



School/ Setting	St John Bosco RC Primary School	Date of Assessment	08/03/2021
Assessment Completed By	M Johnson		

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. Staff reminded of procedure via briefings and notices in toilets and staff areas.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff reminded of procedure via briefings and notices in toilets and staff areas.
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. Staff reminded of procedure via briefings and notices in toilets and staff areas. Staff to be vigilant and notify SLT if they think a staff member has symptoms but isn't taking appropriate action. Staff will be reminded of their responsibility regarding this at briefings and notices as above.



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. Any staff living with someone who is CEV can still attend the workplace. CV staff can continue to attend school. Individuals complete their own risk assessments. Individual risk assessments updated w/c 1.3.21
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"/>	Contact via phone, weekly at least.
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School laptops supplied to those staff working from home.

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"/>	Parents reminded via website, email and school spider about government guidelines and school expectations. Easy to read flow chart on school website.
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"/>	As above - reinforced by school staff.
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"/>	Use remote thermometer to take temperature of any pupil who feels unwell. Staff to follow flowchart in office for procedure.
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"/>	Google classroom launched and populated for all year groups. See remote learning policy on school website.



11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We will continue to teach in previously formed year group classes in order to deliver the full curriculum. (NB Rec / Nurs are one bubble as they share the outdoor learning area).</p> <p>Some pupils may be taught with pupils from other year groups for RWI but they will be in specified seating which will not change and will use separate resources. They will not mix during any other learning, lunch or breaktime.</p>
12	<p>School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Covid 19 addendum to behaviour policy approved and published on website.</p>

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	<p>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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staggered start and finish in family groupings. Surnames: A-G Office door at 8.45 H-L playground door at 8.45 M-S Office door at 8.55am T-Z playground door at 8.55am Nursery children are to be dropped off at the nursery door between 8.45 and 8.55am</p> <p>Hometime arrangements are:</p>

					<p>Home times are</p> <table border="1"> <thead> <tr> <th>Families A-L 2.55pm</th> <th>Families M-Z 3.05pm</th> </tr> </thead> <tbody> <tr> <td>Nursery – classroom door</td> <td>Nursery – classroom door</td> </tr> <tr> <td>Reception – classroom door</td> <td>Reception – classroom door</td> </tr> <tr> <td>Y1 – classroom door</td> <td>Y1 – classroom door</td> </tr> <tr> <td>Y2 – classroom door</td> <td>Y2 – classroom door</td> </tr> <tr> <td>Y3 – Fire exit door (near playground)</td> <td>Y3 – Fire exit door (near playground)</td> </tr> <tr> <td>Y4 – Cloakroom door</td> <td>Y4 – Cloakroom door</td> </tr> <tr> <td>Y5&6 – Office door</td> <td>Y5&6 – Office door</td> </tr> </tbody> </table> <p>So that parents don't have to go to multiple doors, the older children will go to their youngest sibling's classroom exit.</p> <p>We have implemented one way system in place on footpaths around the school.</p> <p>SLT at gate at hometime as often as possible to control congestion around the gate</p>	Families A-L 2.55pm	Families M-Z 3.05pm	Nursery – classroom door	Nursery – classroom door	Reception – classroom door	Reception – classroom door	Y1 – classroom door	Y1 – classroom door	Y2 – classroom door	Y2 – classroom door	Y3 – Fire exit door (near playground)	Y3 – Fire exit door (near playground)	Y4 – Cloakroom door	Y4 – Cloakroom door	Y5&6 – Office door	Y5&6 – Office door
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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"/>	See above																
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"/>	We have strict policy of children being collected by adults unless in Y6. We have not allowed this during covid as we have had issues with children gathering to play outside school rather than going home. We will continue to ask Y6 parents to bring and collect their children as this issue is an increased risk for our setting.																



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. No visits to school unless prior appointment is made.
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 control measure 13 for staggered start arrangements. The pickup will be the same format with the times 2.45 and 3.05pm respectively. Playtime and lunchbreak will be staggered by class as they have been throughout the lockdown.
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"/>	This advice will be included in the "8th March return to school" leaflet shared with families via email and on website.
19	Pupils on dedicated school buses should wherever possible: - 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The only school bus in use initially will be for swimming on Fridays. Hand sanitiser will be used prior to boarding / returning into school building. There will be no swimming until after 19 th April.
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See risk assessment from travel company



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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in 8 th March Return to school leaflet.
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff to wear face coverings in communal areas outside the classrooms and when moving around the school. Face coverings to be removed for teaching, using the phone, eating and drinking.</p> <p>Pupils not required to wear masks.</p> <p>Included in 8th March Return to school info Posters in toilet and foyer. Staff briefing used to remind staff of procedure.</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"/>	<p>Lateral Flow Device testing risk assessment read by all staff and saved on CPOMS.</p> <p>Staff reminded in briefings to conduct testing and report all results.</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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Small adaptations made. Children to remain seated in table groups to enable collaborative learning and maintain sense of normality. Teachers will spread these around the classroom. Adults to remain 2m away where possible.</p> <p>Teaching staff including TA's to limit their working across bubbles where possible (although it is recognised that this may not be possible to enable the full educational offer).</p> <p>SLT to meet only in well ventilated spaces with social distancing in place.</p>



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>Staggered start times / break times / lunch and hometime in place to reduce contact via movement round school.</p> <p>Rota in place for cleaning of resources and equipment.</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 in place around school. Regular verbal reminders</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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> - One bubble using the hall at lunchtime (EYFS), other bubbles have their lunch in their classes. - No mixing of equipment between PE groups. - Each bubble has own box of play equipment for break - Most PE to take place outside, 1 group timetabled per day for the hall. - See separate risk assessment for Breakfast and Afterschool Club <p>Assemblies held via Zoom</p> <p>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>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>	<input 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; https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</p> <p>Brass lessons still taking place in the hall in small groups. Singing takes place in class bubbles with children facing the front and with good ventilation.</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>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Outdoor sports should continue to be prioritised wherever possible. However, it is permitted for some PE sessions to be indoors.</p> <p>Children will only do PE within their class group. Playground and Hall will be used. No cross contamination between sessions</p> <p>Activities with no contact and limited equipment used which will not be shared between children or between bubbles.</p> <p>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). 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.</p> <p>- Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses.</p> <p>- During Spr2 Netballs and Volleyballs will be sanitised by afterschool club staff so they can be used the following day.</p> <p>The Association for Physical Education have completed detailed PE guidance- please see link here:</p>



		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.afpe.org.uk/coronavirus-guidance-support
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> <p>Office staff 2m apart PPA room – no more than 2 people Staff room – no more than 4 people (sitting apart) Staff corridor – 1 person at a time Staggered lunches for staff PPA to be taken at home. Plan / timetable for shared spaces during non-contact time to ensure social distancing.</p> <p>Contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible.. 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.</p> <p>-</p>
32	<p>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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Manchester Fayre risk assessment.
33	<p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No more than one person at photocopier. Photocopier cleaned after each use. See control points 25 and 31
34	<p>Non Essential repair / contracted works in buildings to be carried outside school hours.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No non essential visitors during schooltime.



35	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
36	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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 point 07



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 point 07
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"/>	See point 07 Will use medical room next to school office. Supervising staff will wear visor, mask, gloves and then go home as soon as the child is collected.
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"/>	See 07
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 07
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"/>	No touch hand sanitiser pumps at front and rear entrances to school to be used by all on entry and leaving the building
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). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters Verbal reminders Handwashing facilities in each classroom, Hand sanitisers at photocopier and in each classroom.



<p>44</p>	<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>Gap in between Y456 coming in from play and Y123 going out to minimise pupils crossing paths in the toilets.</p> <p>Member of staff on duty all day so children's toilets and touchpoints are cleaned after every use.</p>
<p>45</p>	<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>In KS2 Each pupil will have a transparent bag with their stationary in it, named and not to be shared.</p> <p>In EYFS /KS1 children can have pencil pots to share, they must then be sprayed, put away and a different set used the following day.</p> <p>Each class will have their own box of play equipment to take outside.</p> <p>Science equipment – is kept for each class in each cupboards, if any of the “working scientifically” equipment is used, it must be left with a note saying when it was used, so that it isn't used again for 72 hours.</p> <p>Resources in early years to be washed overnight in laundry bags in the washing machine / dishwasher.</p> <p>Reading books returned from home to be placed in a quarantine bin for 48 hours before the books go back onto the shelf to be used by others.</p> <p>Daily cleaning tasks in the classroom: 1.Washing and refilling of water bottles – completed by staff 2. In EYFS/ KS1 sanitising pens, pencils, rulers and other small resources at the end of each day & making sure they are rotated. – completed by staff</p>



					<p>3. In KS2 staff to monitor children's resources and give regular reminders about not sharing.</p> <p>4. Wiping tables after lunch. In KS1 completed by staff, in KS2 completed by a child on each table. No mixing of tables.</p> <p>5. Cleaning of ipads. In KS1 undertaken by staff, in KS2 children to use named ipads only. Children wipe their ipad before placing it in back in trolley.</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 can only bring a book back containing their reading book and reading record. Homework will be set and submitted online or will be project based requiring it to be emailed in.</p> <p>Lunches are to be disposable.</p> <p>Phones won't be brought to school as all children are to be collected.</p> <p>PE Kits won't be required as children are to come in wearing their PE kits on their PE day.</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>Verbal reminders</p> <p>PSHCE work</p> <p>Posters around the building</p> <p>Parents asked to train children on sneezing / coughing into sleeve before September, especially</p>
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lidded bins in each classroom and working area.
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>All windows open from 6.30am.</p> <p>The following doors kept open from 9.45 -11.15am and from 12-1.30</p> <ul style="list-style-type: none"> ○ Playground door ○ Door at the bottom of the Y3/Y4 stairs ○ Cloakroom door ○ Door from hall to garden



					<p>Playground door left open from 10 – 11.30 to increase ventilation and remove the need to touch the door. Corridor doors to be propped open. KS2 classroom doors to be closed during teaching time due to noise disruption.</p> <p>In KS1/EYFS staff may close the door to keep children safe</p>
50	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See control measures 44 and 45</p> <p>Cleaning staff working extra hours to clean during the day.</p> <p>Regular cleaning of frequent touch points during the day, Eg Banisters Twice in the morning and twice in the afternoon.</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>All staff using their own cups / crockery and removing it from shared area after use.</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 keep coats and bags in the stock cupboard of the classroom they are working in.</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>All staff have undertaking infection control training. Posters are in place, verbal reminders and demonstrations for children. Handwashing supervision with cleaner in toilets all day</p>



					Hand-Washing Guidance Hand-Washing Video
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"/>	Hand sanitiser in place outside front door, on front desk, inside office
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"/>	Staff toilets cleaned by individual staff after every use.
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"/>	They will be instructed by office staff

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"/>	R. Glean is designated covid lead.



	<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. 				All guidance has been read and is available in the office and is adhered to.
58	If an outbreak is confirmed health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remote learning contingency arrangements in place. Robust and effective methods of parental contact used (School Spider App, Website, Twitter, Texts) Google classrooms set up, populated and being accessed by families.
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"/>	Staffing levels adequate for safety and supervision.
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"/>	Extra cleaning staff during the day.
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 . 5 Paediatric first aiders on site



62	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire evacuation points around the yard to ensure year groups are kept apart.
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"/>	As per the usual school policies.
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per the usual school policies.

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)	M Johnson	Date of Approval	01/03/2021
Date Provided to Unions	Click here to enter a date.	Date when school will be operating and open for ALL pupils.	08/03/2021