



School/ Setting	St Wilfrid's CE Primary School	Date of Assessment	26/02/2021
Assessment Completed By	Sarah Brereton		

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 coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p> <p>However – depends how symptoms present and contact with others prior to becoming symptomatic</p> <p>Symptom monitoring in place. Capacity to take temperatures within each bubble.</p> <p>Lateral flow tests utilised.</p> <p>Cautious approach taken – where employee/ family member feels unwell with non-COVID related symptoms, employees stay at home until well/ tested</p> <p>Mid risk due to measures – but cases could go unsuspected/ unknown if symptoms don't present/ present slowly.</p> <p>Test should be sought immediately. Staff to be informed of where to go for testing. Testing outcome to be reported to SB immediately.</p>
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"/>	Outcomes of tests to be shared with SB immediately.



					Low risk as positive cases will remain away from school for seven days – longer if key symptoms persist. Employee to self-isolate for 10 days from positive test regardless of symptoms.
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	<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. Mid-high risk (see above) Designated exit route for anyone experiencing symptoms. Allocated room for anyone with suspected symptom to wait (if collection required). Guidance to be followed – immediately organise test, remain away from school for 10 days, or longer if symptoms persist. Share test results with SB once acquired. Mid-high risk.
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 COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services	<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 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. Separate risk assessments to be conducted for staff members who have been shielding/ who are deemed by SLT and governors to be most vulnerable. Steps to minimise contact where possible – staff limited to only one bubble; staff members only to interact with other staff in their bubble; communal spaces only inhabited by one bubble, then sanitised. Mid risk.
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"/>	Distance contact maintained – including chat groups, Zoom meetings, phone calls. Reasonable levels of work set for home working to maintain balance. Low-mid risk due to measures.
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"/>	All staff have access to home working equipment and software. Staff working from home will be in regular contact with school. Remote access available where required. Staff bubbles sufficient enough to allow for one to be absent without additional staffing or replacement. Additional aids should not be required given current staff, however, will be put into place should they be required. Risk low.



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"/>	Facilities for temperatures to be checked on entry if required/ there are pupils causing concern. Hygiene measured maintained throughout time on entry/ on site. Explicit instructions and guidance provided to families prior to reopening. Daily discussions with families of children in school to ensure well-being. Social distancing measures encouraged and maintained in school where possible.
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"/>	Families will be instructed to access a test should COVID 19 symptoms present. The child/ family must immediately access a test and the results must be shared with SB as soon as available. If the family cannot provide test results, the child will not be permitted to return to school for 10 days, or until tests are sought. If a child tests negative, they will be permitted to return to school. If positive, 10 days self-isolation will take place. Risk mid, as symptoms may not clearly present, and may not present immediately.
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"/>	Children who present with COVID symptoms will be isolated in the rear PPA room, with the door open. A member of staff will stand in the playground, to ensure that the pupil is monitored, whilst protecting themselves and limiting interaction. Any member of staff dealing with a child with COVID symptoms will wear full PPE (apron, mask, visor and gloves), available in the adjoining intervention room. Staff members must follow hygiene measures – removing PPE and placing in bin bag, washing hands thoroughly before touching surfaces – before returning to bubble. Ant-bacterial wipes available to wipe down any surface that may require contact – e.g. door handles – and these must be disposed of in the bin bags provided. Parents will be immediately contacted, and the child will be collected from the playground gate. Parents will not be permitted onto the school premises, including playground, to limit contamination (unless absolutely necessary).



					Parents will be instructed to arrange immediate COVID tests for their whole family, and to share the result with school immediately. Positive tests will isolate for 10 days. Risk – mid to high.
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"/>	Class teachers will prepare home learning packs/ Google Classroom resources for any child absent for a prolonged period. These will be prepared as required, in line with the current learning in each year group. Packs will be dropped at home for families who must self-isolate. Risk - low
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. 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. In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group. 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.	<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 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. (Not fully relevant to primary setting). Classes will be arranged into single year groups. Children will be bubbled within these year groups at all times, including break times and lunchtimes. To ensure limited cross over, where children must share an area of the school (e.g. the playground and hall), these areas will be zoned and partitioned. Staff will remain in their allocated bubble to limit crossover. Risk mid, as groups are still large. Wraparound care offer to continue. Groupings to be kept separate where possible to maintain bubble status – EYFS/ KS1/ KS2. Staffing to be allocated to each group to limit interaction between groups. Christ the King children to remain separate from St Wilfrid's children. Risk – mid to high due to necessity of combining groups.
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"/>	Updated.



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"/>	Designated times for each year group to enter gates to ensure that groups do not cross over. Sibling groups to enter and exit school together to ensure that parents do not have to remain near the school premises for a prolonged period. Limited entry and exit at the main entrance to ensure that children are not walking through school unnecessarily. Classes to enter and exit using classroom fire doors where available – to limit cross over on corridors and main entry points. Risk – low to mid due to limited cross overs
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"/>	External classroom fire doors to be used on entry and exit. Designated entry and exit times to eliminate cross overs. Risk – low to mid due to limited cross overs
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, older KS2 children are encouraged to walk to school by themselves).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication to be shared with parents in advance. One parent/carer to drop off; social distancing to be maintained; child to sanitise on entry; parents to drop and collect at allocated times to ensure minimal cross over; late comers to be warned and penalised for repeated failure to attend on time. Requirement to keep a distance displayed on entry and exit points. Risk mid, as parents must agree and abide by expectations. Particular worry around lateness, as a historical issue at school.
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"/>	Any school visits should continue to be limited where possible. 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. Parents to remain off school premises unless an emergency situation occurs. School reception area working on reduced entry. Parents to contact via telephone in the first instance, and meetings to be conducted remotely where possible. If face to face meetings required, to be held in a well-ventilated area for the shortest time possible.



					Where third party visitors are in school to provide a service (sport/ support/ educational), they will remain in an allocated space and will work with smaller groups of children. Risk – low to mid, as instances and groups will be minimised.
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 Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 th 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"/>	Strict timetable of drop offs and pick-ups to minimise cross over between year groups. Strict timetable of break times and lunchtimes, to ensure that bubbles do not cross. Staff linked to individual bubbles to avoid cross over. Risk mid, as some sharing of areas will still take place. Vital to ensure that cleaning and sanitising is rigorous in communal areas in between groups sharing, and that children remain in 'zones' when areas must be shared (e.g. playground during lunchtime).
Travel to and from School (including Public Transport and School Buses)					
18	All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport-see below).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vast majority of families walk or commute using own cars. In very limited instances, families will be advised on preferred methods of coming to school, though where used it tends to be those living at greatest distances from school. Risk low, due to very small numbers utilising public transport.
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/a
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"/>	N/a



23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In very small number of cases, families will be referred to the 'safer travel guide for passengers' guidance. Risk low due to numbers.
Face Coverings					
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> <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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff already wear face coverings in all communal areas and corridors.</p> <p>Appropriate removal and storage of face coverings.</p> <p>Plastic zip bags provided to children should they choose to wear a face mask.</p>
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"> Secondary school pupils should complete 3 onsite tests, on return to school, before moving to regular twice weekly tests at home. 	<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.</p>



	<ul style="list-style-type: none"> Secondary school staff should complete regular twice weekly tests at home. 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. Primary school staff should complete twice weekly tests at home. 				<p>All staff completing lateral flow tests at home on Sunday and Wednesday evenings. Test results recorded in personal logs.</p> <p>If test is positive, staff to isolate and organise full test. SB to be informed immediately.</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, teachers should stay at the front and maintain 2m distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>- 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.</p> <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>Distance maintained between teacher, support staff, and pupils. All tables organised so that children sit side by side, facing forwards, with maximum possible spaces between pupils and tables. Children to remain in allocated seat throughout day, unless altered for intervention group to be conducted (though this will predominantly be in a separate room). Staff to remain in single bubbles. Children to be given own equipment, stored in own packets and pencil cases.</p>



					Risk mid-high, as children still in close proximity and some rooms smaller.
26	<p>Reduced movement around school-</p> <ul style="list-style-type: none"> - 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 with ensuring appropriate time for cleaning surfaces and equipment. 	<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 and distanced movement of children from different year groups.</p> <p>Movement around school very limited. Children monitored in communal areas. Bubbles little opportunity for cross over. Shared toilet spaces to be monitored. External classroom doors used to limit groups crossing.</p> <p>See points 13, 14, 17, 28 for additional detail.</p> <p>Risk mid, as some movement will take place. Measures in place will minimise risk.</p>
27	<p>Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Posters to be displayed in classrooms, corridors and communal areas</p> <p>Staff to verbally remind children regularly, and to reinforce, particularly in communal areas.</p> <p>Risk mid, as 2m distancing cannot be enforced in classrooms due to limiting size.</p>
28	<p>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;</p> <p>for Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6th Form.</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Considerations if re-introducing use of dining hall for staggered lunch times;</p> <ul style="list-style-type: none"> - 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. - Ensure there is a clear 'no man's land' between each area. - Ensure staggered arrival of the two bubbles to ensure one bubble has been served and sat down prior to the next bubble being served. - Ensure staggered departure of the different bubbles. - Each bubble has their own crockery (trays), utensils, cups that are not used by another bubble. - Lunch Time Organisers are assigned to a specific bubble (if not in place already) - Kitchen staff wear gloves and visors when serving food.



				<ul style="list-style-type: none"> - Dining tables and other touch points, such as the serving rack, are thoroughly cleaned prior to the next bubbles using the dining hall. - Ensure hall is well ventilated. <p>Consideration for Before/ After School Club;</p> <ul style="list-style-type: none"> - Children should as far as possible be kept in a group with children from their bubble. - If this is not possible there should be small consistent groups. - Each bubble/ group should have their own equipment and there should be regular handwashing. - Records should be retained of children within each group. - Children/ numbers should be known prior to each session so planning /organising can be completed by club staff. <p>Assemblies to be conducted in classrooms via video links. One way system in hall during lunchtime. EYFS to be one bubble, as together in the unit. EYFS to eat lunch in hall first sitting. Children to sit staggered, leaving a seat between each child. Thorough sanitising of area between sittings – built into timetable. Well-staffed to ensure children follow hygiene rules. Year 1 to eat in hall, second sitting. Children collect lunch and sit forward facing, leaving a space between each seat. Children clear plates and return to seat until peers finish. Children sanitise on exit and return to class. Hall sanitised. Process then repeated for year 2. Year 3 and 4 to eat in own classrooms. Rooms to be sprayed and sanitised before children eat. Children to have followed hygiene routine – monitored. Year 5 and 6 to eat packed lunches and dinners in classrooms. Classrooms to be sanitised and children to follow hygiene measures before and after eating. Children to be monitored by staff in classrooms. All food to be on disposable plates with disposable cutlery. Items disposed of in bin bag provided. Year 3 and 4 to be zoned in playground to avoid cross over. Year 5 and 6 out half an hour later, zoned. No cross over of children or staff. Outdoor climbing equipment in main playground to remain out of bounds. Risk mid, due to tight timings and measures in place.</p>
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<p>29</p>	<p>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.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<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; https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</p> <p>Recorder lessons to be temporarily postponed until situation deemed appropriate. Class music lessons to focus on listening to and analysing music in the first instance. Risk low due to measures in place.</p>
<p>30</p>	<p>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.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<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"> - 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). - Consider PE activities that use limited equipment, such as dance, yoga, circuits. - 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. - 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>The Association for Physical Education have completed detailed PE guidance- please see link here: https://www.afpe.org.uk/coronavirus-guidance-support</p>



					<p>Where sports coaches are used, outdoor spaces will be prioritised, or smaller groups in the school hall. Whole class PE sessions will be held outside, with children spread amongst staff members. Sports coaches will conduct own risk assessments to support school assessment. Indoor hall space to be well ventilated. Risk mid, though measures will limit this.</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>SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.</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"> - 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. - 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. - 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. - Car sharing should be avoided where possible, as all occupant of the vehicle will be classed as a close contact if someone tests positive. - 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>Main offices to be only used by HT and office staff. Teaching staff to work from home during PPA slots/ management time (where possible). Staff room to be used for hot drink making and warming food only – only used during allocated year group slot. Staff to hand wash and sanitise before and after use, including wiping surfaces with anti-</p>



					bacterial wipes. Site manager to ensure wipes and soap always available.
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Kitchen ample size to maintain social distancing. Staff aware of controls required, as maintained throughout extended opening period. Risk low. Only 3 staff, so not possible to split teams.
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"/>	Review the occupancy of all small meeting rooms and confined areas. 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). Main photocopier to be moved to outside the green room, to ensure that it isn't in a confined space. Smaller photocopiers to remain in PPA room/ SEALs room. Photocopiers to be allocated to each year group. Staff member to use sanitiser/ gloves (if preferred) before/ during use. Ensure only one person is in photocopying space at once, and photocopier wiped after use. Photocopying to be completed in advance – not during school hours. Emergency photocopying to be sent to the office if required, with accompanying phone call. Limit photocopying where possible. PPA to be taken at home where possible, to ensure PPA room can be used for photocopying out of school hours. Risk low if measures followed.
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non essential repairs to be conducted in school holidays/ after school day finishes. Where work must take place during school hours, to take place in areas that can be vacated, and where there are no 'bubbles'. Risk low. Majority of essential work planned for school 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"/>	N/a



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"/>	Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way. Refer to Amie Stocks/ Julie Hicklin if applicable.
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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 coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See details in points 1, 2, 7 and 8.
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See details in points 1, 2 and 3.
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See details in points 7, 8 and 9.



	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.				
40	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 to be guided to testing requirements and access prior to children returning in September. If child with COVID symptoms is sent home, parents will be advised of where to access a test. This must be agreed to, and sought immediately. Results of the test must be shared with the school as soon as they are returned. Testing kits from school will be shared with parents, once these have been received by school, and where an absolute necessity. Risk low-mid, as parents must adhere to guidance and testing regime.
41	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"/>	See points 1, 2, 7 and 8 above. HT to ensure that test results are shared by school immediately. Without test results, child will not be permitted to return to school. It will be outlined to staff and parents that other household members must remain off school premises for 10 days, including siblings. School must account for 10 day absence for individual who tests positive if they are unable to get to school independently whilst other members of household isolate. Risk mid, as dependent on onset of symptoms.
42	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"/>	Staff to sanitise own and children's hands on entry. Children to place belongings in classroom, then wash hands, supervised. Handwashing to take place throughout the day, including after play, and before and after lunch. Children's hands to be sanitised on exit. Staff to maintain hygiene measures throughout the day, including before and after marking children's books. Risk low-mid if hygiene measures maintained thoroughly.
43	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"/>	See point 42 above. Children will be supervised when handwashing after coughs and sneezes. Risk low-mid if hygiene measures followed thoroughly.



	Small children and children with complex needs should continue to be helped to wash their hands properly.				
44	<p>Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities.</p> <p>Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</p> <p>Pupils will be encouraged to clean their hands thoroughly throughout the day</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>EYFS to use toilet block in unit. Y1, 2 and 5 to use infant/ upper school toilets. Y3, 4 and 6 to use lower school. Hand washing to be monitored by staff members. Children to be given sanitiser on return from toilet.</p> <p>Increased cleaning schedule in place. Increased cleaning hours and cleaners in place. Risk mid, as hygiene measures will still need to be maintained.</p>
45	<p>Educational Resources;</p> <ul style="list-style-type: none"> - 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. - Outdoor play equipment should be frequently cleaned following use by each group. - 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Consideration if re-introducing trim trail/ outdoor play equipment:</p> <ul style="list-style-type: none"> - 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>Staff and pupils will have their own equipment to use during the course of the school day. Children will be issued with a clear pencil case, labelled with their name, to store all of their equipment. Where possible (due to the child's age), equipment will be solely handled by the child. Staff will be issued with stamps to support and ease marking, including a verbal feedback stamp to preserve distancing when looking at the child's work. Books and games will be allocated to each bubble, and will not be shared amongst bubbles. Electronic equipment will be labelled and not pass between bubbles. If sharing cannot be avoided, it will be 72 hours between bubbles using resources. Outdoor play equipment will remain out of bounds. Each class will have an allocated box of equipment for playtime, that will not be shared between bubbles and will be cleaned regularly.</p>



					<p>Staff are to be advised not to take children’s books home, but to share the marking amongst the adults in their bubble. Staff are advised to hand wash and sanitise when marking books, and may opt to wear gloves.</p> <p>Risk mid, especially when resources must be shared between bubbles.</p>
46	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).	<input checked="" type="checkbox"/>			<p>Pupils will be allowed to bring a coat, bag, water bottle and packed lunch into school. These will be stored in allocated areas/ lockers as available.</p> <p>Plastic school bags are to be issued to all children, as these can be wiped down. Water bottles are to be taken home daily to be washed and refilled.</p> <p>Mobile phones, where a necessity, are to be stored within the classroom in a locked cupboard.</p> <p>Reading books that are returned will be stored for 72 hours before handling. Homework will be adapted so that it does not need to be handled regularly by staff.</p> <p>Risk mid-high, as items will still be passed between school and home, yet not between bubbles.</p>
47	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"/>	<p>Multiple boxes of tissues available in each classroom at all times. Huge amount of back stock in place as and when required. Posters to be displayed and verbal reminders given.</p> <p>Lidded pedal bins in place. Hygiene measures in place.</p>
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lidded pedal bins in place in all classrooms, toilets and offices. Regularly emptied. Separate bags for disposal of used PPE and lunch waste.</p> <p>Risk low.</p>
49	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>Key area looked at by Health and Safety Executive (HSE) on their visits.</p> <p>Good ventilation can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> 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



					<p>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</p> <ul style="list-style-type: none"> • 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 • 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). <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform • rearranging furniture where possible to avoid direct draughts. <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Doors and windows to be open, and all areas well-ventilated. Smaller intervention spaces less well ventilated, but groups to be limited to 5 and children/ staff spaced. Risk mid-low.</p>
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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"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Chlorine tablets available and sprays created. Areas to receive double clean with disposable cloths between each wipe. Additional cleaning hours organised. PPE to be provided. Strict measures to be adhered to within cleaning process – within and between cleaning areas. Mid-high risk</p> <p>Outdoor play equipment not to be used. Individual equipment to be allocated and handled only by individual children/ bubbles where appropriate. Printers/ photocopiers – see above point 33 Toilets to have allocated cleaning schedule. Water dispensers not to be used – children to bring own water bottle daily and take home each night for cleaning. Kitchen area used only by kitchen staff – and to be cleaned by them daily.</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>See point 31.</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>Staff to store items in own space within bubbles. Coats to be kept on back of own chair, not touching those of other staff members. Limited personal items should be brought into school to ensure minimised risk. Risk low.</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>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <p>Handwashing guides to be shared with children and staff regularly. Children to be monitored to ensure that they are following guidance. Risk mid, though less if guidance is followed rigorously.</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 next to office window. Staff reminded verbally of need to follow key handwashing procedures. Parcels to be left on floor outside window, giving option to be left to decontaminate or for staff members to use gloves to open. Risk low-mid, limited if measures are followed.</p>



55	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"/>	Rigorous toilet inspections to take place throughout the day by the site manager, cleaning staff. Bin liners to be changed more frequently. Staff to monitor children as they use toilet cubicles to ensure that children use consumables appropriately. Soap and paper toilets to be checked at intervals throughout day. Risk low.
56	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"/>	Clear expectations outlined in verbal and written method to suppliers and contractors. Suppliers and contractors to be met at the external door where possible, and prevented from entering school premises unless a necessity. Contractors and suppliers to only enter unoccupied areas. Risk low if arrangements and expectations made explicit.

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

Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Senior leaders have put procedures in place to ensure that staff, parents and other individuals are clear on the expectations, and on the actions required should a positive case be confirmed.



	<ul style="list-style-type: none"> - Those with symptoms book a test (as above schools will be provided with a limited number of tests) - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 				<p>Pupils, staff and family members must book a test immediately and share the results with the school office/ headteacher immediately. Pupils and staff will not be allowed to return unless these results are obtained and reported.</p> <p>Where a positive case occurs, pupils and staff must remain away from school for 10 days after onset of symptoms, and household members for 10 days.</p> <p>HT will contact public health when a case of COVID is confirmed. The headteacher and other leaders will follow all guidance from public health.</p> <p>Records will be kept of each bubble, and those in attendance of wraparound care, as this is the only time that bubbles will cross. A visitor log will be maintained throughout, using the signing in system.</p> <p>Risk low-mid due to measures in place.</p>
58	<p>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.</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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The headteacher and other senior members of staff will follow any guidance given by health protection teams.</p> <p>Where public health recommend pupils and staff to self-isolated, this will be supported by the school.</p> <p>Arrangements for distance learning will then be made, reflecting the work that the child is missing during their absence. Work will be delivered to households where required.</p> <p>Risk low-mid if measures are followed.</p>
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"/>	<p>Staff numbers high, including those returning from shielding. Ample staffing in place to maintain security of building, even if staff absence.</p> <p>Risk low.</p>
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"/>	<p>Site management and cleaning staff numbers high, and have remained high throughout extended opening.</p> <p>Additional hours to be sourced from existing cleaning team, or additional cleaner.</p> <p>Site manager monitoring consumables and ensuring that stock remains high.</p> <p>Risk low.</p>



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"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm Sufficient numbers of first aiders trained and in place. Additional training to be sought in autumn term to increase numbers. Risk low
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"/>	Staff numbers are high, with 5 allocated to EYFS and 3 from years 1-6. Bubbles will remain well staffed, even in the case of staff absence. Ample number of fire marshals in place, including in the case of absence. Risk low.
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"> • 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"/>	See maintenance timetable and log. All works maintained throughout the COVID period, prior to and post. Low risk
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In place and continuously maintained – low risk.

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



Additional Measures/ Considerations for Special Schools					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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 checked="" 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 checked="" 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 (please ensure completed prior to return to Local Authority).

Approved by (Head Teacher/ Chair of Governors)	Sarah Brereton Mark Chapman	Date of Approval	26/02/2021
Date Provided to Unions	Click here to enter a date.	Date when school will be operating and open for ALL pupils.	08/03/2021