

School/ Setting	Cedar Mount Academy	Date of Assessment	19/05/2020
Assessment Completed By	CMA SLT		

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	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"/>	Trust wide staff availability document to be completed in conjunction with SLT, prior to any opening and by 3 rd June at the latest. CEV staff will be identified and given confirmation that they are not to enter the building but work from home.
02	All employees who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting and where possible work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trust wide staff availability document to be completed in conjunction with SLT. Staff who live with a person who is CEV will be identified and given confirmation that they are not to enter the building but work from home.
03	All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school/ setting..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear protocol sent out to all staff confirming that if staff or persons in staff household have COVID-19 symptoms that should stay at home for 7 days and members of their household stay home for 14 days and follow usually illness procedures
04	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"/>	HR manager and line managers to keep in touch with self-isolating staff on a regular basis. Principal to send out COVID-19 updates on a twice weekly basis. Where possible virtual coffee morning will be organised.

05	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"/>	Where necessary staff have been issued with laptops, SIM cards or school phones to support working from home.
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Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
06	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"/>	In the period before school reopens to year 10 all Y10 families to receive a phone call to double check home situation and confirm remote working as necessary.
07	All pupils who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In the period before school reopens to year 10 all Y10 families to receive a phone call to double check home situation and confirm remote working as necessary
08	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protocol for dealing with COVID-19 symptoms in pupils to be communicated to parents as part of home calls and to pupils on arrival to the academy (daily). Any child that presents with COVID-19 symptoms at school will be isolated and sent home for seven days as per guidance.
09	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"/>	All students are receiving both on-line (MS Teams) and distance (work packs) learning. Y10 work will focus on supplementing distance learning and therefore little impact on current distance work
10	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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Y10 groupings to be of no more than 6 per classroom with one member of staff. SLT to patrol and support with distancing. Aim to open on June 8 th at the earliest. Most likely June 15 th .

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
11	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"/>	Students to arrive in groups of 6 and therefore one entrance point is suitable as it allows separation from Melland High School. Entrance and exit (and movement through the building) to be overseen by senior leaders and school staff.

					Students currently in The Bridge (AP) will be one cohort and be based there but separated from key worker/vulnerable student group
12	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"/>	Small numbers will be able to enter and make their way to their designated classroom through a specific point and exit through a specific and different point. Students currently in The Bridge will enter through that door only.
13	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"/>	Protocol designed and shared with staff and families including: Parents not permitted to enter the school site
14	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"/>	Parents not permitted to enter the school site Any visitors must be confirmed in advance and agreed by the Principal or Vice Principals
15	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students to arrive and leave in staggered groups which will be designated by classroom and communicated to pupils/families before school's wider opening. Groups 1, 2, 3: 9.00-9.15 Groups 4, 5, 6: 9.45-10.00
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
16	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will have individual desks with one chair at the desk They will be measured out to ensure adequate spacing of min 2m. Any additional furniture will be removed from the classroom to create space. Individual bags/cases for student stationery/books to be brought from home. Photographs of classroom set up shared with staff and pupils prior to opening.
17	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupil assembly each day when in reminding pupils of social distancing rules. (a) 9.15-9.30 and (b) 10.00-10.15 Reminders at the start of each session and before any movement around the academy. Tape to be placed on the ground demonstrating 2m distances outside classrooms, theatre and planned pathway to classrooms.
18	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PE session timetabled daily for all pupils in designated spaces outside the school. No shared equipment used,
19	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 type="checkbox"/>	Pupils in same room during the school day, grouped by maths set where possible, taught similar material. Non necessary rooms locked. Normal one way system in use for entry, reversed for exit and signposted.

20	Communal spaces such as dining room, assembly hall to be used at half capacity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assembly hall used at 1/6 capacity when used
21	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Agreed use of staffroom planned for reduced staffing. Chairs marked with tape to enforce 2m gaps
22	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Taylor Shaw will staff the kitchen appropriately and remain behind the counter if serving children. They will also be spaced apart where possible and work in different areas of the kitchen. Where possible, children will leave at lunch time and at most collect a grab bag. Reminder signs to be displayed.
23	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One person will be allowed at the photocopier at any one time, and both doors to be propped open. Small meeting rooms will not be used for large meetings, only conference room with windows open. Where possible, virtual meeting will continue to take place instead.
24	Non Essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any non-essential works to be contracted will be carried out in the summer holidays or weekends when school is closed.
25	Reduction in lift use with priority given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifts will only be used for members of staff with existing health conditions. They will be asked to use the lift on an individual basis. Students who need to use a lift will not be accompanied, but safely met at top/bottom of journey. Sign outside to enforce this rule.

Additional Physical / Social Distancing Measures applied (Please detail below)

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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26	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"/>	Both staff and pupils will be instructed that if they experience symptoms they must remain at home for 7 days If any staff member or pupil exhibits symptoms whilst at school they will be sent home immediately or quarantined until collected.
27	Staff who experience COVID-19 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"/>	If any staff members exhibit symptoms whilst at school they will be sent home immediately or quarantined until collected if necessary. Staff will then be told to stay at home for 7 days.
28	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 gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will be quarantined in meeting room 1 away from everyone else until they can be collected. PPE kits will be provided in school if children need personal care such as first aid. These will consist of gloves, apron and face mask/visor
29	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"/>	There will be hand sanitisers and wash points at the entrances to school and children/staff will be asked to wash their hands-on arrival. Visitors will have to use sanitiser at the school entrance and be instructed to wash their hands.
30	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"/>	All rooms to be provided with hand wash to enable regular sanitisation. There will be an expectation that everybody washes their hands at all appropriate times and this will be communicated to staff and students. Times included entry to building, classroom, exit from classroom, entry to toilets
31	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"/>	Science rooms to be used as bases for the Y10 students which include hand washing facilities
32	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All unnecessary items to be removed from classrooms before first day of school wider opening.
33	Sharing of pencils/ pens and other items of stationery is avoided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All students to bring in own equipment – pencil case and equipment provided will be taken home and not shared

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
34	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"/>	Minimising items that need to be shared. If laptops are shared they will be wiped down at points during the day and end of day/ start of day. Student encouraged to wipe down devices before use too.
35	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"/>	Each student desk to be equipped with tissues and room equipped with bins. Repeated focus and training on this in each session. Posters displayed.
36	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All classroom will have at least three appropriate bins in place
37	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"/>	Windows will be open in all classroom used. Where possible, doors will be propped open as long as fire regulations are met.
38	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"/>	Cleaner in operation daily with clear instructions for high frequency cleaning. After school cleaning of all communal areas. School to finish by 1pm to allow for thorough cleaning of all areas.
39	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"/>	This will form part of the instructions to staff.
40	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"/>	Staff told to bring in own mug. Dishwasher to be used at end of each day.
41	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"/>	Employees informed not to bring in personal items and store what they do have to bring in on chairs or under desks.

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42	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 Posters to be displayed around school and in used classrooms. Video to form part of morning lesson
43	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"/>	Office staff to be given hand sanitisers and gloves (PPE). Staff instructed to wash hands after handling deliveries. Deliveries to be dealt with at key times to avoid repeated handling.
44	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"/>	The site staff and daily cleaner will ensure sufficient supplies are stocked and they will also regularly check specific areas. Staff will be able to report to site team if they identify low stock
45	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"/>	Suppliers and contractors to be kept to a minimum and where possible out of school hours. If necessary to visit, suppliers/contractors will be instructed to wash hands or sanitise/wear gloves.

Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)

Uniform: Pupils will not wear school blazers or school ties and be told to roll sleeves up. Student coats will be placed in their lockers or under their own chair and nowhere else. Watches and jewellery not permitted.

Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
46	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"/>	Site team have been working safely since lockdown and this will continue
47	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"/>	Cleaning team employed additional cleaners to ensure this takes place daily
48	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skeleton team of first aiders to be available each day before opening and to form part of the rota
49	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"/>	SLT able to act as fire marshalls. Temporary Fire marshall rota to be developed for areas of building that are in use. Cone
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
50	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"/>	This continues to be delivered and managed by facilities manager
51	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continues via facilities manager

Additional Statutory Compliance and Maintenance issues.

Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
52	Behaviour systems reinforce safe behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any reckless behaviour that demonstrate unsafe behaviour (eg coughing at others, spitting, fighting, grabbing) to be sanctioned by immediate fixed term exclusion via usual school system.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Further Information via: Health and Safety Team
Internal Audit & Risk Management
6th Floor
Town Hall Extension
Health.and.safety@manchester.gov.uk

School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	Click here to enter a date.
Date Provided to Unions	Click here to enter a date.	Date of Review	20/05/2020