

ISSUE <i>List significant hazards which may result in serious harm or affect more than one person.</i>	HOW TO MANAGE IT <i>What procedures will we have? (Control measures)</i>	ADDITIONAL INFORMATION <i>This risk assessment currently supersedes the existing risk assessment and will do so until school reopens to all students.</i>
Operational Considerations		
Social distancing, infection control and mixing of groups.	<p>General</p> <ul style="list-style-type: none"> • School policies, procedures, curriculum offer and timetable all reviewed and updated/amended to support school operations in line with Government and Public Health England guidelines. (see appropriate sections for greater details). • Leaders meet regularly to ensure they are all aware of the Governments approach to lockdown, understand the implications and are confident in the delivery of these requirements. • Robust signage in place and utilised to remind / reaffirm social distancing and personal hygiene requirements. • Sanitiser stations located throughout the building in key areas (including all classrooms) and toilets open for hand washing and hand hygiene. Toilets supervised at key times and signage clearly displayed to remind of distancing and hygiene requirements. • Tissues and covered bins available throughout the school to support the “catch it, bin it, kill it” approach to respiratory hygiene. • All staff and students in school briefed about social distancing requirements and proper hygiene by SLT and frequent opportunities for reminders built into curriculum planning. GFM staff briefed by their management team. • Learning spaces reviewed and remodelled where appropriate in line with Government guidelines. • Distinct learning groups created to manage those students in school. Each group has a dedicated teaching space and staff supporting students are attached to a specific group to minimise mixing. • Whole school movement within and around the building minimised as students only move around the building for specific reasons at specific times (break, lunch, toilet breaks etc). • Meetings and briefings being carried out remotely using video conferencing and/or telephone. Where face to face meetings required, approval needed from SLT and social distancing and infection control measures adhered to at all times. 	<p>Students currently accessing school are viewed as one bubble. However to ensure the most appropriate learning environment and to allow for appropriate social distancing measures within classrooms, students are split into groups during learning time.</p> <p>Staff aware of the advice from PHE to try and maintain distance from students and colleagues wherever possible, including in classrooms.</p>

	<ul style="list-style-type: none"> • Areas in use at social times kept to a minimum (allowing for social distancing) so these areas can be cleaned frequently throughout the day and deep cleaned daily. • Staff and students know to report any symptoms of Covid-19. Flowchart in place and communicated to all staff. Anyone displaying symptoms of Covid-19 are to stay at home and follow government guidelines (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). Anyone presenting symptoms in school must be sent home immediately or isolated in instances where they may need assistance from the emergency services or are awaiting collection. This must be reported to the on duty senior leaders. Designated room (Reception Interview Room) to be used if an Isolation area required for anyone presenting with Covid-19 symptoms (including separate toilet facility) which in turn is separate to the First Aid Medical Room. • Suspected Covid-19 cases to be reported to the LA and Rochdale’s PHE representative using locally agreed procedures (InfectionControlDutyDesk@Rochdale.Gov.Uk). This includes seeking guidance on possible transmission, testing and tracing and self isolation of others who may be affected. Flowchart of actions created and shared with staff. • School to actively engage with the Test and Trace system and provide detail of this and support to those who may need to access its services. • Anyone classed as clinically extremely vulnerable (see government definition) are to work and learn from home. • Use of lifts restricted to those with reduced mobility. Limited to two people at a time. Signage in place to reinforce this. • Deep clean of the school conducted by GFM over the Xmas holiday. • Enhanced cleaning and infection control requirements communicated to facilities management provider (GFM). GFM and school have and continue to share appropriate risk assessments and action plans to ensure consistent, joined up approach. Enhanced cleaning schedule accompanies this risk assessment • GFM have completed and shared the “Building Checklist”. As the building has remained operational throughout the pandemic, all routine Planned Preventative Maintenance has continued to be carried out. • School to follow Government and PHE guidelines with regards to PPE. Face coverings/masks will be required as directed by central and local Government but will not be routinely provided by school. Individual cases to be considered. • Staffroom reorganised to promote social distancing requirements and maximum occupancy guidelines in place. Use of staffroom to be routinely reviewed. If measures are not sufficient, staffroom to be decommissioned. • One-way system in the main office area alongside other hygiene and safety measures. Screens to be used at Student Services. 	<p>Please see flowchart for specific actions and responsibilities in case of suspected Covid-19 case in school</p> <p>As with all medical situations, 999 will be called should anyone be seriously ill or injured and/or their life is at risk.</p> <p>On site testing planned in due course</p> <p>PPE provision in school and can be utilised as required to help support/safeguard staff and students. Stock routinely reviewed</p>
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	<p>furniture removed from learning spaces this is safely stored in classrooms/offices/storage areas not otherwise in use.</p> <ul style="list-style-type: none"> • Teacher work station clearly defined, students aware they are not to encroach on this area. • Staff briefed on Government guidance regarding movement in and around the classroom and should endeavour to maintain socially distanced from students and each other where possible. • Ventilation for classrooms via windows and in some spaces mechanical ventilation. Where mechanical ventilation is used checks have been undertaken to ensure “fresh air” setting is in operation (see GFM Building Checklist). • Students directed to wash hands or use hand sanitiser at each session changeover using designated facilities. Hand sanitiser in each classroom. • Students reminded of social distancing and personal hygiene at start of lessons. • Signage on classroom doors to remind students of requirements. Areas specifically not being used to be marked as out of bounds and/or kept secured. • Students to use own equipment (pens, pencils etc.). • Face coverings in corridors mandatory. Staff and students may wear a face covering in classrooms if they prefer to. • Students to use nearest toilets should they need a rest break during lessons to minimise movement. <p><u>Break and lunch times</u></p> <ul style="list-style-type: none"> • Students to have break and lunchtime together in designated dining room. • Areas in use clearly defined including eating areas, break out spaces, outdoor areas and toilets. • Areas cleaned and sanitised after every use. • Duty rotas in place to supervise students and enforce school expectations. • Dining rooms and social areas set up to support social distancing, including furniture, signage and queuing systems. Staff to reinforce these expectations. • Sanitiser stations in dining rooms. Students to sanitise their hands just prior to reaching the serving hatches and using the finger print machines. • Sanitising of finger print machine. • Break and lunch activities reviewed to ensure only those which allow social distancing are allowed. • GFM catering risk assessment in place for the production and service of meals which supports school arrangements. Food and drink offer reviewed to ensure a balanced but realistic offer is available for students and staff. • Catering staff to wear appropriate PPE at service points. 	<p>T&L protocol document produced to support staff in safely delivering lessons both in school and online.</p> <p>Any mechanical ventilation which only circulates air have been decommissioned (see GFM Building Checklist).</p> <p>School will ensure a supply of stationery in stock in case students do not have a particular item. These items will be kept by students.</p> <p>Overview staff roles and responsibilities and rotas available on request.</p> <p>CCTV to be used to support Track and Trace if required by a positive case.</p>
<p><i>Safeguarding and Health & Safety</i></p>	<ul style="list-style-type: none"> • In addition to current measures linked to Covid-19, usual expectations regarding safeguarding and health and safety apply. 	<p>Arrangements in place to protect reception staff whilst</p>

	<ul style="list-style-type: none"> • Reception staffed before, during and after school hours to monitor access and oversee signing in and out process. • Signing in and out procedures apply to all (including GFM contractors) and lanyards must be worn. Challenge if lanyard or staff/GFM badge not visible. • Visitors to be briefed on arrival by the person they are visiting about hygiene and distancing expectations. LA visitor form used to support Test and Trace. • Named designated person on duty each day to lead on safeguarding and known by all. • Reporting of safeguarding and health and safety concerns must continue via the usual methods – To designated person(s) on site, via CPOMs, directly to GFM management team if concern relates to the site, building or any work they are undertaking (in person and via helpdesk1@gfm-uk.com). • Information to be shared with designated safeguarding and health and safety staff so appropriate follow up can take place. • School has a designated Safeguarding link from Rochdale MBC who is in regular contact with the DSL to ensure provision is appropriate and to share information and guidance. • Roles and responsibilities clearly defined for all operational leads each day and available to view both electronically and contained within physical daily checklist folder. • Safeguarding and H&S polices reviewed and updated to reflect current circumstances. 	<p>also ensuring that signing in and out procedures are robust.</p> <p>Updated Safeguard and CP policy and procedures communicated to all stakeholders.</p>
<i>Behaviour Expectations</i>	<ul style="list-style-type: none"> • Behaviour expectations of students made clear in all communications to the families of children accessing school and reinforced routinely. • Behaviour policy and home-school agreement reviewed and updated in line with current government guidelines and industry best practice. Shared with relevant stakeholders. • A reflection and removal area identified (LRC) and in operation should individual students require “time out” for behaviour issues or to support any social, emotional and/or mental health concerns. • Sanctions still in place for those students routinely not meeting expectations. Sanctions reviewed to ensure they are appropriate and consistent with current legislation. • Uniform expectations reviewed and requirements communicated to students and their families. Support offered to families where necessary. • Individual student pastoral support plans reviewed in line with local and national guidance and any changes clearly communicated (particularly for those children currently accessing school). • Emergency call support available to staff throughout the day should they require support with any student and/or situation. • Staff to avoid physical intervention when dealing with incidents. Where positive handling required, appropriate PPE is available from the First Aid room. 	<p>Updated behaviour policy and expectations shared with students and home-school agreement updated.</p> <p>Noted that daily cleaning of all uniform items no longer required, this has been communicated to families.</p> <p>Assemblies and Form Time to continue, ensuring important messages can be communicated directly to students.</p>
<i>Vulnerable Students</i>	<ul style="list-style-type: none"> • Individual risk assessments carried out by key staff to ascertain the safest and most appropriate action for each child where appropriate. 	<p>Equal Opportunities Act 2010 used to support students.</p>

	<ul style="list-style-type: none"> • School proactively engaging with all families of vulnerable students, particularly those who are not attending school. (see also communication and attendance sections). • Key workers deployed in school as required to support key students. • Continued liaison with key professionals to ensure all decisions are made with the best interests of the child. • Individual care plans kept under regular review. Critical, student focussed meetings continue (either remotely or following school risk assessment) to ensure correct support and provision is provided to students, these include but are not limited to LAC Reviews, EHA, CiN and CP meetings, EHCP Reviews. • All policies updated to promote equal opportunities for all. 	<p>Consider PPE requirements should individual student risk assessments identify any close/personal care requirements. School to provide if required.</p>
<p>Staffing arrangements (including vulnerable staff)</p>	<ul style="list-style-type: none"> • Staffing reviewed continuously by designated senior leaders. Accurate records kept of individual staff cases and these are used to make informed decisions about staffing. • Nine protected characteristics as defined by the Equal Opportunities Act 2010 considered at all times. • Clear systems in place for staff to communicate concerns, report any instances of illness and access any support they may need. • Duty rota in operation to support in school operations whilst minimising unnecessary travel and contact. • Staffing over bank holidays and school holidays, where required, is carefully considered and done in consultation with staff. • Workload of staff kept under review. PPA and Leadership time continue to be reflected in arrangements where applicable. • Individual risk assessments conducted with staff who are clinically vulnerable and/or potentially at greater risk, including those colleagues from the BAME community. • Current individual staff risk assessments reviewed including those already in place for staff with clinical vulnerabilities, known medical reasons unrelated to Covid-19 or for wellbeing purposes. • Staff who remain clinically extremely vulnerable (see government definition) are to work from home. • GFM staff on site daily to provide facilities management provision, including “key holder” responsibilities. • Recruitment processes in place to reflect current guidance regarding social distancing, essential travel and other Covid-19 guidance whilst still adhering to safer recruitment requirements. • Risk assessments shared with staff, professional representatives, the school H&S committee and Governors as appropriate. • Only long term supply staff currently working within school. These staff have been fully inducted and are aware of the systems and procedures in place. If the need arises for additional capacity, this will be subject to a satisfactory risk assessment process. 	<p>See also staff communication section.</p> <p>Plans and expectations shared with staff as soon as practicably possible.</p> <p>Stakeholders invited to provide feedback at each phase of the risk assessment and planning process through direct dialogue with line managers and SLT.</p>

Fire / Emergency Evacuation and Lockdown Arrangements	<ul style="list-style-type: none"> • Fire routes checked daily (GFM) and kept clear at all times. • Fire exits accessible throughout the school day. Routine checks and maintenance continue as normal (GFM). • Activation of emergency alarm and evacuation muster point remain the same (The MUGA). • Principals of the lockdown procedure remain in place, including Run-Hide-Tell. Any lockdown initiated will be done to support the current groupings in school. Areas in use checked to ensure they can be secured appropriately if required. • PEEPs which are currently operational reviewed with the individuals concerned to ensure safe evacuation of all. 	<p>Fire Evacuation procedures and Lock Down procedures formed part of students return to school programme.</p> <p>Appropriate drills took place in Autumn term.</p>
First Aid and Administering Medicine	<ul style="list-style-type: none"> • A first aider will be on site each day. • In the event that a first aider is required, staff are to contact Reception or the General Office in the first instance. • Medical Room rearranged to support the safe administration of first aid. A separate Isolation space for suspected Covid-19 cases has been identified and communicated to staff • Incidents are to be recorded in the normal way via the incident report form to ensure that accident investigation and trend monitoring can still take place where appropriate. • PPE provided for First Aiders as per government guidelines (including gloves, face masks, visors and disposable gowns) and located in the medical room for ease of access. Medical waste bin provided for disposal of PPE. • First aider has the right to decline to provide assistance where this is likely to endanger themselves. • Any students with whom support is required to administer medicine will be risk assessed on an individual basis and a plan put in place in consultation with Parents/Carers. 	<p>Ensure appropriately stocked first aid kits and PPE is available at all times.</p> <p>FAQ document shared with first aid staff and guidance given on use of PPE. Posters and videos from Rochdale MBC to be used to support this.</p>
Communication		
Communication with students and families	<ul style="list-style-type: none"> • Keeping in Touch letters sent to all families providing updates and signposting support and services. • Daily and/or weekly phone calls being conducted to check on the welfare of the most vulnerable students who are not in school. Records kept of this communication. • Door step visits being undertaken by Pastoral / Safeguarding staff where necessary to check on welfare of students not in school if other means of communication unsuccessful. • Regular updates provided via different communication streams, including Parentmail, the school website and Twitter. 	<p>Information available on the school website. https://www.oulderhill-school.com/school-closure/</p>
Communication with staff	<ul style="list-style-type: none"> • Weekly briefings for all staff providing updates and signposting support and services. • Regular faculty and team meetings being held by leaders to check on staff welfare, progress of recovery plans and to ensure quality of education provision. • Online training and development being accessed as appropriate. 	

	<ul style="list-style-type: none"> • Staff questionnaire sent to all staff and analysed to assess individual needs. Designated member(s) of SLT conducting ongoing assessment of staff wellbeing and actioning support as required. 	
Communication with other professionals	<ul style="list-style-type: none"> • Professionals meetings continue to take place where necessary. • Meetings conducted via video and/or telephone conferencing unless face to face meeting absolutely required. • Where face to face meetings required, SLT approval required, social distancing measures in place at all times and infection control a priority. Signing in procedures to be followed. 	
Communication with GFM (facilities management company)	<ul style="list-style-type: none"> • GFM Helpdesk operating fully for any day to day issues. • GFM Management Team on site daily to address any immediate concerns or requirements. • Expectations (site management/operation, cleaning, catering etc) outlined to GFM management team by the designated senior leader. Where these expectations are not met, they must be challenged using the appropriate contractual arrangements. • Weekly dialogue between GFM and school regarding any planned work or maintenance. • Half termly meetings being held between school, GFM and LA to review plans, risk assessments and monitor service performance. • Concerns relating to GFM activities to be shared with their management team and the designated senior leader. • GFM risk assessments shared with local authority and school. School risk assessment shared with GFM to ensure joined up approach. 	
Communication between SLT and with Governors	<ul style="list-style-type: none"> • SLT briefings held each morning. • SLT agenda focused on reviewing current operational details whilst also strategically planning for the longer term. • SLT meetings minuted and actions shared. • SLT sub groups meeting to address areas of responsibility. • Headteacher hosts weekly update meetings with the Chair of Governors. • Governors meetings being held via video conferencing to ensure they continue to have a strategic oversight of school operations and so that they may continue to offer the appropriate support and challenge. • Information and written reports continue to be provided to Governors by the Headteacher and senior leaders for their areas of responsibility. 	
Other Risk Factors		
Free School Meals	<ul style="list-style-type: none"> • FSM vouchers provided to all eligible children throughout the national lockdown. • Families provided with online link to each voucher. • Where concerns raised about the families ability to access these vouchers online, printed copies are also posted to families. 	Designated senior leader to ensure school accesses the Governments national voucher scheme.

	<ul style="list-style-type: none"> FSM update portal checked weekly to ensure any families who become eligible for FSMs are provided for in a timely fashion. 	
Financial Risk	<ul style="list-style-type: none"> Additional costs linked to Covid-19 carefully monitored, reviewed and recorded. Additional costs reflected in updated budget for 2020-2021. Mechanisms to reclaim additional costs explored and actioned as appropriate. Financial position of the school continues to be reviewed by SLT, Governors and key stakeholders and communicated as appropriate. 	
Student Attendance	<ul style="list-style-type: none"> Designated senior leader overseeing attendance alongside Attendance Officer and in liaison with Education Welfare Service. Current guidance on attendance and coding known, shared and actioned. This will be reviewed in line with DfE updates. Attendance policy reviewed and updated appropriately. Risk assessment of vulnerable students undertaken. Welfare call procedures in place for those students not accessing school. Registers taken for each learning session, absences checked and procedures followed. School will continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending, until otherwise advised not to do so. 	Clear and consistent expectations regarding student attendance for online learning has been communicated to all families.
Curriculum Planning and Implementation and Online Learning	<ul style="list-style-type: none"> The school will continue to provide a broad, balanced and ambitious curriculum within the constraints of the current guidance on keeping people safe. Learning time will be maximised through the use of live lessons and online learning resources. A separate online learning risk assessment has been completed to mitigate the safeguarding and behaviour risks associated with online access. Assessments have been used to gain an accurate picture of individual students and allow for missed content, missing knowledge and misconceptions to be addressed within learning. Marking and Assessment still being conducted. Expectations communicated to staff and reviewed. Leaders and Teachers within practical subjects have created bespoke ways of delivering their subjects to students working from home. Designated PSHCE activities happening on a weekly basis to ensure this important content is covered. Students working from home are well catered for and have access to the support they may need. Expectations for the delivery of online learning communicated to staff. 	Curriculum and timetable requirements under constant review to ensure requirements of local and national guidance are adhered to. Requirements regarding PSHCE known and plans in place to ensure expectations around the delivery of this are met.

This risk assessment has been compiled using available national and local government guidance. It should be used/read in conjunction with the appropriate school policy Covid addendums, school action plans for operating during the current national lockdown and in partnership with the Grosvenor FM operational risk assessment which cover the activities of site, facilities and catering staff. The GFM risk assessments have been quality assured by Rochdale MBC and shared with Oulder Hill as part of the PFI arrangement.

This risk assessment is a live document and must be routinely reviewed, but particularly following:

- Updates from central or local Government.
- Operational details which become apparent or which are reported by staff in school.
- School specific updates / changes agreed by the Headteacher, SLT and Governors.

D. Armitage – Assistant Head (January 2021)