



School/ Setting	Unity Community Primary School	Date of Assessment	01/03/2021
Assessment Completed By	Jude Lee/Gina Leach/Cath Jolleys		

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"/>	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.
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"/>	All staff informed to self-isolate if they or someone in household displays symptoms. Staff regularly reminded of the testing and track and trace procedure.
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"/>	All staff now taking part in lateral flow tests (part from 2). If staff member developed symptoms throughout the week, they would immediately be sent for a test.
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 to complete a review of their Risk Assessment prior to full opening on 8 th March 21.



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"/>	Line managers and colleagues in regular contact.. Weekly meeting for teachers and TA2s have separate weekly meeting and full staff briefing weekly staff meeting in phase groups led by phase leaders.
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 back in school from 8 th March. All teaching and TA3 staff have a laptop or have been offered a school laptop if they don't have their own device should they need to self-isolate.

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 email reminders to families of this process.
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 regularly reminded of this. All self-isolation recorded on Arbor and a report can be drawn down.
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"/>	School will assist in booking a test
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"/>	Remote contingency plan in place with each class having an 'at home timetable' that adhere to. Daily live lessons for all pupils on Class Dojo/Zoom or MS Teams. Some SEN children have additional work packs where accessing online learning is a barrier to their learning.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	From Monday 8.3.21 Revert to year group bubbles where children are mainly in their class bubble but may interact outside with others in the year group. Teacher and TA3 assigned to each class. TA2s working across different bubbles with individual children – maintain distance as much as possible from rest of bubble.



	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.				
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"/>	Expectations communicated to children (through assembly) and parents (via email) before the return on 8.3.21. All teachers to revisit class charters and go through behaviour expectations w/c 8.3.21

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"/>	One way system still in place for movement around school. Staggered breaks/lunchtimes, to reduce numbers on the corridors and allow social distancing. Drop and pick up managed on large playground with big distance between bubbles and all adults wearing masks and exiting immediately (no loitering)
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"/>	Reception class to use Nursery steps and own classroom door entrance. Y1 bubbles to use Y1 classroom exit/entry. Y2 – Y6 to use far exit/entrance door, but always socially distanced from each bubble. NEF nursery children to arrive/exit through the main playground at the beginning and end of the day and via the Nursery steps in the middle of the day
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"/>	One way system remains in place for parents for entry/exit onto the playground. Parents continually reminded of this Parents regularly reminded to limit numbers of adults to one and avoid bringing other siblings where possible. Parents asked to wear face mask and reminded daily. Families encouraged to send Y5 and Y6 children to school without an adult.



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>Building work in school is ongoing – contractors required to wear a mask on site at all times.</p> <p>Maintenance engineers when attending site complete a visitors' form for Track and Trace purposes and are required to wear a mask.</p> <p>Restricting visitors to school. Clear instruction in main entrance that only one family allowed in at a time</p> <p>Usual visitors into school eg. Peripatetic music or SEN support staff or agencies, asked to limit/stop visits or carry out meetings online.</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 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"/>	See attached plan for staggered bubble break/lunch times and start/finish times. Measures in place to control the flow of people at peak times.
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"/>	Majority of staff and children arrive at school on foot or by car
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"/>	
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"/>	



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 safer travel guidance for passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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>All school based staff will be advised of the new guidance of wearing face coverings in all communal areas of the school, unless they are medically exempt. – briefing 4.3.21</p> <p>All staff wear them outside for drop off/pick up times and interacting with families. All visitors into school to wear them at all times and parents to wear them unless medically exempt.</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. 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All school staff (apart from 2) and regular contractors are taking part in the lateral flow testing twice a week, Monday and Thursday from home. If they have a positive result they will be asked to go for a PCR test and follow isolation guidance.

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"/>	Reminders to staff of maintaining at least 1m from each other reinforced regularly. Majority of staff remaining in same bubbles. Some TA2 staff are crossing bubbles but no more than 3 over a week. Teaching staff aiming to keep 1m distance from children whilst teaching/supporting.
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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Limited use of hall. Library not currently used. Staggered break/lunch limits the numbers on corridors at certain times. One way system enforced so no 'passing' in the corridors.</p> <p>Additional cleaning implemented for communal and regularly used areas.</p>



	with ensuring appropriate time for cleaning surfaces and equipment.				
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"/>	Weekly circle times and regular reminders in weekly HT assembly, focus on wellbeing and context and widening understanding of the pandemic and how to keep safe (eg. social distancing, washing hands, face masks and recognising symptoms), in an age appropriate and reassuring manner.
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 Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6 th 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>No more than two classes in the hall for lunch;</p> <ul style="list-style-type: none"> - alternate between a class in the hall for a week and then eating in class for a week - Tables for 2 classes kept apart by at least 5metres - there is a clear 'no man's land' between each area. - staggered arrival of the two bubbles to ensure one bubble has been served and sat down prior to the next bubble being served. - staggered departure of the different bubbles. - Kitchen staff wear gloves and visors when serving food. - Dining tables and other touch points, such as the serving rack, are thoroughly cleaned prior to the next bubbles using the dining hall. - 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. - Limited numbers in BC so small, consistent groups. <p>Dining room very large so can accommodate 2 bubbles at a time with a max of 60 pupils sitting >5m apart and not walking around the room unless in own bubble. Assemblies carried out on zoom.</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;</p>

					https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf Steel pan and music tuition restarts w/c 8.3.21 No more than 8 in steel pan groups and individual instrument tuition carried out in steel pan room with the door open and windows from staff room also open.
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"/>	Weekly PE sessions done outside unless weather is extremely adverse – then in hall where possible. All bubbles doing Daily mile outdoors. PE always takes place with bubble only. Coloured boxes arranged so no sharing equipment across bubbles.
31	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Limited numbers of staff in the building. Max of 6 staff in staffroom. Staff to use office and nurture room as break rooms as well as staff room. Posters and verbal reminders regularly to stay 2m apart in there and keep very high hygiene standards. Ltd mixing of staff bubbles in staffroom, due to staggered break times. Windows to be opened for ventilation Limited number in office to max 3 per day and very large office so social distance can be adhered to at all times. Staff who car share advised to wear a mask and keep windows open. All equipment to be wiped down after use. Social distancing to remain in place at all times.
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"/>	Contract with Taylor Shaw – they manage the kitchen staff. Only one member of staff working at the moment. Taylor Shaw's responsibility to replace if she has to SI so school meal provision will not be affected..



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"/>	Signage and regular reminders to keep 1m distance from each other and only 1 person in the photocopying room (very small) at a time and always keep the door open for ventilation
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Try to arrange this but not always possible. Any contractors have limited contact with staff and pupils and PPE worn at all times
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Pupil with physical difficulties uses lift on occasion. She uses it with just 1 member of staff from her bubble and socially distances inside the lift. Currently lift is out of order so not being used.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.

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

No gatherings of more than one bubble. Always at least 2m kept between bubbles as they enter/exit the school building at the beginning or end of the day or when moving to the hall for lunchtime.
2 bubbles may be in the hall at the same time but the tables are spaced at opposite ends of the hall. Y phonics children across 2 classes maintain SD at this time.
Outside at play and lunchtime, the playground is split into two (A and B) so that 2 bubbles can be outside at the same time. **See below for detail**

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"/>	Regularly communicated to staff, parents and pupils
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"/>	Test centres available within walking distance of school and there is no issue getting tests for staff or children
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"/>	If a child displays symptoms they are brought to the office, asked to put on a visor and sit 2m apart from others. Families are contacted to arrange collection and school supports in booking a test online asap.
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"/>	Office staff assist with booking tests for families where appropriate as results come back much faster from centres than from testing kit school has.
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"/>	Regularly communicated to pupils, staff and parents.
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"/>	Handwashing products for each room refilled daily. Additional handwashing in place, regularly throughout each day.
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sink available in every classroom, bubbles regularly washing hands in classroom. Cleaning station available to all entering school.



	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.				
44	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"/>	Downstairs classes have their own set of toilets to use. Upstairs toilets cleaned at lunchtime and then end of each day. 1AO and Y4 use the boys toilets upstairs 2AM, 2JK and Y3 use the girls' toilets upstairs Y5 and Y6 children use both boy and girl toilets.
45	Educational Resources; <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"/>	Resources only used by bubble, not shared between bubbles. Pupils have own set of pencils/colours,scissors/rulers/gluesticks etc between tables of max 6 children, to minimise sharing of resources. Children are discouraged from bringing in resources from home. Each bubble has its own box of equipment for playing with outside.



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).	X			Children ONLY bringing in reading book, packed lunch (if having one) and water bottle. Everything else is provided by school.
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"/>	Signage and regular reminders of this.
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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"/>	Staff reminded to keep upper windows open all the time and to open all windows at break/lunchtimes/before and after school to regularly ventilate whole room. Doors open all the time.
50	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All touch points as described are cleaned thoroughly at lunchtime and at the end of the day. Water dispensers are currently disabled to avoid children sharing. Photocopier room door propped open and signage that only 1 person at a time allowed in.
51	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff encouraged to bring in own cutlery and crockery.
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are storing personal items within the stock cupboard within each classroom – are covid-secure



53	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Revisited regularly in assembly
54	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Antiseptic wipes, spray and handwash all available to office staff
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"/>	Lunchtime cleaner to check daily – arranged to be back in place from 8 th March
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"/>	All contractors and visitors instructed to wear a mask and maintain social distance. Limiting the number of adults in the building.

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

Class/room	Staff	Start time	Break time	Lunch time	Home time
Day care Y2 classrooms x 2	HS, RJ, MdP, BD	Payers from 8am NEF 8.45/12.45	Continuous provision	11.30 am – in classroom	NEF Room 1 11.30/3.15pm NEF room 2 11.35/3.15pm
Nursery Class Y1 classroom	CK, HB, AM	Payers from 8am NEF 8.45/12.45	Continuous provision	11.30 am – in classroom	NEF: 11.40am/3.15pm Payers: up to 5.30pm
Reception N R classroom	MN + SMc	8.45- 9.00am	Continuous provision	In hall 11.30 – 12.00 break until 12.30	3.15pm
Reception O R classroom	OOT + LC	8.45- 9.00am	Continuous provision	11.30 – 12.30 break until 12.30	3.15pm
Y1 AO Y4 classroom	AO + CS	8.45- 9.00am	10.30 – 10.45am	12.00 – 12.30 W1 in hall, W2 in class break until 1.00	3.15pm



Y1 HC Y1 classroom	HC/LG + HS	8.45- 9.00am	10.30 – 10.45am	12.00 – 12.30 W1 in hall, W2 in class break until 1.00	3.15pm
Y2K Y5 classroom	JK + DR	8.45- 9.00am	10.30 – 10.45am	12.00 – 12.30 W1 in class, W2 in hall break until 1.00	3.15pm
Y2M Y5 classroom	AM/DC + SK/SA	8.45- 9.00am	10.30 – 10.45am	12.00 – 12.30 W1 in class, W2 in hall break until 1.00	3.15pm
Y3 Y3 classroom	IW + SM/SH	8.45 – 9.00am	10.55 – 11.10am	12.00 – 12.30 break outside 12.30 – 1.00 W1 in hall, W2 in	3.15pm
Y4 Y4 classroom	CMc + AS	8.45 – 9.00am	10.55 – 11.10am	12.00 – 12.30 break outside 12.30 – 1.00 W1 in hall, W2 in	3.15pm
Y5 Y6 classroom	LH, MA, HH	8.45 – 9.00am	11.15 – 11.30am	12.30 – 1.00 W1 in class, W2 in hall break until 1.30	3.15pm
Y6 Y6 classroom	GP/FO + DB	8.45 – 9.00am	11.15 – 11.30am	12.30 – 1.00 W1 in class, W2 in hall break until 1.30	3.15pm

Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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"> - 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All office staff, HT and SLT all aware of procedures and who needs to be informed when we have a confirmed case. Staff now experienced in identifying close contacts and school's duty within the track and trace system.</p>



	<ul style="list-style-type: none"> - 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. 				
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"/>	Remote learning plan in place

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"/>	All staff back to full hours, in school from 8 th March 2021.
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"/>	Cleaning contract with Taylor cleaning – they have guaranteed staffing levels throughout the pandemic so service should not be affected.
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 . All TA's and SBM first aid trained and all back in full time from 8 th March 2021
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"/>	All fire officers back in full time from 8 th March 2021

Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
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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"/>	All PPM going ahead as scheduled. Contractors' adhering to risk assessment for visitors.
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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 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)	Jude Lee/Ian Mello	Date of Approval	03/03/2021
Date Provided to Unions	Click here to enter a date.	Date when school will be operating and open for ALL pupils.	08/03/2021