

# Manchester High School for Girls COVID-19 Risk Assessment

<b>School/ Setting</b>	Manchester High School for Girls	<b>Date of Assessment</b>	04/01/2022
<b>Assessment Completed By</b>	Helen Jeys		

## 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 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	Any employee or persons within their household that has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If symptomatic, the employee must self-isolate until the PCR result is received. If an LFD result, when asymptomatic, is negative, the employee must self-isolate. No confirmatory PCR test is required.</p> <p>If the employee is named as a close contact of a non-household or a household member who has tested positive for Covid, they can continue to attend work as long as they are not symptomatic. However, they should take daily LFD tests for 7 or 10 days after the contact started their isolation period if this is earlier.</p> <p>If identified as a close contact, they should be mindful of their interactions with other staff and wear a face covering at all times. They should inform JLH (in the Senior School) or VS (in the Prep) if they have been identified as a close contact.</p>

## Manchester High School for Girls COVID-19 Risk Assessment

<b>02</b>	Any employee who has tested positive for COVID 19 in the past 7 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The employee can return to school on Day 7 of their period of isolation as long as:</p> <ul style="list-style-type: none"> <li>- They test negative on two LFD tests, taken 24 hours apart, on Day 6 and Day 7</li> <li>- They have not been experiencing a fever for 48 hours before their return to school</li> </ul> <p>Employees should continue to test, daily, until Day 10 after symptoms began if they return to work on Day 7 and they should resume isolation if these subsequent tests are positive, until a negative result is received.</p> <p>If an employee is asymptomatic but tests positive and subsequently becomes symptomatic, then the isolation period must re-start from the onset of symptoms.</p>
<b>03</b>	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a> . They should not attend school, even if they are feeling better, until they receive their test results.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employees should communicate their absence electronically where possible so as to avoid face-to-face contact.
<b>04</b>	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . CEV staff are no longer advised to shield.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments should be reviewed and updated regularly. The second formal review of the academic year should take place in January 2022.

### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>05</b>	Any pupil who has <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter to parents – January 2022, providing further information. Update email issued on 6 <sup>th</sup> January 2022 after DfE correction and government update on LFD testing received. If symptomatic, the pupil must self-isolate until the PCR result is received. If an LFD result, when asymptomatic, is negative, the pupil must self-isolate. No confirmatory PCR test is required.

## Manchester High School for Girls COVID-19 Risk Assessment

					<p>If the pupil is named as a close contact of a non-household or a household member who has tested positive for Covid, they can continue to attend school as long as they are not symptomatic. However, they should take daily LFD tests for 7 or 10 days after the contact started their isolation period if this is earlier.</p> <p>If identified as a close contact, they should be mindful of their interactions with other pupils and always wear a face covering in school.</p>
<b>06</b>	Any pupil who has tested positive for COVID 19 in the past 7 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The pupil can return to school on Day 7 as long as:</p> <ul style="list-style-type: none"> <li>- They test negative on two LFD tests, taken 24 hours apart, on Day 6 and Day 7</li> <li>- They have not been experiencing a fever for 48 hours before their return to school</li> </ul> <p>Pupils should continue to test, daily, until Day 10 after symptoms began if they return to school on Day 7 and resume isolation if any of these subsequent tests have a positive result.</p> <p>If a pupil is asymptomatic but tests positive and subsequently becomes symptomatic, then the isolation period must re-start from the onset of symptoms.</p>
<b>07</b>	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>08</b>	Remote/distance learning contingency arrangements for all pupils should be maintained in line with any local Covid-19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# Manchester High School for Girls COVID-19 Risk Assessment

## Our School

Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
09	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in January 2022 by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> <li>Secondary school pupils should complete 1 onsite tests, on return to school, before moving to regular twice weekly tests at home.</li> <li>Staff should complete regular twice weekly tests at home.</li> <li>A small on-site LFD test centre should be maintained to allow for those unable to take LFD test at home on site.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Risk assessment in place for testing</p> <p>Consent for testing</p> <p>Results of all tests to be notified to NHS and through the Teams page for school records. Positive results of home tests should be sent to the <a href="mailto:COVID-19@mhsg.manchester.sch.uk">COVID-19@mhsg.manchester.sch.uk</a> email address.</p> <p>Information sent home to parents - December 2021 and January 2022</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	<p>Although social distancing is no longer a legal requirement for staff and pupils there is still a legal duty to ensure the health and safety of staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> <li>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing.</li> <li>Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing.</li> <li>Car sharing should be avoided where possible</li> </ul>

## Manchester High School for Girls COVID-19 Risk Assessment

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
11	Staff and/or pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter sent to parents – January 2022 Information sent to staff and communicated via Staff Meeting – January 2022
12	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above
13	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, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above
14	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above
15	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days (see above). Household contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they develop symptoms) and take daily LFD tests for 7 days. Non-household, close contacts should take daily LFD tests for 7 days / 10 days after last	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above

## Manchester High School for Girls COVID-19 Risk Assessment

	contact (if this is earlier) and continue to attend school so long as tests are negative and are not symptomatic.				
16	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"/>	Risk Assessment sent to Catering / Cleaning Manager
17	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). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	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"/>	
20	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	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"/>	C02 monitors fitted in all busy work areas as well as classrooms.
22	A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces: <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> </ul>	<input checked="" type="checkbox"/>			

## Manchester High School for Girls COVID-19 Risk Assessment

	<ul style="list-style-type: none"> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> </ul>				
23	<p>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.</p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap are maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a>
24	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"/>	
<b>Response to an Infection</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> <li>- Those with symptoms book a test</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a significant increase in confirmed case).</li> <li>- Complete On-Line MTAT form.</li> <li>- Public Health/ MTAT will then work with school to determine actions to be taken.</li> <li>- Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or Public Health.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below

## Manchester High School for Girls COVID-19 Risk Assessment

26	If an outbreak, school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See Outbreak Management Plan Below            Inform parents and staff if more than 10% of a year group / class in Prep test positive</p> <p>In January 2022, face coverings reintroduced in all communal areas, including classrooms. Parents and staff informed</p>
----	--	--------------------------	--------------------------	--------------------------	--



# Manchester High School for Girls COVID-19 Risk Assessment

Outbreak Management Plan					
<p>Outbreak Management Plan (OMP) outlines how the School would operate if additional measures are recommended for our setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.</p> <p><b>N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.</b></p>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p><b>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</b></p>				<ul style="list-style-type: none"> <li>• Ensure remote learning platform remains.</li> <li>• Provision in place for key worker children attendance (as per national lockdowns).</li> </ul>
02	<p>When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.</p>				<ul style="list-style-type: none"> <li>• Onsite Asymptomatic Testing Sites (ATS) in place.</li> <li>• Increased use of home testing for staff.</li> </ul>
03	<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p>				<ul style="list-style-type: none"> <li>• Year/ class group bubbles implemented</li> <li>• Staggered entrance/ exit times (if possible)</li> <li>• Use of different entrances (if possible)</li> </ul>

## Manchester High School for Girls COVID-19 Risk Assessment

					<ul style="list-style-type: none"> <li>Staggered/ limited use of communal areas- hall/ dining room etc.</li> </ul>
04	<p>Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.</p>				<ul style="list-style-type: none"> <li>Face coverings worn by staff and visitors, in communal areas unless they are exempt.</li> <li>Face coverings worn by pupils in communal areas/ all areas</li> </ul>
05	<p>Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.  <b>SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.</b></p>				<ul style="list-style-type: none"> <li>Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs.</li> <li>Remote learning platform in place for children who are advised to shield.</li> </ul>
06	<p>Temporary limit to certain school activities;</p> <ul style="list-style-type: none"> <li>- residential educational visits</li> <li>- open days</li> <li>- transition and taster days</li> <li>- parental attendance in settings</li> <li>- performances in settings</li> </ul>				<ul style="list-style-type: none"> <li>Risk assessments in place.</li> </ul>