

**SUMMARY OF THE FULL RISK ASSESSMENT FOR THE MANAGEMENT OF COVID AT TOTTINGTON HIGH SCHOOL**

This document is a sensible summary of the full COVID risk assessment which is maintained for our school. The intention is to make the salient points accessible for all.

The last review of the risk assessment occurred on **23<sup>RD</sup> August 2021**

ACTIVITY	CONTROL	ACTION
<p>Buildings and facilities</p> <p>Movement around the building</p>	<p>We will move around the building and have measures in place to manage the risk.</p> <p><b>Movement</b>                      Movement around school takes place at the end of each lesson and at social times. There is a clear, one way system around the school and this is well established. Additional signage has been in place since September and students are well versed in this. New fire doors are operated automatically and close in the event of a fire. There is no social distancing required for September 2021 but sensible approaches will continue to be taken to ensure safety.</p> <p><b>Toilets</b>                      In terms of toilet use, there are designated Key Stage toilets to use. Staff are on duty in all key areas at social times.</p> <p><b>Sanitising/face masks</b>                      Hand sanitizer is available at the door of every classroom and in other key areas including reception.</p>	<p>All staff to monitor and support with the smooth running of this</p> <p>Staff and students should observe good hand hygiene</p>

	<p>Wipes/spray and roll are issued to students on entry to a classroom in order that they sanitise their work space at the end of their session.</p> <p><b>September 21</b></p> <p>Students are <b>NOT</b> Required to wear face masks but we are continuing to encourage these where possible – should there be a significant rise in cases in the school population wearing face masks maybe re-introduced although this is not enforceable.</p> <p>This is an additional safety measure.</p> <p>Those with exemptions have been asked to provide them and parents are aware.</p> <p>Parents will be informed in writing if increased measures are required.</p> <p><b>Reception and visitors</b></p> <p>Visitors only access one place in the school when they arrive so this is well controlled.</p> <p>Meetings with parents/visitors will be in the conference room or another large venue which enables social distancing. Meetings are kept to a minimum and also should be no longer than 15 minutes where possible.</p> <p><b>Coming to and from school</b></p> <p>Students have been given clear information about social distancing on the way to/from school and on buses.</p> <p><b>September 2021</b></p> <p>Although masks are not required in school buildings they <b>ARE</b> still recommended on school public transport. Management of this is the responsibility of Greater Manchester Transport.</p> <p>.</p>	
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	<p><b>Emergency evacuation</b>  Fire drills have been rehearsed regularly  All staff and students know that the main focus is to exit the building in case of fire  Students and staff will follow usual procedures on the South Yard</p>	
Teaching	<p>All classrooms have relevant PPE  In the event of COVID related absence, 'live' learning is now available for those not in school. The code of conduct for remote learning is clear. Students bring and use their own equipment. Sharing of equipment should be discouraged where possible.  Uniform requirements are clear.  Attendance will be recorded in line with requirements  Students should remain seated as appropriate. PE activities are carefully selected and changing is supervised with relevant cleaning between small groups as was the case previously.  All rooms and equipment are cleaned at the end of the day.  Windows and ventilation is paramount. Windows should be opened in all rooms were possible to allow good air ventilation.</p>	<p>Staff to ensure that the guidance is followed.   Doors and windows should remain open to ensure ventilation</p>
Social times	<p><b>September 2021</b>  There are no restrictions in place but we will be keeping to year group social areas as much as possible</p>	

Visitors	Visitors will be by appointment only Contractors will be by appointment and will need to conform to PPE expectations	
Testing	<p><b>Testing</b>  <b>2 tests to be completed over the first 10 days with a staggered start</b></p> <p>Testing is being carried out during tutor time/Period 1</p> <p>Only positive cases will be asked to self-isolate.  All close contacts to have a test daily for 7 days.</p>	Students with consent to be tested on their specified date in form time
Shielding/CEV students and staff	CEV students and staff should be working as normal. ICT will be made available if students do not have equipment if required to self-isolate.	
Wellbeing/positive mental health	<p>Staff and students are aware that this is a key focus and that support is available to all</p> <p>Tutor activities/resources are in place to support this for students</p> <p>Access to counselling is available</p> <p>Resources are shared via the website</p> <p>For staff, Education mutual is in place</p> <p>The pastoral systems are well staffed and staff are available to help students</p>	
Cleaning/appropriate measures	<p>September 2021</p> <p>Cleaning protocols to continue detailed below</p> <p>One way system in operation on corridors</p>	Cleaning protocols to continue as detailed

	<p>Sanitising should take place on entry and exit to classrooms</p> <p>Cleaning of work area on exit is in place</p> <p>Cleaning is carried out during the day in high traffic areas</p> <p>Handles, bannisters, light switches, computers, keyboards – all cleaned regularly.</p> <p>Classrooms have relevant cleaning items.</p> <p>Hand sanitizer is the appropriate %</p> <p>Bins and tissues available</p> <p>Bins emptied regularly</p> <p>Reminders about handwashing in place</p> <p>Toilets checked regularly throughout the day</p> <p>Separate positive LFT room behind repro room</p>	
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