

School/ Setting	Stretford High School	Date of Assessment	23.06.2020
Assessment Completed By	Will Brooks		

Staying COVID Secure – Our Commitment

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

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • If they're clinically extremely vulnerable, they will continue to work from home. • Contact made with all employees and detailed list of those staff members in this category held and monitored regularly. • A shielding letter should be provided, where required.
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Risk assessment of staff have identified staff who live with clinically extremely vulnerable and it is not necessary for any of these staff to work in school. • If situation changes, and they are needed in school, they will only do so with stringent measures in place.
03	All Clinically Vulnerable employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Risk assessment of staff have identified those who are clinically vulnerable. • School can operate at current levels whilst these staff work from home.

	measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)				<ul style="list-style-type: none"> If these staff members cannot work from home, they will be given a role that allows them to be kept 2 metres away from others wherever possible and will not be used to supervise bubbles.
04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Amended attendance policy Vitrtual staff meeting Email - reinforcing new advice, guidance and procedures Weekly updates - Friday email from HT
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Staff counselling service available remotely Regular department & line manager Zoom meetings Specific absence contact line for those experiencing symptoms or required to isolate
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Assessment of employee's equipment conducted and recorded. Work space audit conducted at the start of lockdown and all staff have been provided with devices and equipment required Staff have been advised of limiting at home working to normal working hours. 'Housekeeping' hour built into timetable at end and start of the day to ensure that staff have the time to deal with increased email traffic

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school / setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> If they're clinically extremely vulnerable, they will continue to learn from home.
08	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Risk assessment via online parental survey has identified pupils who live with clinically extremely vulnerable. If they live with someone who's clinically extremely vulnerable, they will only attend if stringent social distancing can be adhered, they're able to understand and follow those instructions and there is agreement between parents/carers nd school that the benefit of i school learning outweighs risk of learning from home.

09	All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Risk assessment has identified pupils who are clinically vulnerable. Decisions regarding individual packages for these children are made in consultation with home and Trafford `school nursing services/ specialist nursing
10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Email direct to parents Website advice and guidance Posters reinforcing message and advice displayed in school
11	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All staff trained on Google Classroom & Google Meet Detailed timetable for pupils working from home Resources provided for pupils where possible
12	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Class sizes reduced to 8 pupils based on capacity to maintain safe distancing within rooms Capacity for 24 pupils in the vulnerable/ keyworker bubble in 3 groups of 8. Staffed by teachers on a weekly rota. Currently 19 pupils in attendance. Capacity for 42 year 10 pupils on site at any time- 4 groups of 8 pupils staffed by 4 teachers on weekly rota and 2 groups of 5 SEND pupils staffed by 1 teacher and 1 TA.

Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 2m Floor markers on entrance / exit points One-way system in place on corridors
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> To support access, staggered time and longer registration periods have been scheduled We are not using different entrances/exits as the staggered start and finish times prevents crossover and the main gate gives easy access to the areas of the school being utilised
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Ground marker in place where necessary to provided one-way system Member of leadership team to monitor arrival and departure of pupils and ensure social distancing is in place

16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Access to the site where learning is taken place is prohibited from third parties 2m floor markers and perspective glass in place in reception
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> To support access, staggered time and longer registration periods have been scheduled Bubble 1 - keyworker/vulnerable pupils. 9.00-2.00 pm Lunch in canteen and break in base Bubble 2 - year 10 pupils: 9.30 - 2.15pm Lunch in canteen, break in base Lunches for each bubble is staggered All Y10 arrive within a 15-minute window period. Social distancing markers are in place in the grounds following up to the entrance All pupils are temperature checked at arrival Member of leadership team supervise arrival At the end of the day, one class is dismissed one at a time

Physical / Social Distancing in the Building

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Rooms have been measured and set to a maximum of 8 pupils per room in line with social distancing regulations Tape used to define area's that are accessible / prohibited
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Staff briefing 8am every Monday instructing staff to share expectations for in school learning. Posters regarding expectations displayed Behaviour policy amended to incorporate expectations and sanctions regarding social distancing and safe behaviour - shared with pupils via email, on website and reminded every Monday morning. Staff are vigilant in reminding pupils of expectatins and rationale
20	Outside space is used wherever possible for learning.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> No outside space used for learning In school learning is providing a structure for pupils who cannot manage online learning at home. These pupils need to have IT access to take part in online lessons. WiFi access outside buildings is patchy
21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Pupils to remain in same classroom and also to remain in class group during break. Set spaces assigned in canteen for lunch period, socially distant

					<ul style="list-style-type: none"> • Break takes place in designated room or assigned supervised zone • Toilet breaks facilitated throughout the day so there is not an influx of pupils needing to use the facility at the same time. Foot grips installed on the exit doors in toilets so that pupils do not have to use hands to open doors • Bubble 1 uses toilets in atrium block • Bubble 2 use toilets in humanities block • Each bubble only to use allocated toilets above • Increased frequency of cleaning of toilets
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Dining Hall has been assessed and stringent social distancing measures enforced • 2 lunch sittings, keeping keyworker/vulnerable pupils separate to Year 10 pupils • One-way system • Designated, socially distance, class areas identified • Pupils bring own lunch or order lunch in morning with supervising teacher who will relay to canteen. Lunches placed on designated tables for pupils so that pupils do not need to queue in canteen • Pupils bring drinks to school in own water bottle or SHS provided water bottle. Each room stocked with water to refill bottles. • Break takes place in room or pupils may go to a designated and supervised zone. • Toilet breaks facilitated throughout the day so that we do not have an influx of pupilsneeding to use the facility at the same time. • Foot door grips installed on toilet exit doors to reduce need to touch door handles.
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Office workers, where possible, continue to work from home • Office spaces assessed on size • Staff room is prohibited
24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Reduced kitchen staff operating in the kitchen including social distancing measures in place • 1 Serving staff to operate from outside hut facility with protective screen
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Meetings to take place via online platforms
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Repairs and Maintenance only conducted in areas of the site not in use by teaching

Additional information regarding safe use of space to detailed below.

- Students can bring own packed lunches but will remain with their group to eat in canteen.
2. Students will bring own water bottles. If they don't have one, we will supply a SHS water bottle for them. Each room will have large bottles of water which the teacher in charge can use to refill bottles when needed. Student holds, teacher pours.
3. Students bring own equipment. If they don't have this, we will provide an essentials kit which will then remain on their desk for their use only. We feel bringing own is safer. Equipment is to stay in school, in the allocated space.
4. Toilets: toilet breaks are facilitated throughout the day rather than having set toilet times where a lot of pupils will have to use at the same time.
5. RA shared with staff via email and virtual staff meeting. Expectations shared with students by teacher supervising each room. Breaches by staff dealt with in same way we would deal with any member of staff not complying with a school policy or procedure - investigation and recommendations for advice, warning etc depending on severity. We have amended the behaviour policy with a covid appendix so that students not complying will be dealt with using the C system. Again, depending of severity, this ranges from C logs to the student's opportunity to learn in school remove.

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Communicated via weekly briefings Communicated via text/email for those students attending school Temperature checks in place for all upon arrival. If temperature is above 37.8C, staff or student is advised to not enter the building.
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Communicated via weekly briefings Sign advising to temperature check upon arrival. IF temperature is above 37.8C member of staff to leave immediately and inform reception.
29	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site. If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Additional PPE in place for student services team Designated rooms in place for those experiencing symptoms to isolate in until collection Isolation rooms are in the main school building with access to separate toilets. Procedures for triggering a deep clean following the use of isolation room are in place.
30	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Hand sanitiser dispensers installed at entrance and exit points Stock levels closely monitored and increased levels of stock held on site
31	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Sanitiser and wash facilities checked daily

32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Dispensers installed around the school • Allocated toilets facilities within atrium / humanities block
33	Remove unnecessary items from class rooms and soft toys/toys that are hard to clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • NA in secondary school
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Shared resources are forbidden

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Physical resources reduced by pupils accessing learning via online platforms both in and out of school • All rooms/resources accessed are cleaned daily after use • Personal hand sanitiser available for all staff • Sanitiser wipes included in reprographics room and clear sign in place on shared resources to wipe down after use
36	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • This will be included in staff briefing.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • (In progress) Bins currently not lidded. Small lidded bins currently on order. Larger lidded bins to be placed within student services & reception.
38	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • All staff briefed at start of week to ensure windows and doors open • SLT roaming to monitor throughout the day
39	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Cleaning / Site staff briefed on increase cleaning methods for high contact & high use areas • Students advised to bring in full bottles of water • Water dispensers are out of use and have been disconnected

40	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Addressed via staff briefing at the start of the week Staff to take lunch break when pupils do and SLT / support staff to support lunch break time.
41	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Staff instructed to bring own drinks in flask as staff room is out of bounds.
42	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Informed in staff briefing
43	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
44	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Hand sanitiser dispenser installed in reception area Staff are to use sanitiser after handling deliveries / post Deliveries placed in reception room so no direct contact
45	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Site team monitor inspections. Frequency of cleaning toilets, with the designated blocks, have significantly increased. Any shortages reported to site team and stock quantities monitored closely.
46	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Key roles identified for the running of the school day • Member of leadership team on duty each day
48	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Site Team • Student Services • Specific first aider role
50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Site team

Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
51	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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • All usual maintenance contracts planned to proceed.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved by (Head Teacher/ Chair of Governors)	Initial: Nicola Doward / Catherine Counsel Finalised: Nicola Doward	Date of Approval	05/06/2020 30/06/2020
Date Provided to Unions		Date of Review	
Date shared with Parents/Carers	Initial: 05/06/2020 Finalised: 30/06/2020	Date shared with LA	1: 05/06/2020 2: 19/06/2020 3: 30/06/2020