



<b>School/ Setting</b>	St Dunstan's RC Primary School, Moston	<b>Date of Assessment</b>	01/03/2021
<b>Assessment Completed By</b>	Gabrielle Eccles		

### 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"/>	Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results. Repeat of information sent out 05/03/21
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff receive individual advice from SLT after confirming positive result
03	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> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.
04	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> . Sample	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments should be reviewed and updated regularly. CEV staff, although should have been vaccinated as part of Priority Group 1, are advised to continue to shield and not



	assessment template provided by Directorate for Children and Education Services				attend the workplace. This is until further data is available on vaccination effects. Any staff living with someone who is CEV can still attend the workplace.  CV staff can continue to attend school.
05	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"/>	Regular staff welfare checks carried out by LT  Regular contact to continue with staff members where necessary
06	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"/>	Laptops/ipads provided where necessary, signed for and given with AUP. Laptop for new staff ordered

### Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular communication with individual families through school office In house track and trace information regularly updated and followed up
08	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information for parents resent 05/03/21
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All families provided with clear guidelines as to what to do if they display symptoms All staff know what to do if a pupil develops symptoms whilst in school
10	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seesaw learning platform launched for KS1 and KS2 November 2020 Tapestry continues to be used for EYFS
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintaining details of all close contacts, particularly in a secondary school where whole year groups are classed as a bubble, with seating plans, knowledge of friendship groups and



	<p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</p>				<p>means of travel, has proven to help schools to complete their own track and trace system and reduces the need for whole year groups to isolate when there is a confirmed case in a year group bubble.</p> <p>Children work in class bubbles This will enable specialist computer teaching and forest school provision as part of PPA</p> <p>STAR club provision available to parents wb 08/03/21for three weeks. Children seated in key phase bubbles</p>
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Updated policy shared with staff and families wb 24/8/20</p> <p>Appendix on Behaviour Policy</p> <p>Home school agreement sent to all families 3/9/20</p>

**Our School**

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Most classes use own classroom doors. Where two classes use same doors, entrance and exit times staggered.</p> <p>Entrances and routes clearly marked, social distancing highlighted, staff available to guide pupils and parents to ensure safety</p>
14	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"/>	<p>Most classes use own classroom doors. Where two classes use same doors, entrance and exit times staggered.</p> <p>Entrances and routes clearly marked, social distancing highlighted, staff available to guide pupils and parents to ensure safety</p>
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>One-way system for EY. Only one adult to drop off/collect. Parents do not need to access either KS1 or KS2 playgrounds although EY parents will drop at door and use one-way system around the outside of the building. All</p>



	older KS2 children are encouraged to walk to school by themselves).				<p>children to be dropped off/picked up by adults to prevent grouping outside school gates and to ensure correct social distancing.</p> <p>KS2 children now able to come to and from school on their own where permission has been given. Regular reminders to parents regarding social distancing, only one parent, not to bring other siblings who are self-isolating</p>
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Any school visits should continue to be limited where possible.</b> <b>Although this does not include specialist therapists and, teachers. Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying of staff and enabling specialist from both within and outside the school to work with pupils in different classes or year groups.</b></p> <p>Parents can only access foyer to office area one at a time as controlled by office staff. All other visitors by appointment only and asked to sign covid secure guidelines and leave contact information. Any children who arrive late must use socially distanced queuing system outside the foyer. Latecomers will be recorded by office staff and not asked to use sign in system.</p>
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for <b>Primary</b> EYFS & KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Drop off and finish times not staggered as there is enough space to accommodate parents on the school drive. Pupils dismissed from classrooms where possible. Break times staggered for KS2 playground. Lunchtimes staggered for playground use and only EY, Y1, Y1/2 allowed access to the hall for lunch. All other year groups eat in classrooms. Arrangements reviewed regularly.</p> <p>One other class allowed to eat in hall once a week (later time to avoid mixing) as children who don't use the hall now see this as a 'treat'</p>
<b>Travel to and from School (including Public Transport and School Buses)</b>					
18	All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information regarding best ways to travel shared with families and staff wb 24/8/20



	(School buses are not classed as wider public transport-see below).				
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> <li>- Sit together in their year groups,</li> <li>- Ensure hands are sanitised on boarding/ disembarking</li> <li>- Use face coverings where appropriate, for children over the age of 11.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure correct procedures in place for swimming transport, use of school minibuses and coach transport used for trips. Protocol from coach companies received before any journey takes place.
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning protocols and risk assessments received from coach companies before used for any trip. School minibuses not used until RA and protocols in place
21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23	Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information shared with families wb 24/8/20
<b>Face Coverings</b>					
24	<p>Face coverings are required to be worn by all secondary school children and staff (unless medically exempt) in corridors, communal areas and classrooms, where 2m social distancing cannot be maintained.</p> <p>Face coverings can be removed during PE lessons, when outdoors and when eating/drinking. There should be a process in place for removing face coverings when this is required.</p> <p>Face coverings are required to be worn by all primary school staff (unless medically exempt) in corridors and communal areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Bins for temporary face masks at all entrances. Pupils reminded to put masks in plastic bag and away until home time.</p> <p>Hand sanitiser at all entrance points for use once masks are removed.</p> <p>Staff reminded of process for removal of own masks if used.</p> <p>Staff fully aware of the need to wear masks when social distancing cannot be maintained in communal areas</p>



	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.				
Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
25	<p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are asymptomatic;</p> <ul style="list-style-type: none"> <li>Secondary school pupils should complete 3 onsite tests, on return to school, before moving to regular twice weekly tests at home.</li> <li>Secondary school staff should complete regular twice weekly tests at home.</li> <li>A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site.</li> <li>Primary school staff should complete twice weekly tests at home.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.</p> <p>All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests. <b>See separate LFT risk assessment</b></p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Classrooms are organised maintaining space between pupils/ children/ adults 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, In secondary schools,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- Secondary school teaching staff (and older primary year groups) should continue to maintain 2m from other staff and children where possible. This should be done by marking out an area at the front of the classroom.



	teachers should stay at the front and maintain 2m distance.				<p>- Teaching staff, including Teaching Assistants, in primary/ special schools, should limit working across bubbles, wherever possible. Although it is recognised that this may not be possible to enable the full educational offer.</p> <p>- SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management. We have found that without this, whole SLTs have had to isolate which has caused whole school closures.</p> <p>Pupils seated side by side in classrooms. Teachers and other staff maintain distance wherever possible. All classrooms have 2m area square at doorway which is left clear to allow SLT or other staff members to enter and leave safely. Regular reminders to staff about need to distance wherever possible. Timetabling to ensure preservation of bubbles, including at lunchtimes, wherever possible SLT to ensure they are distancing at all times. Avoid lengthy meetings in the same room, use zoom instead where appropriate. Use of screens in offices. Ensure distance of seating and good ventilation in HT's office. Use of telephones for communication encouraged. SLT only enter school office by staying in boxed area at entrance or in doorway for adjoining door.</p>
26	<p>Reduced movement around school-</p> <ul style="list-style-type: none"> <li>- Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In secondary schools, where at all possible, it is recommended year groups are contained to an area/ zone of the school, with teaching staff travelling throughout the school rather than the pupils. Thus limiting cross-year group transmission. If this is not possible, we strongly suggest that members of teaching staff are positioned throughout the school, particularly at any 'pinch points' to ensure sensible</p>



	with ensuring appropriate time for cleaning surfaces and equipment.				<p>and distanced movement of children from different year groups.</p> <p>All classes are kept separate during lesson time. Use of several exits at playtime and dinnertime to reduce use of main corridor. EYFS/Y1/Y1/2 use hall for lunchtime. KS2 eat lunch in classrooms. Additional cleaning rotas in place.</p>
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear information on posters in classes and around school. Children regularly reminded by staff about the importance of social distancing.
28	Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for <b>Primary</b> EYFS & KS1/ KS2 , for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> Form. Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Considerations if re-introducing use of dining hall for staggered lunch times;</b></p> <ul style="list-style-type: none"> <li>- Review the size of the dining hall to determine whether can be used by more than one bubble, for example half the hall for each bubble.</li> <li>- Ensure there is a clear 'no man's land' between each area.</li> <li>- Ensure staggered arrival of the two bubbles to ensure one bubble has been served and sat down prior to the next bubble being served.</li> <li>- Ensure staggered departure of the different bubbles.</li> <li>- Each bubble has their own crockery (trays), utensils, cups that are not used by another bubble.</li> <li>- Lunch Time Organisers are assigned to a specific bubble (if not in place already)</li> <li>- Kitchen staff wear gloves and visors when serving food.</li> <li>- Dining tables and other touch points, such as the serving rack, are thoroughly cleaned prior to the next bubbles using the dining hall.</li> <li>- Ensure hall is well ventilated.</li> </ul> <p>All the above in place</p> <p><b>Consideration for Before/ After School Club;</b></p> <ul style="list-style-type: none"> <li>- Children should as far as possible be kept in a group with children from their bubble.</li> </ul>



					<p>- If this is not possible there should be small consistent groups.</p> <p>- Each bubble/ group should have their own equipment and there should be regular handwashing.</p> <p>- Records should be retained of children within each group.</p> <p>- Children/ numbers should be known prior to each session so planning /organising can be completed by club staff.</p> <p>All the above in place</p>
29	Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Singing, playing wind and brass instruments is no longer limited to groups of 15 in class (the limit still applies in extra-curricular activity). There is still a risk of cumulative build-up of aerosols so the need for ventilation is heightened.</p> <p>Music Mark have completed detailed guidance regarding singing and music lessons- please see link here; <a href="https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf">https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</a></p> <p>Ukulele and steel pan lessons carried out in the hall with pupils distanced. Instruments cleaned after use. Percussion instruments cleaned after use.</p> <p>Singing lessons to take place outside where possible.</p> <p>Individual brass lesson for one pupil to begin in March once RA received from Music Service</p>
30	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Outdoor sports should continue to be prioritised wherever possible. However, it is permitted for some PE sessions to be indoors.</p> <p>Considerations for indoor PE:</p> <ul style="list-style-type: none"> <li>- Ensure indoor PE session takes place in a large well-ventilated space. Windows and doors should be open (where it is safe and appropriate to do so).</li> <li>- Consider PE activities that use limited equipment, such as dance, yoga, circuits.</li> <li>- If equipment is used, try to keep this to a minimum and pupils are given their own equipment and use only this during the lesson.</li> </ul>

					<p>- Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses.</p> <p>The Association for Physical Education have completed detailed PE guidance- please see link here:</p> <p><a href="https://www.afpe.org.uk/coronavirus-guidance-support">https://www.afpe.org.uk/coronavirus-guidance-support</a></p> <p>All the above taken into consideration before each lesson</p>
31	<p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m.</p> <p><b>SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.</b></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This has been one of the main issues highlighted during Health and Safety compliance visits.</p> <p>Measures to ensure social distancing between staff:</p> <ul style="list-style-type: none"> <li>- Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs.</li> <li>- Consider moving one member of office staff to a different location to ensure office work stations 2m apart and to ensure business continuity if there is a confirmed case within Admin staff.</li> <li>- Ensure contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. There have been instances where a confirmed case within Admin staff has meant the entire SLT has had to isolate and the school has had to close. If possible contact should be via phone, on-line or through the office 'hatch' if available.</li> <li>- Car sharing should be avoided where possible, as all occupant of the vehicle will be classed as a close contact if someone tests positive.</li> <li>- Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</li> </ul> <p>Meeting room used as additional staff room. Lunchtimes use staggered. Maximum of 30 minutes allowed in staffroom.</p>



					Maximum occupancy and available spaces marked out. Break out areas set up. Screens to be put in place in office areas. Constant reminders to staff around need to distance.
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision.</p> <p>Unable to have two separate bubbles as would not have enough staff in each. Contingency plan in place if a member of kitchen staff were to test positive which would mean continuity of school meal provision.</p>
33	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"/>	<p>Review the occupancy of all small meeting rooms and confined areas.</p> <p>As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p> <p>Doors have clear information regarding number of people allowed in.</p>
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All non-essential work carried out before/at end of school day, at weekend or in holidays.
35	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
36	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Detailed work has been completed by health, and health &amp; safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way.</p> <p>Refer to Amie Stocks/ Julie Hicklin if applicable.</p>

**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
37	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"/>	All staff and families provided with clear guidelines as to what to do if they display symptoms
38	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"/>	All staff and families provided with clear guidelines as to what to do if they display symptoms
39	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"/>	Pupils asked to wait in medical room near office. PPE kept available in store room next door. Clear guidance displayed in room for staff to follow including clear guidance for cleaning room after use.



<b>40</b>	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"/>	Parents provided with clear guidance as to next steps and kit provided if appropriate after discussion with SLT.
<b>41</b>	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 10 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff and families provided with clear guidelines as to what to do if they test positive
<b>42</b>	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"/>	Hand sanitiser available at all entrances, in classrooms, in offices, library area, foyer. Checked and replenished weekly. New handwashing station purchased for classrooms where sinks not available
<b>43</b>	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"/>	Children encouraged with reminders, notices, watching of videos and through handwashing songs in EY.
<b>44</b>	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. 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"/>	Toilets cleaned more regularly as part of enhanced cleaning regime. Children instructed to wash hands more regularly. Additional hand washing stations in playgrounds. Staggered dinner time and playtimes reduces use of toilets at the same time
<b>45</b>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Consideration if re-introducing trim trail/ outdoor play equipment:</b>  - Touch points should be cleaned thoroughly before and after use. - Introduction of a rota system for e.g. one bubble AM, another bubble PM to allow for cleaning in between. - Each bubble washes hands before and after use.



	<p>They should be cleaned regularly as part of school's enhanced cleaning regime.</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> <li>- Pupils and teachers 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.</li> </ul>				<p>All children from Y1 to Y6 have personal folder containing stationery items.</p> <p>Staff have own personal stationery items.</p> <p>Resources used in class part of enhanced cleaning regime.</p> <p>Rotation of other shared resources so that there is a strict 72 hours between use.</p> <p>Outdoor play equipment cleaned after use.</p> <p>Reading books taken home with clear rules on cleaning and hand washing.</p>
<b>46</b>	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).				<p>Pupils required to bring in lunch boxes, coats, bags, reading books. Stationery items are not required.</p> <p>Pupils who walk home alone may bring phones but these are handed in at point of entry and returned at point of exit</p>
<b>47</b>	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"/>	All classes/offices provided with adequate amount of tissues and all provided with lidded bins
<b>48</b>	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All classrooms/offices have lidded bins which are emptied regularly.
<b>49</b>	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"/>	<p><b>Key area looked at by Health and Safety Executive (HSE) on their visits.</b></p> <p><b>Good ventilation can be achieved by a variety of measures including:</b></p>



					<ul style="list-style-type: none"><li>• mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply</li><li>• natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</li><li>• natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).</li></ul> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"><li>• opening high level windows in colder weather in preference to low level to reduce draughts</li><li>• increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</li><li>• providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform</li><li>• rearranging furniture where possible to avoid direct draughts.</li></ul> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>
--	--	--	--	--	--



50	<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> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Continue enhanced cleaning which has already been introduced and continue to fill in cleaning sheets as record. Add any additional items to sheets.</p>
51	<p>Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Additional cleaning of both staff rooms after break and lunchtimes. Cleaning resources available to all. Use of new dishwasher encouraged</p>
52	<p>Staff should consider the storage of their personal items to ensure they are Covid secure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lockers/stockcupboards used for personal resources</p>
53	<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a></p>
54	<p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Sanitiser available in office and foyer</p>
55	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Checks part of enhanced cleaning regime. Staff report any shortages to SBM</p>
56	<p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Information provided to suppliers and contractors and signed. Contact details collected from all visitors who enter school building</p>



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

<b>Response to an Infection</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
57	<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 (as above schools will be provided with a limited number of tests)</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> <li>- Public Health will then work with school to determine actions to be taken.</li> <li>- School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> <li>- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>SLT and office staff have clear information regarding test booking and contacting PHE. Records kept daily of pupil/ staff attendance, which staff have worked in which classes, and all visitors to school and their contacts and contact details. These are kept for 21 days.</p> <p>School has now had experience of confirmed cases in school and have a clear protocol to follow</p>



58	If an outbreak is confirmed health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See point 10
----	--	-------------------------------------	--------------------------	--------------------------	--------------

**Key Roles and Responsibilities**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	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 manager available and additional members of staff able to open/close school if necessary. SLT available.
60	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"/>	SBM/office staff able to reorder resources. Staff available to carry out additional cleaning hours
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a> . Additional member of staff has undertaken first aider at work training Staff aware of latest HSE guidance
62	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"/>	Fire marshalls fully trained and available, alongside SLT, to enable safe evacuation of building

**Statutory Premises Compliance and Maintenance**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire alarm service 1/6/20  2 Yr risk assessment for Legionella Wednesday. 3/6/20  The Gas safety tests completed in August 2020 for Main building and November 2020 fo EYFS building  PAT testing completed July 2020



	<ul style="list-style-type: none"><li>• Gas Safety</li><li>• PAT Testing</li><li>• Asbestos Management</li><li>•</li></ul>				Electrical safety check is not due until 2024  Last asbestos check 21/07/20 and manage the monitoring ourselves.
<b>64</b>	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All issues reported in a timely way to Bradburys

**Additional Response to an Infection /Statutory Compliance and Maintenance measures.**



<b>Additional Measures/ Considerations for Special Schools</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
65	Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts. Children with complex needs unable to social distance so acceptable in smaller groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Further Information via: Health and Safety Team  
Internal Audit & Risk Management  
6<sup>th</sup> Floor  
Town Hall Extension

[Health.and.safety@manchester.gov.uk](mailto:Health.and.safety@manchester.gov.uk)

**School Leadership (please ensure completed prior to return to Local Authority).**

<b>Approved by (Head Teacher/ Chair of Governors)</b>	Gabrielle Eccles 01/03/2021	<b>Date of Approval</b>	Click here to enter a date.
<b>Date Provided to Unions</b>	Click here to enter a date.	<b>Date when school will be operating and open for ALL pupils.</b>	08/03/2021