

COVID Risk Assessment

| | | | |
|--------------------------------|-------------------------------------|---------------------------|-------------|
| School | Altrincham Grammar School for Girls | Date of Assessment | August 2021 |
| Assessment Completed By | Stephanie Gill | | |

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, students 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 students.
- ✓ We will share this Risk Assessment and its findings with staff and students.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Employees

| Ref | Control Measure | Yes | No | N/A | Additional Action Taken / Further Information |
|-----|--|-------------------------------------|--------------------------|--------------------------|---|
| 01 | All employees must not attend school if they have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from school for 10 days from the day after the start of their symptoms or their positive test date. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. NHS Test and Trace: how it works - GOV.UK (www.gov.uk) |

| | | | | |
|--|--|--|--|---|
| | <p>If a staff member becomes symptomatic they should arrange to have a test as soon as possible and follow the 'Stay at Home Guidance'</p> <p>If a staff member develops symptoms of Covid-19 whilst at work, they must go home immediately and begin a 10-day isolation period.</p> <p>If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus.</p> <p>Staff should also isolate immediately if someone in their household/support bubble becomes symptomatic (unless they are exempt). The symptomatic household member should be advised to book a test. If the test is negative the staff member can return to school, however, if the test is positive the staff member must complete 10-days isolation. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p> | | | <p>Information on getting a test is available at: Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk)</p> <p>Also refer to the additional Trafford Public Health Guidelines.</p> <p>Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.</p> |
| | <p>Additional Information:</p> | | | |

Evening class students

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|--|-------------------------------------|--------------------------|--------------------------|--|
| 02 | <p>Any student who has symptoms must not attend evening classes until they can be tested. They are required to take a PCR test either by visiting a test site or ordering one online. If test is negative, and they are well, the student can return to evening classes.</p> <p>If positive, they must follow the Stay at Home Guidance.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 03 | <p>Evening class students are asked to test themselves before attending on the day of their class using a Lateral Flow Device (LFD).</p> <p>Results of LFD test should always be reported to the NHS, even if negative.</p> <p>Tests can be ordered online at: https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Social Distancing

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|--|-------------------------------------|--------------------------|--------------------------|---|
| 04 | <p>Although social distancing is no longer a legal requirement for staff and evening class students, Head Teachers still have a legal duty to ensure the health and safety of their staff.</p> <p>Evening class teachers should ensure that all students are comfortable with the seating arrangements and those who wish to are able to maintain a social distance during the evening class.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>If there is an increase in local Covid-19 cases, consideration will be given to ensuring social distancing amongst staff and students.</p> |
| 05 | <p>It is no longer a requirement to wear a face-covering in school.</p> <p>However, staff and evening class students are encouraged to wear a face covering if they wish to do so.</p> <p>If, for reasons of local or national policy in response to rising covid cases, the school re-introduces the wearing of face-coverings in communal areas or in classrooms, evening class students will be expected to comply (unless exempt).</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Infection Control, Cleaning and Hygiene Arrangements

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|---|-------------------------------------|--------------------------|--------------------------|---|
| 06 | Hand sanitisers are available at all entrances to the school and will be regularly monitored and maintained. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 07 | All staff and evening class students are asked to regularly wash their hands with soap and water, or to sanitise their hands, especially upon arrival at school and any other time deemed necessary (for example, after coughing or sneezing). In addition to the measures above, staff are also advised to wash their hands before and after handling any materials shared with students. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Evening class students are advised that they should wash their hands before entering the school buildings. There are sinks outside the building for this purpose. |
| 08 | All staff and students are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it). Additional lidded bins and increased emptying / replacement are provided / in-place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 09 | All working areas within the building will be well-ventilated (windows and doors open) where safe and appropriate to do so and a comfortable teaching environment will be maintained by increasing the heating where necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Risk Assessment for Evening Language Classes September 2021

| | | | | | |
|----|---|-------------------------------------|--------------------------|--------------------------|---|
| | Classroom windows should be open to allow natural ventilation and internal doors should be propped open whilst the classroom is occupied. (In cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space.) If safe to do so, external opening doors may also be opened. | | | | |
| 10 | A regular cleaning schedule will be maintained. This will include daily cleaning of all areas and equipment, with a particular focus on frequently touched surfaces: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Printers/ Photocopiers • White Boards | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11 | Staff and students 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"/> | <u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u> |

Key Roles and Responsibilities

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|-----------------|-----|----|-----|--|
|-----|-----------------|-----|----|-----|--|

Risk Assessment for Evening Language Classes September 2021

| | | | | | |
|----|---|-------------------------------------|--------------------------|--------------------------|--|
| 12 | Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13 | Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14 | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. New advice of fire doors and fire evacuation drills has been issued to schools: Revised Fire Guidance | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| | | | |
|---|----------------|-------------------------|----------|
| Approved by Principal | Stephanie Gill | Date of Approval | 12/09/21 |
| Date shared with teachers/evening class students | 13/09/21 | Date of Review | |