



Schools/Settings COVID 19- Health and Safety Risk Assessment
REVISED FOR JANUARY NATIONAL LOCKDOWN

School/ Setting	St John Bosco	Date of Updated Assessment	12/01/2021
Updated Assessment Completed By	M Johnson Headteacher		

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 all reminded of procedures at start of term via briefing note and school website. 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 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Individuals complete their own risk assessments.



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	<p>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</p> <p>Jan 2021 Update</p> <p>All staff individual risk assessments should be reviewed and updated regularly. This is particularly IMPORTANT due to the increasing number of cases and the national lockdown. As in the first national lock down schools should follow the government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff.</p>				<p>To be updated regularly.</p> <p>We have no CEV staff.</p>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	School laptops supplied to those staff working from home.

Our Pupils (National lockdown January 2021- pupils refers to vulnerable pupils and children of critical workers)

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.



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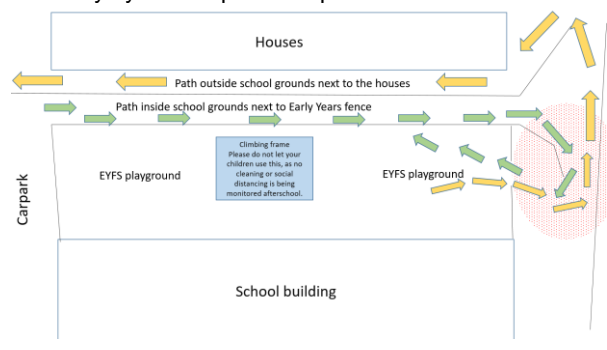
10	Remote/distance learning contingency arrangements for all pupils should be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google classroom launched and populated for all year groups. See remote learning policy on school website.
11	<p>Pupil groups 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.</p> <p>Jan 2021 Update Children should be kept in consistent groups/ bubbles. Bubbles should be kept as small as possible to reduce the number of contacts.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils working in year groups with their regular teacher to deliver the full range of curriculum subjects at the appropriate level. .</p> <p>Y5/6 = 1 bubble</p> <p>Y3/4 = 1 bubble</p> <p>Y1 = 1 bubble</p> <p>Y2 = 1 bubble</p> <p>Nurs/Rec = 1 bubble</p>
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Covid 19 addendum to behaviour policy approved and published on website.

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Flexible start time between 8.45-8.55 to enable social distancing at playground door in the morning. Nursery enter the school via their classroom door.</p> <p>Hometime 2.55pm EYFS, Y1 & Y2 use classroom doors Y3/4 use playground door</p>

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					<p>Y5/6 use office door. One way system in place for parents as detailed below.</p> 
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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"/>	See control measure 13. 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, contractors, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc. Jan 2021 Update Any visits should ideally happen outside of school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See control measure 13. Playtime and lunchbreaks are staggered by bubble and separate designated outside areas are used. Start flexible (8.45-8.55) and dismissal at 2.55pm via separate exits. There are less people coming to the school grounds Risk to adults in



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					the building is reduced as all staff are in their classrooms more quickly.
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"/>	Advice given via new normal leaflet in September.
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. E.g. if likely to be in close contact with people outside of their group. 	<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. No swimming due to current restrictions.
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"/>	
22	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"/>	
23	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Pupils not required to wear masks.



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	<p>coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.</p> <p>Jan 2021 Update Face coverings have been a requirement for all secondary school children and staff in corridors and communal areas, in Greater Manchester since the start of the school year and this continues during the national lockdown.</p> <p>Within primary schools Head Teachers have the discretion to decide whether relevant for staff to wear face coverings dependent on local circumstances and the design of the school building.</p>				
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>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.</p> <p>Jan 2021 Update</p> <ul style="list-style-type: none"> - Secondary school teaching staff (and older primary year groups) should continue to maintain 2m from other staff and children. This should be done by marking out an area at the front of the classroom. - Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised. 	<input checked="" 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>



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	<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.</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.</p> <p>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/ 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"/>	<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 - Assemblies held via Zoom
29	<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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Makaton signing used for assemblies instead of singing.</p> <p>Brass lessons still taking place in the hall in small groups.</p> <p>Singing takes place if all children facing the front and with good ventilation.</p>



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	<p>than 15, instruments should not be shared and pupils should stand back to back or side by side.</p> <p>Jan 2021 Update</p> <p>Music lessons can still continue during the national lockdown.</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>Makaton signing is used in assemblies instead of singing</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>Jan 2021 Update</p> <p>Outdoor sports should continue to be prioritised wherever possible. However, as we move into the winter months, it is more likely that some PE sessions will 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><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></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>



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<p>31</p>	<p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.</p> <p>Jan 2021 Update</p> <p><u>CRITICALLY IMPORTANT</u></p> <p>It is vitally important that measures to ensure social distancing between staff are robust and monitored to ensure adhered to:</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. If this is not possible due to lack of available space, work stations should be adapted with screens. - 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. - Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation. - 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). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 Teaching staff working from home 2 afternoons per week Plan / timetable for shared spaces during non-contact time to ensure social distancing.</p>
<p>32</p>	<p>Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See Manchester Fayre risk assessment</p>

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	<p>Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19).</p> <p>Jan 2021 Update</p> <p>Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision.</p>				
33	<p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p> <p>Jan 2021 Update</p> <p>- As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p>	<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	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No visitors during school time
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)

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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.



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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). Jan 2021 Update Hand hygiene remains one of the key controls to limit the spread of the virus. Ensure regular hand washing/ sanitising continues to remain an integral part of the school day.	<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.
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. This could be considered but is not a requirement. 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"/>	Gap in between Y456 coming in from play and Y123 going out to minimise pupils crossing paths in the toilets. Member of staff on duty all day so children's toilets and touchpoints are cleaned after every use.



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<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. 	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<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:</p> <ol style="list-style-type: none"> 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 3. In KS2 staff to monitor children’s resources and give regular reminders about not sharing. 4. Wiping tables after lunch. In KS1 completed by staff, in KS2 completed by a child on each table. No mixing of tables. 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.
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					Staff reminded via briefing about resourcing arrangements.
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).				<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	<p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p> <p>Jan 2021 Update</p> <p><u>Key Control</u></p> <p>Ensure all windows and doors are open where safe and appropriate to do so.</p> <p>As we are in winter, parents and staff should be advised to ensure dressed appropriately, jumpers, fleeces, layers etc.</p>	<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"> o Playground door o Door at the bottom of the Y3/Y4 stairs o Cloakroom door o 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.</p> <p>Corridor doors to be propped open.</p> <p>KS2 classroom doors to be closed during teaching time due to noise disruption.</p>

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	<p>This 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 (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • 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>In KS1/EYFS staff may close the door to keep children safe</p>
<p>50</p>	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources <p>Jan 2021 Update</p> <p><u>Key Control</u></p> <p>Ensure daily cleaning regime remains thoroughly robust.</p>	<input checked="" 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>

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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"/>	All staff using their own cups / crockery and removing it from shared area after use.
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 to keep coats and bags in the stock cupboard of the classroom they are working in.
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"/>	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 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)



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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. - 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. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>R. Glean is designated covid lead.</p> <p>All guidance has been read and is available in the office and is adhered to.</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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Remote learning contingency arrangements in place.</p> <p>Robust and effective methods of parental contact used (School Spider App, Website, Twitter, Texts)</p> <p>Google classrooms set up, populated and being accessed by families.</p>



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	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.				
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). https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm	<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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per usual school policies



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	<ul style="list-style-type: none"> • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management • 				
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As per 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	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children with EHC plans attending school as vulnerable learners.
66	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"/>	



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

Health.and.safety@manchester.gov.uk

School Leadership Oversight.

All risk assessments will need to be shared with governors so that they can continue to have oversight.

Approved by (Head Teacher/ Chair of Governors)	M Johnson Headteacher	Date of Approval	12/01/2021
Date Provided to Unions	Click here to enter a date.		