

School/ Setting	St Francis RC Primary	Date of Assessment	01/03/2021
Assessment Completed By	Louise Frize		

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 self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to inform school of test results ASAP If not enough staff to cover, then the bubble will close until test results confirmed as negative. Staff, pupils and families 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 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed of this guidance
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 to inform school of test results ASAP Staff, pupils and families reminded that they should not attend school, even if they are feeling better, until they receive their test results.

04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the 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"/>	<p>Everyone has completed risk assessments All staff individual risk assessments have been reviewed and updated. CEV staff, have been vaccinated as part of Priority Group 1, are advised to continue to shield and not attend the workplace. This is until further data is available on vaccination effects. Any staff living with someone who is CEV can still attend the workplace.</p> <p>CV staff can continue to attend school.</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"/>	Weekly calls and via the staff informal chat group on a daily basis
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"/>	Not required as all staff have laptops and i-Pads.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents to sign agreement to follow this guidance before children return to school. Parents to inform school of test results ASAP
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents to sign agreement to follow this guidance before children return to school. Parents to inform school of test results ASAP
09	Any pupil 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"/>	Parents to sign agreement to follow this guidance before children return to school. Parents to inform school of test results ASAP

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"/>	Staff to continue via dojo for those pupils unable to attend school
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended. In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group. Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class bubbles of 30 to be maintained with one teacher and one TA per bubble. Peripetetic music staff to continue teaching with social distancing. S&L staff to return using a larger classroom space for individual tuition. Counselling to continue in a larger classroom space with distancing measures in place
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"/>	On website and ratified by governors

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"/>	Three temporary entrances have been made to enable children to enter and leave the premises. Parents are not to enter the site. Staff training given. Maps sent to parents and staff showing entrances
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"/>	Classroom entrances to be used except Y5 which has no external door. They will enter through the Crib

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"/>	Parents have been informed via email and text and all following guidance
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"/>	All essential visitors to wash hands before entering school and to keep social distance where possible. Working with children, ensure the room is large enough to maintain distance and keep doors and windows open if possible 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.
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"/>	Not required at start of day due to the increased entry points. End of the day is already staggered which allows parents to collect children from EYFS before going to collect older children from different exit points. Lunch breaks to be staggered with EYFS starting at 11.30am
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"/>	Parents informed Staff unable to due to distance from home
19	Pupils on dedicated school buses should wherever possible: - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	- 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.				
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"/>	
22	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.	<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"/>	Parents informed
24	Face coverings are required to be worn by all primary school staff (unless medically exempt) in corridors and communal areas. 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No requirement for face coverings are to be removed on entry. If staff & chdn prefer to wear PPE then we are happy for that to continue

	classroom.				
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25a	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; <ul style="list-style-type: none"> Primary school staff should complete twice weekly tests at home. 				All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.
25b	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"/>	Classrooms will be reorganised with desks facing forward but social distancing will not be possible due to class sizes Older primary year groups should continue to maintain 2m from other staff and children where possible. This should be done by marking out an area at the front of the classroom. - 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. - SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management. We have found that without this, whole SLTs have had to isolate which has caused whole school closures.
26	Reduced movement around school- <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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extra cleaning has been organised during the lunch break from LOs. Children do not move around school in large groups except for assemblies which will not be taking place in September

	surfaces and equipment.				
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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>Staggered lunch times in place</p> <ul style="list-style-type: none"> - Review the size of the dining hall to determine whether can be used by more than one bubble, for example half the hall for each bubble. - Ensure there is a clear 'no man's land' between each area. - Ensure staggered arrival of the two bubbles to ensure one bubble has been served and sat down prior to the next bubble being served. - Ensure staggered departure of the different bubbles. - Each bubble has their own crockery (trays), utensils, cups that are not used by another bubble. - Lunch Time Organisers are assigned to a specific bubble (if not in place already) - Kitchen staff wear gloves and visors when serving food. - Dining tables and other touch points, such as the serving rack, are thoroughly cleaned prior to the next bubbles using the dining hall. - Ensure hall is well ventilated. <p>Consideration for Before/ After School Club;</p> <ul style="list-style-type: none"> - Children should as far as possible be kept in a group with children from their bubble. - If this is not possible there should be small consistent groups. - Each bubble/ group should have their own equipment and there should be regular handwashing. - Records should be retained of children within each group. - Children/ numbers should be known prior to each session so planning /organising can be completed by club staff.
29	Due to the increased risk of infection in music lessons (singing), these lessons should be outside wherever possible, 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; https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</p>
30	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Outdoor sports should continue to be prioritised wherever possible. However, it is permitted for some PE sessions to be indoors.</p> <p>Considerations for indoor PE:</p> <ul style="list-style-type: none"> - Ensure indoor PE session takes place in a large well-ventilated space. Windows and doors should be open (where it is safe and appropriate to do so). - Consider PE activities that use limited equipment, such as dance, yoga, circuits. - If equipment is used, try to keep this to a minimum and pupils are given their own equipment and use only this during the lesson. - Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses. <p>The Association for Physical Education have completed detailed PE guidance- please see link here: https://www.afpe.org.uk/coronavirus-guidance-support</p>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This has been one of the main issues highlighted during Health and Safety compliance visits.</p> <p>Measures to ensure social distancing between staff:</p> <ul style="list-style-type: none"> - Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs. - Consider moving one member of office staff to a different location to ensure office work stations 2m apart and to ensure

					<p>business continuity if there is a confirmed case within Admin staff.</p> <ul style="list-style-type: none"> - 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 - Car sharing should be avoided where possible, as all occupant of the vehicle will be classed as a close contact if someone tests positive. - Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision.
33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the occupancy of all small meeting rooms and confined areas. As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TBA when necessary. No planned works for September
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



	(Refer to health colleagues if this is applicable).				
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Additional Physical / Social Distancing Measures applied (Please detail below)

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
37	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to inform school of test results ASAP
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"/>	Staff to inform school of test results ASAP

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"/>	Staff informed. Medical room and PPE readily available. Parents to sign agreement before children return agreeing to collect their child when called
40	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents to inform school of test results ASAP
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All informed
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"/>	Site supervisor and cleaning team to ensure facilities are well stocked and maintained
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"/>	Staff to supervise younger children
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilets only to be used by children in the bubbles nearest to their bubble classroom ie Y3/Y4 only use Y3/Y4 toilet area

	Pupils will be encouraged to clean their hands thoroughly throughout the day				
45	<p>Educational Resources;</p> <ul style="list-style-type: none"> - For frequently used resources such as pens and pencils, staff and pupils should have their own items - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. - Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Outdoor play equipment should be frequently cleaned following use by each group. - Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children to continue with "bundles" of equipment which is not shared among groups</p> <p>Equipment cleaned between lessons for PE and at the end of the day for playground equipment. Children to wash hands at the end of PE and playtimes</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).				As usual.
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"/>	All informed
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No need for additional facilities
49	All working areas within the building should be well-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Key area looked at by Health and Safety Executive (HSE) on



	<p>ventilated (Windows and Doors open) where safe and appropriate to do so.</p>			<p>their visits.</p> <p>Good ventilation can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to 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>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform • rearranging furniture where possible to avoid direct draughts. <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>
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50	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>LOs to do extra cleaning duties at lunchtime Sports team to clean sports equipment</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 to be responsible for cleaning and disinfecting shared areas and equipment. All crockery to be put in dishwasher to ensure correct hygiene</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>All personal items to be kept in car or in stockrooms</p>
53	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand-Washing Guidance Hand-Washing Video</p>
54	<p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Wash and sanitise frequently in office</p>
55	<p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>LOs to report at lunchtime where necessary</p>
56	<p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Informed prior to visiting site</p>

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	<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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff informed. HT to inform Manchester test and trace if a case is confirmed</p>

	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	If an outbreak is confirmed (2 or more cases within a 14 day period) 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"/>	Advice will be sought if this occurs Remote learning will continue on class dojo where required
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"/>	Where this is not possible, the HT will consider alternative provision
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"/>	Site supervisor to monitor
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 .
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"/>	
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continue with planned programme



	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 				Review fire evacuation with pupils in September using alternative entry and exits points if required
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continue as normal

Additional Measures/ Considerations for Special Schools

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

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 to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ER – to continue on part time timetable until place available at special school KO – LA considering place at PRU via EHCP Y3 pupil with sickle cell anaemia to be monitored. Parents asked to provide additional layers of clothing and blanket. Teacher to continue to liaise with school nurse team. Email sent to all parents re September return S&L therapist sent videos and info for identified ch'dn. These have been sent via dojo to parents to work on during holidays
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bubbles of no more than 30 in any one year group. Check what may happen in terms of PIYFAP as classrooms are not large enough to accommodate more than 30 safely
67	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"/>	No children shielding

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).

Completed by Head Teacher & Approved by Chair of Governors	Louise Frize (HT) Aidan Bruce (Chair)	Date of Approval	02/03/2021
Date shared with all staff included the H&S representative	01/03/2021	Date when school will be open and operating for ALL pupils.	08/03/2021