

# Manchester Secondary Pupil Referral Unit

## COVID–19 Risk Assessment & Management Plan.

Please use in conjunction with the Manchester Test and Trace guidance to schools and the Covid-19 Suspected Case & Confirmed Case flowcharts.

Risk	Control measures	Actions taken/details/further measures	Risk rating RAG	Who is responsible
1. Ineffective procedures to protect pupils who show symptoms of, or test positive for Covid-19.	<p>If a pupil has anyone within their household has coronavirus (COVID-19) symptoms, they should not attend school. They should self-isolate immediately, and arrange to have a test.</p> <p>If someone in the same household of a pupil tests positive but the pupil does not have symptoms, the pupil should self-isolate for 10 days. The period of isolation begins the day after exposure, a test or the start of symptoms.</p> <p>Any pupil who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. Day 1 is the day after the symptoms first appear.</p> <p>If the test is positive but the pupil has not had symptoms, they should self-isolate for 10 days from the date of the test. Day 1 is the day after the test.</p> <p>Pupils can return to school after the 10 days as long as they do not have any of the following symptoms: a high temperature or feeling hot and shivery, a runny nose or sneezing, feeling or being sick or diarrhoea.</p>			SMT, LCC/CMs.

	<p>Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test. Staff should ensure that pupils can get home safely.</p> <p>If a household member of any pupil has symptoms or tests positive, the pupil should self-isolate for 10 days.</p> <p>Contact your SMT member immediately for further guidance.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p> <p>School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.</p> <p>Staff to look out for any signs and symptoms among the pupils and discuss their health on a regular basis.</p> <p>Contact tracing will be undertaken by MSPRU when a member of staff or pupil tests positive. Close contacts of the index case will be identified and told to self-isolate for 10 days. The period of isolation begins the day after exposure, a test or the start of symptoms.</p> <p>Rapid asymptomatic testing introduced for all staff and pupils who consent. This will be offered early term 2 for all staff and pupils and weekly thereafter for staff.</p> <p>Asymptomatic testing will be extended from Monday 08/03/21. Where consent has been provided, pupils will be tested 3 times, 3 to 5 days apart. Pupils will then be provided with home testing kits to test themselves twice a week.</p> <p>From Monday 08/03/21 face masks should be worn by all pupils &amp; staff in all areas of the school where social distancing cannot be maintained. This is an additional precautionary measure for a limited time and will be reviewed regularly in accordance with DfE guidance. There are some circumstances where people may not be able to</p>			
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	<p>wear face masks; for further information please see email dated 03/03/21.</p> <p><b>Contact your SMT member for notification and to discuss actions for suspected or confirmed cases.</b></p>			
<p>2. Ineffective procedures to protect staff who show symptoms of, or test positive for Covid-19.</p>	<p>Any employee or persons within their household that has coronavirus (COVID-19) symptoms, should not attend school. They should self-isolate immediately, arrange to have a test and contact their SMT member immediately.</p> <p>If someone in the same household of an employee tests positive but the employee does not have symptoms, the employee should self-isolate for 10 days. The period of isolation begins the day after exposure, a test or the start of symptoms.</p> <p>Any employee who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. . Day 1 is the day after the symptoms first appear.</p> <p>If the test is positive but the employee has not had symptoms, they should self-isolate for 10 days from the date of the test. Day 1 is the day after the test.</p> <p>Staff can return to work after the 10 days as long as they do not have any of the following symptoms: a high temperature or feeling hot and shivery, a runny nose or sneezing, feeling or being sick or diarrhoea.</p> <p>Any employee who develops COVID-19 symptoms during the school day should leave the centre and go home as soon as possible and should arrange to have a test.</p> <p>If a household member, or person in the support bubble, of any staff member has symptoms or tests positive, the pupil should self-isolate for 10 days.</p> <p>Contact your SMT member immediately for further guidance.</p> <p>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 COVID-19: review of disparities in risks and outcomes report.</p>			<p>SMT, LCC/CMs</p>

	<p>Contact tracing will be undertaken by MSPRU when a member of staff or pupil tests positive. Close contacts of the index case will be identified and told to self-isolate for 10 days. The period of isolation begins the day after exposure, a test or the start of symptoms.</p> <p>Rapid asymptomatic testing introduced for all staff and pupils who consent. This will be offered early term 2 for all staff and pupils and weekly thereafter for staff.</p> <p>Home test kits using LFD's are available for all staff who provide consent to self-swab and test themselves twice a week at home.</p> <p>From Monday 08/03/21 face masks should be worn by all pupils &amp; staff in all areas of the school where social distancing cannot be maintained. This is an additional precautionary measure for a limited time and will be reviewed regularly in accordance with DfE guidance. There are some circumstances where people may not be able to wear face masks; for further information please see email dated 03/03/21.</p> <p><b>Contact your SMT member for notification and to discuss actions for suspected or confirmed cases.</b></p>			
<p>3. Ineffective response to an infection.</p>	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school; the procedures can be located in the 'Covid-19 Confirmed Case Actions Flowchart' which all staff have been provided with.</p> <p>Contact tracing will be undertaken by MSPRU when a member of staff or pupil tests positive. Close contacts of the index case will be identified and told to self-isolate for 10 days. The period of isolation begins the day after exposure, a test or the start of symptoms.</p> <p>All confirmed cases are reported to Manchester Test &amp; Trace in accordance with their guidance.</p> <p>Following analysis of the reporting forms, Manchester Test and Trace team, in consultation with the Community Infection Control Team (CICT), the school and the link senior officer will decide if an Outbreak Control Team (OCT) meeting is needed.</p>			<p>SMT, LCC/CMs</p>

	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.			
4. Ineffective physical/social distancing in Learning Centres.	<p>Classrooms are organised maintaining space between pupils where possible: small adaptations are made to the classroom to support distancing; including seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>Staff should maintain a distance of 2 metres between themselves and pupils. Pupils should be informed of this and encouraged to do so. Parents/carers should be informed of this measure.</p> <p>If a pupil regularly fails to keep a space of 2 metres between themselves and staff then support and educate the pupil to change this behaviour. If they are unwilling to change the follow usual behaviour strategies and relevant policies.</p> <p>For physical education and educational visits outdoor sports/places should be prioritised and large indoor spaces should be used where it is not possible. Additional measures to ensure educational visits are covid secure should be include in the approval documentation.</p> <p>COVID-19 public health advice posters provided to staff and displayed in centres.</p> <p>Information shared with pupils and their families regarding the expectations whilst in school.</p> <p>Identified drop off/pick up points identified for parents/carers where appropriate.</p> <p>Develop, share and display drop off/ collection protocols.</p> <p>Different Learning Centres should not mix.</p> <p>Outside space is used wherever possible for learning.</p> <p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional</p>			All staff

	<p>controls.</p> <p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p> <p>Physical intervention is rarely used at MSPRU due to the strong ethos and staff expertise in developing positive relationships with pupils and the ability to deescalate without force. As always, only use physical intervention where it is <b>reasonable, proportionate and necessary</b>.</p>			
<p>5. Ineffective hygiene protocols increasing the risk of infection.</p>	<p>Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.</p> <p>Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test.</p> <p>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.</p> <p>Inform all staff in centre if a pupil or staff member has symptoms. Ensure the Caretaker is aware to undertake cleaning protocols.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>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.</p> <p>Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. A small number of testing kits made available to centres to be provided to parents/carers where it is uncertain they will get a test for their child or may struggle to get a test.</p>			<p>All staff</p>

	<p>Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.</p> <p>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.</p> <p>Pupils must wash their hands for 20 seconds when entering the building and regularly throughout the day. This should be stated on centre timetables.</p> <p>Staff should wash their hands on entering the building and regularly throughout the day.</p> <p>Staff, in particular peripatetic staff, should ensure they protect themselves by cleaning any shared equipment before use.</p> <p>Appropriate hand sanitiser will be provided to learning centres to be placed at entrance and throughout the building Staff to monitor and maintain levels and let Business Support Team know when they are running low.</p> <p>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:</p> <ul style="list-style-type: none"><li>• Toilets</li><li>• Door Handles/ Access Buttons</li><li>• Kitchen areas and associated equipment</li><li>• Water dispensers/ coolers</li><li>• Printers/ Photocopiers</li><li>• White Boards</li><li>• Play Equipment</li><li>• Shared resources</li><li>• Areas where people with symptoms have been while awaiting collection.</li></ul> <p>Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning</p>			
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regime.

Educational Resources;

- For frequently used resources such as pens and pencils, staff and pupils should have their own items
- Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime.
- Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Pupils and staff can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.

Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).

Additional lidded bins and increased emptying / replacement are provided / in-place. All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.

Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.

Staff should consider the storage of their personal items to ensure they are Covid secure.

Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to Business Support Team.

Thermometers provided to each centre to check pupil or staff temperatures if they feel unwell.



	<p>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).</p> <p>Remove unnecessary items from class rooms and items that are hard to clean.</p> <p>Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.</p> <p>Staff will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks. Pupils will be encouraged to do the same.</p> <p>Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p> <p>Windows opened where possible to improve ventilation.</p>			
6. Not having accurate information on the medical conditions of pupils and staff. Pupils and staff with medical conditions attending school/work when it is not safe for them to do so and contracting COVID19.	<p>HR lead to gather information to support clear identification of the staff in different categories including those with medical conditions and living with people with medical conditions.</p> <p>Questionnaire to be sent to all staff to establish more detail around underlying medical conditions of staff and household members.</p> <p>Staff individual RAs in place and regularly reviewed where necessary.</p> <p>LCC's, Centre Managers and Pastoral Officer's to address student health conditions in consultation with the School Nurse and other lead professionals where appropriate.</p> <p>Return of pupil medical conditions to be updated on SIMS.</p>			SMT, LCC/CMs & Business Support Team
7. Not appropriately meeting pupils SEND needs through this	<p>Risk assessment for all SEND pupils undertaken by SEN team and LCC's/Centre Managers.</p> <p>RA to be regularly reviewed.</p>			SEND Team

period.				
8. Pupils travelling to and from school.	<p>All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible.</p> <p>Families and pupils that have no alternative to use wider public transport are referred to the 'safer travel guidance for passengers'.</p> <p>Staff to work with pupils to discuss individual travel arrangements and advise where necessary. Amendments to start/finish times used where necessary as an additional measure to keeping pupils safe.</p> <p>There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.</p> <p>Contact with Taxi companies to establish who is in and their times in school. Taxi drivers to establish social distancing measures.</p>			SMT, LCC/CMs & Business Support Team
9. Staff self-isolating or working at home becoming detached.	<p>SMT members to keep in touch with staff self-isolating or working at home and encourage colleagues to do so on a regular basis to check on their mental and physical health.</p> <p>We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.</p>			SMT
10. Ineffective provision of appropriate PPE equipment.	<p>Equipment identified and provided to Learning Centres as required.</p> <p>Staff to inform Business Support Team when stock is low.</p>			LCC/CMs & Business Support

				Team
11. Increased risk of infection through visitors.	<p>Visitors kept to a minimum and should only attend learning centre when they cannot carry out their duties remotely.</p> <p>All visitors advised of infection control arrangements, no-access areas, where masks should be worn and expectations around personal hygiene.</p> <p>Seating arrangements in place to ensure people can maintain a 2 metre distance.</p> <p>Arrangements made to reduce the number of people visitors come into contact with. Meetings to be arranged for less busy times of the day where possible.</p> <p>Remote meetings arranged where possible.</p> <p>Parents/carers asked not to visit school without being asked to do so.</p> <p>Non Essential repair / contracted works in buildings to be carried outside school hours.</p> <p>Business Support team to facilitate the delivery of PPM (Planned Preventative Maintenance) work for critical building systems (Life-Safety).</p> <p>Visitor Protocol document to be developed and shared with all visitors.</p>			LCC/CMs and Business Support Team
12. Risk assessment & management process does not identify all risks and/or appropriate measures to minimise risk of infection.	<p>Evidence of consultation with staff throughout the process.</p> <p>RAMP sent to appropriate Union representatives and staff for consultation.</p> <p>RAMP regularly reviewed when learning happens in school and new guidance is provided from DfE, MCC, Unions etc.</p>	<p>RAMP sent to appropriate Union representatives and staff for consultation.</p> <p>RAMP regularly reviewed when new guidance is provided from DfE, MCC, Unions etc.</p>		SMT

<p>13. Ineffective procedures to limit the risk of infection when travelling as a group.</p>	<p>Pupils and staff to travel together in their own group/bubble only.</p> <p>Plan the seating arrangements in minibus' based on the amount of pupils travelling and staff needed.</p> <p>Ensure sufficient space between staff and pupils – leave certain seats empty where necessary.</p> <p>Use additional taxis and/or staff vehicles where appropriate and necessary.</p> <p>Open windows for ventilation where appropriate.</p> <p>Ensure at least one member of staff travels in a vehicle with pupils and pupils do not travel alone.</p> <p>Make decisions on which pupils need to travel in taxis, vehicles or minibus based on knowledge of pupils.</p> <p>If, due to circumstances on the day, staff feel that the risk is too high to travel – contact SMT member to discuss cancelling the activity and managing the issues in centre.</p>			<p>SMT, LCC/CMs</p>
<p>13. Ineffective procedures to limit the risk of infection at venues of proposed educational visits.</p>	<p>Covid-19 risk assessment and management plans requested and sent to EVC for approval as an addition to the required documentation.</p> <p>Measures taken to limit the risk of infection during the journey to and from venues added to the required documentation and sent to the EVC for approval.</p> <p>Where commissioning arrangements are in place, for example Universal Sports and Vocational Skills Carousel, the commissioned organisation will be responsible for ensuring all facilities have the necessary Covid-19 related measures and documentation in place and this will be shared with appropriate PRU staff.</p> <p>Only non-contact sports and activities will be considered.</p> <p>As from Monday 08/03/21, educational visits should not be undertaken in accordance with updated DfE guidance. This will be regularly reviewed.</p>	<p>Advice and guidance sought from advisory bodies such as Sport England and Youth Sport Trust alongside government guidance to schools.</p>		<p>SMT, LCC/CMs</p>

<p>14. Ineffective procedures to limit the risk of infection at the Rapid Asymptomatic Testing areas in each learning centre.</p>	<p>All control measures identified above relating to pupils and staff showing symptoms or who have tested positive for Covid-19 (1 &amp; 2), responses to infection (3), physical/social distancing (4), hygiene protocols (5), provision of PPE (10) &amp; increased risk through visitors (11) apply to the testing areas.</p> <p>All staff involved in the process of rapid, asymptomatic testing, i.e. Quality Lead/Team Leader, Test Assistant, Processor, COVID-19 Coordinator, Registration Assistant, Results Recorder and Cleaner will read the 'COVID-19 National Testing Programme: Schools &amp; Colleges handbook. They will also access the online training for their specific role and duties and pass the knowledge assessment at the end of on-line training. As a result, they understand their tasks and responsibilities and are equipped to carry them out effectively.</p> <p>To reduce the risks associated with travelling and having large numbers pass through one test site, we will have test sites at each learning centre that will serve small groups of pupils and staff. Each test area will be designed in accordance with guidance from the Covid-19 National Testing Programme.</p> <p>All staff involved will be provided with the appropriate PPE for their role, in line with guidance from the Covid-19 National Testing Programme and training.</p> <p>The test area will be cleaned regularly in accordance with guidance from the Covid-19 National Testing Programme and training.</p> <p>Sharing of equipment in the test area will be discouraged and control measures identified in this document relating to hygiene protocols will be followed.</p>			<p>SMT, LCC/CMs</p>