<p>concerned about a pupil with COVID-19 symptoms. Every process agreed to continue, but scaled up for full re-opening.</p>	
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			<p>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 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.</p>	2m marking by toilets and signs saying one person at a time	Sodexo <i>Anonymised</i>

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			<p>Day cleaners. Issue identified from H&S committee and reps. “No formal hand washing facilities from Yr 12/13” - 3rd Sept 2020. 7th Oct 2020 update; 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. Additional facilities provided for Yr 13 (6th form languages toilets) 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. 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

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	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 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>	OF to monitor levels of spray and blue roll and coordinate with finance	
	Computer rooms	High	<p>To be thoroughly cleaned at the end of each day visit using anti-viral wipes. Backs of chairs, table surfaces, window handles, store cupboard handles. Further consideration required – Dept RA to consider this</p> <p>7th Oct 2020; See Dept RA with TS. 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.</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). Remove pupils from classroom. Maintain at least 2m distance. SLT/1st Aid to escort (socially distanced) to isolation facility.</p>		SLT, 1 st aid,

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			<p>(Isolation facility is in grammar car park. (Outdoor chairs, sheds, portaloo). SLT/1st Aider to remotely supervise (2m+) until parent/carer collect. Arrange test. Share results of test with Alison Jolly then SLT. Follow Test, Trace procedures outlined in Annex A.</p> <p>7th Oct 2020; Review of this process ongoing.</p>		
	Suspected COVID-19 case in staff		<p>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.</p>		SLT, HM, Cover
	Testing	Low	<p>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.</p>		SLT
	AGSB Centralised COVID register	High importance	<p><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></p>	Anonymised to produce and manage a central COVID register.	<i>Anonymised</i>
Effective communication					

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	<p>Letter to all pupil's parents/carers. Letters to Parents, Pupils, Staff – also posted on Website.</p> <p>Prevent bringing infection into school.</p> <p>Expectations produced and shared with staff/students/parents</p>	<p>Low</p>	<p>Letter to be send on 21st August; Including information on; COVID-19 symptoms. Testing. Track and trace. Safe public transports travel. Staff/Students/Site expectations/procedures Curriculum plan from SW. Bubbles/Pods Timings Household Isolation procedure. Sodexo Loom No Reception drop offs. Face coverings. No visitors. Communicate this in next COMMS home 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>Letter to be sent out to parents with new updates info; RA Timings – detailed plan Expectations (Pupil and parents) 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. No 'drop offs' at reception. Fire Drill procedures. Yard space. Uniform Face coverings – detail Training videos.</p> <p><u>7th Oct 2020;</u> Most common coms recently are 'Isolating pupils contacts', 'Warn and Inform'. Staff contacts isolation letter'.</p>	<p>HM, SB, SLT</p>
<p>Fire procedure</p>					

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	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. Fire drill to be carried out after October half term.	7th Oct 2020; Internal fire door to remain shut. Staff briefed twice to shut classroom doors as leaving 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's 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</i> has 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,					

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	Group size and mixing of pupils (Bubble)	Low	<p>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 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>	<p>7th Oct 2020; November school plan consider staff consultation. November plan to incorporate bubble 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>7th Oct 2020; 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>7th Oct 2020; Working well. To be kept until the school un-bubbles.</p>	

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	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.	7th Oct 2020; Working well. To be kept until the school un-bubbles.	
	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	7th Oct 2020; Working well. To be kept until the school un-bubbles.	
	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. 7th Oct 2020; Floor marking will need re-doing in-case of HSE inspection.	
	Passing on of physical documents/letters/post	Med	Reduce the need for physical documents and share things digitally where possible.	7th Oct 2020; General staff protocol working well. Gloves provided/worn where necessary. Sanitise hand after handling docs. Quarantine docs for 72 hours where necessary.	
	Teacher assessment, marking.	Med	Teacher are not expected to collect and mark exercise books. The school marking and assessment policy should	7th Oct 2020; Staff discretion used.	

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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 and where possible to arrange for visitors to come in out of school hours.</p>	<p><i>Anonymised</i> to produce the document.</p> <p>7th Oct 2020; Working well. To be kept until the school un-bubbles.</p>	<p>Reception/Site staff to signpost staff to the form and collate for future track and Trace reference</p>	
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>	<p>Dept RA's will provide details of this – HOD's</p>		
Community Equipment					
Rooms capacities (Summer 2020 Traffic lighted rooms)	Low	<p>Green and Amber - All classroom, pre-rooms and offices revert to their original capacity.</p>	<p>If there are any concerns around this, please speak to your line manager, HOD.</p>		
Staffroom bases	Low	<p>Each Dept will now have a bubbled 'Dept Base' for free periods, before and after school.</p> <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>Please avoid going into other 'Dept Bases' as this can reduce social distancing and cause staff anxiety.</p> <p>7th Oct 2020;</p>		

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			The Coleman Hall and Stamford Hall will be empty most of the time and could be appropriate rooms for this.	Some subtle refinement. Dept that can spread out across the library have done so. Biology/PE is a challenge – asked to 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 Pigeon holes	Med	Pigeon holes 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 pigeon holes are near the 'Dept Base' for humanities.	Collect from Pigeon hole 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.	ICT, Repro staff, <i>Anonymised</i>

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				Photocopier/printer in staff rooms	
Student movement					
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 work station.	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.		

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	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					
	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. Do not enter the isolation facility unless there is an emergency. If you do have to break social distancing, PPE for supervising member of staff – visor, mark, gloves, sanitiser, apron. 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/1 st aid to triage the severity of symptoms to inform the next step – reactionary clean or de-commission facility for 72 hours.	7th Oct 2020; Working well. To be kept until the school un-bubbles. 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.	
	Staff development of symptoms on site	High	Class cover made available – pool of on site 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	Normal 1 st Aid situation. Usual protocol – BUT with a ‘Hands off’ approach. Remote triage, diagnosis and supervision from 2m or more.	Discuss the logistics of KS3 and KS4/5 ‘sick bay’	

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			<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>	<p>separate from COVID process.</p>	
	Isolation facility	High	<p>1st Isolation unit (minor symptoms – unlikely to be COVID) Outside grammar with portaloo. *If the toilet is used – close for 72 hours.</p> <p>Isolation Pods – needs sourcing, building and SOPS planning</p>	<p>SLT staff to collect pupils from classroom, escort to appropriate isolation facility, and remotely supervise until parents collect.</p>	
	Designated 1 st aider may be required. SLT to be 1 st port of call on their 'Duty day'.	High	<p>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'.</p>	<p>Training needed on dealing with symptomatic person.</p>	<p>Who? 1st aid rota. 2 first aid per day. 10th June update. SLT duty staff</p>
	Fire briefing	Low	<p>Students, staff, fire marshal. Muster points communicated in the staff/students expectations doc.</p>	<p><i>Anonymised</i> 7th Oct 2020; Working well. To be kept until the school un-bubbles.</p>	
Job Roles					
	Classroom Teacher	Med	<p>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.</p>	<p>Door stops in every room. 7th Oct 2020; Working well. To be kept until the school un-bubbles.</p>	

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	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.	
	DUTY	Low/Med/High	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.	Safety of staff the primary concern. Safest available role made available for CV, CEV, BAME, NEMS, Anxious staff. 7th Oct 2020; 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.	
	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.	7th Oct 2020; Working well. To be kept until the school un-bubbles.	
	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.	7th Oct 2020;	

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			PPE – mask, visor, apron, gloves available. Supervise from outside the isolation facility if possible, keeping visual contact.	Working well. To be kept until the school un-bubbles.	
	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.	<u>Sept 2020;</u> Office issues raised; Reception. Resolution; Screen installed. Bubbled staff. Home Working enabled in case. Exams office. Screen installed. Furniture to be moved further away. Alternative office (maths) provided if necessary to sub-bubble. 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. <u>SB to brief all site lads</u> <u>Monday 19th Oct.</u>	
	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’? NO VISITORS – essential visitors need to sign trace and expectations form.	<u>7th Oct 2020;</u> Issues raised. Lock the front office door. Chain installed at the steps end. Only 2 reception staff allowed in.	

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				Screen between colleagues.	
	Technicians (Science, Tech and Art)	Med	Work through the procedures on the CLEAPSS GL345 document before continuing to use the prep rooms as usual.	7th Oct 2020; See Dept RA.	
	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>	
	Student	Med	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.		
	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.	

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Isolated AGBS specific directives.					
	Assemblies 1st week back	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.	As of 7 th Oct; All year groups have had a year group assembly. These will happen once a ½ term max. 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.	<u>7th Oct 2020;</u> 6 th form Games - Lots of offsite activities.	6 th Form Staff team

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			Games – Week A Yr 12, Week B Yr 13?	Yr 12/13 alternate weeks. Signing in and out working but going electronically contactless. MR.	
	Mini bus	Med	Separate RA required	N/A	
	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	<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. It is the teacher responsibility to direct pupils to sanitise hands and don their face mask 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>		

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			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.		
	Reduced corridor traffic for staff.	Med	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).		
	Water fountains		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.	If pupils forget – HOY to have a crate of bottles of water.	H&S committee <i>Anonymised</i>
	Personnel off-site,		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 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	HM, SLT need to very carefully consider the implication of this section. This could have significant impacts on emergency cover, 1 st aid, fire procedures, etc. 7th Oct 2020; Working well. To be kept until the school un-bubbles.	HM, SLT

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				Could be a challenge when we have a fire drill before Christmas.	
Yr 12 Marquee RA		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.		7th Oct 2020; Yr 9 and yr 12 access to Marquee swapped. This works much better. Need to keep the Marquee until Christmas.	<i>Anonymised</i>
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? 		Went very well.	<i>Anonymised</i>

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			<ul style="list-style-type: none"> - Is the organisation aware of our school procedures? - Have they signed our COVID Track and Trace & procedural expectations form? - Face coverings. 		
	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; 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 <p>SB – was consulted on;</p> <p>1) Number of pupils in the room – the total number was halved (leading to two 'sittings')</p> <p>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</p> <p>3) Face coverings – face coverings to be worn at all times except the actual exam.</p> <p>4) reactionary cleaning. Day cleaner has been employed for RTS between 9am and 3pm. Cleaning manager 3pm. 4</p>		

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			<p>cleaners to complete a reactionary cleaning of the school on Saturday ready for Monday.</p> <p>5) only one family member allowed to come.</p> <p>6) SB to ensure social distancing outside school.</p>		
	6 th Form Canteen dual usage	Low	<p>Yr 13 use 6th form servery from 12:20-13:00. 20 minute clean between servings – servery only. Yr 13 will be in 6th form but completely separate.</p> <p>Yr 12 will queue away from yr 13 common space.</p> <p>No Yr 13 may purchase food during 2nd lunch.</p> <p>Yr 12 will take food to Coleman Hall to consume (walking outside the school).</p> <p>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.</p> <p>Very productive professional relationship developed with Trafford PH team.</p> <p>Procedure is getting better each time.</p> <p>Staff aware of the importance of not becoming a ‘contact’ by maintain social distancing, face covering.</p> <p>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.</p> <p>Follow up care, information sharing, questions, support identified.</p> <p>20th November</p> <p>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;</p> <p>1) confirmed case (by name) 2) number of staff/students contacts.</p> <p>3) remote teaching & learning strategy.</p>	

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Annex A – Post testing procedures.

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

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	coronavirus (COVID-19).	
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