

School/ Setting	St Hugh of Lincoln	Date of Assessment	16 th July 2020
Assessment Completed By	MM/SLT		

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 parents 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	<p>All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.</p> <p>Where providers apply the full measures in the guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care as community transmission rates fall.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-</p>		<input type="checkbox"/>	X	No staff are in this category.

	from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19				
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace
03	All <u>Clinically Vulnerable</u> employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting) Staff who are pregnant As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	In order to fairly assess risk to any member of staff who is deemed clinically extremely vulnerable, the headteacher and the employee will complete the accompanying risk assessment sheet provided via HR.
04	All employees, themselves or persons within their household who have COVID-19 symptoms, should not attend school/ setting until they can be tested. If test is negative they can return to work. Pupils, students, staff and other adults will not come into the setting if they have coronavirus (COVID-19) symptoms,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. This is called an antigen test. The most up-to-date information available can be found

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	<p>or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the day is sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>				<p>on the link below:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>REFER TO THE TRAFFORD PUBLIC HEALTH SUBSIDIARY GUIDANCE</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 type="checkbox"/>	X	Not applicable at present
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"/>	<p>At present we do not have any staff who require additional aids and adaptations, however, if the need arises, we ensure that:</p> <ul style="list-style-type: none"> • All staff are fully aware of their work schedule if working from home • All staff working from home requiring to use a computer, and who do not have one will be given the use of a school laptop and internet access will be additionally provided • If any additional aids and adaptations are required for the home worker, then the school will do all it can to provide these within a home

					working environment. In the event that such modifications cannot be made in a reasonable time due to availability, etc., then an assessment of tasks will be carried out by the employees line manager or headteacher in conjunction with the employee to ensure that safe working practices can be strictly adhered to.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	<p>All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.</p> <p>Schools should note that:</p> <ul style="list-style-type: none"> the small number of pupils and students who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding if rates of disease rise in local areas — children and young people (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent some pupils and students are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September 		<input type="checkbox"/>	X	<p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p> <p>It is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms.</p> <p>There are 0 children presently in this category</p>
08	All pupils who live with a person who is Clinically	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The small number of pupils and students who will

	Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to.				remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding. Currently two families
09	All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents must notify school of any child who may be deemed clinically vulnerable. No cases at present.
10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting. <i>A small number of pupils and students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents are reminded of this requirement. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly. All children who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.
11	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where a pupil is unable to attend their setting because they are complying with clinical or public health advice, we will be able to immediately offer them access to remote education. School will monitor engagement with this activity.
12	All pupils in school are required to be in cohort of no more than; 1:13 Nursery, 1:30 all other classes and age groups, led by one Teacher (or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Government guidance has now stated that maintaining consistent groups remains important, but given the decrease in the prevalence of COVID19 and the resumption of the full range of curriculum subjects, we have set class sizes as appropriate.

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Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will be accompanied by one adult member of their family or one carer. The parent/carer will not enter school at all.</p> <p>Entrances and exits to and from school will be: EYFS & LKS2 – Main gates KS1 & UKS2 – Pupil gates</p> <p>Entrance and exit points to school will be staffed to: assist in social distancing; to ensure the safeguarding of pupils and staff; and to promote the efficiency of the systems in place. Children will be met at the gates and escorted to class by class teachers.</p> <p>Each 'bubble' will enter and exit the building through the same door. These bubbles will have their entrance and exit times staggered. EYFS – 9.15 – 3.15 KS 1 – 9.05 – 3.05 LKS2 – 8.55 – 2.55 UKS2 – 8.45 – 2.45 Pupils arriving by public transport who are required to wear</p>

					face coverings, or those who choose to wear face coverings for the journey to school, will be instructed to remove them and either dispose of them in a lidded bin, or place re-usable face coverings in a plastic bag to take home with them
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"/>	Where classrooms have external doors, these are utilised.
15	Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>After the child receives their entry and exit times:</p> <ul style="list-style-type: none"> •Pupils must adhere to their given timeslot for drop off and pick up. •If the morning timeslot is missed, the pupil needs to arrive at the school's main entrance at a given designated time after all the other pupils have been admitted. This entry will be administered by the office staff. <p>The staggered drop off and pick up protocol for the different groups of children will be shared with parents and staff on Friday 17th July 2020 and at appropriate times thereafter</p>
16	<p>Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).</p> <p>Supply teachers, peripatetic teachers and/or temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Schools should consider how to manage other visitors to the site, such as contractors and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If parents need to communicate with the school, please telephone or email school.</p> <p>We do encourage parents and carers to telephone school if they wish to inform us of any changes to their child's weekly pattern of attendance due to illness etc.</p> <p>Other visitors e.g. contractors necessary for safety checks and essential maintenance report to the main office. Where possible contractors should visit site before or after school.</p> <p>In the event of outside agency workers such as SEND support workers, we will follow the advice</p>

					provided by the support team manager and communicate our strict procedures to any visiting agency staff member.
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staggered times have been planned for each bubble of children.</p> <p>Break and lunchtimes are also staggered – a timetable of which is available from the school office if requested.</p> <p>Procedures for these staggered lunchtimes and break times will be discussed with staff prior to opening and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	<p>Class rooms organised maintaining space between seats/ desks where possible.</p> <p>Settings should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>When staff, children or young people cannot maintain distancing, the risk can also be reduced by keeping pupils and students in the smaller, class-sized groups</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As the DfE has stated, social distancing within schools is not possible, especially with younger children. However, children are distanced as far as is reasonably practical and may congregate in a group size no larger than their bubble.</p> <p>Where appropriate, desks will be placed facing forwards.</p> <p>Resources, such as stationery items, to be used by each child have been allocated to each child.</p>

					<p>Classroom based resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Procedures have been created and established between staff and will be shared with the children during their return to school. Children will be reminded of these procedures regularly.</p> <p>Staff should attempt to limit their close interaction with children as much as possible and should maintain a 2m distance from other adults.</p> <p>Children should limit items brought into school to essential items such as lunch boxes, outdoor coats, books, necessary stationery items etc. These may be brought in bags.</p> <p>Children must not bring any toys or teddies to school.</p> <p>Children will use the cloakroom nearest their bubble classroom to deposit coats on pegs.</p> <p>Children are required to bring two name-labelled water bottles for their own use (in addition to any brought in for their lunch), one for the morning and one for the afternoon. These must be taken home each afternoon and cleaned and refilled at home ready for the following day, as no communal-use</p>
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					drinking fountains are available now in school.
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will be instructed on maintaining social distancing from other bubbles and staff will be reminded about maintaining distance between each other regularly.</p> <p>Posters highlighting social distancing rules will be placed around the school.</p> <p>The official government guidance admits that early years and primary pupils cannot be expected to follow the social distancing rule of remaining two metres apart from each other. Therefore, our school will work through a “hierarchy of measures”, that are:</p> <ul style="list-style-type: none"> •avoiding contact with anyone with symptoms •frequent hand cleaning and good respiratory hygiene practices •enhanced cleaning of settings and frequently touched surfaces •minimising contact and mixing <p>This ensures that the “risk of transmission will be lowered”, as stated by Public Health England.</p> <p>The guidance adds that “brief, transitory contact, such as passing in a corridor, is low risk”. However, we have maintained a one-way system within the</p>

					school building.
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Our outside areas will be utilised to maximise outdoor learning. This will be zoned and timetabled as appropriate. Staff and children must adhere to this timetable and zone.</p> <p>Staff will need to consider timetable of playground use when opening doors and windows out onto the playground.</p> <p>Pupils will be kept within their bubbles and where possible, outdoor sports activities will be prioritised over indoor. Where indoor facilities have to be used, maximum social distancing will be adhered to.</p> <p>Any equipment used will be thoroughly cleaned between each use by different bubbles.</p> <p>No activities involving physical contact will take place.</p>
21	Reduced movement around school - ensure each bubble moves around school together and limits the contact with other bubbles within the school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Timetabling and staggered times will reduce the risk of 'bubbles' of children interacting and will avoid creating busy corridors</p> <p>The school will do all it can to prevent children from different 'bubbles' coming into contact with each other. There will be a continued discussion, and on-going dynamic risk assessments to enable procedures to be created and followed. All staff will adhere to these procedures.</p>

					<p>The school has been set up in a more COVID-19 friendly way, for example the removal of non-washable equipment and extraneous furniture from learning areas.</p> <p>Identified areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place.</p>
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The canteen will only be used for Reception children for eating their lunch and the hall by certain classes if outdoor activities are limited due to the weather. All other children will eat in their classrooms. For the first half term there will be no hot food. Children can bring packed lunch or have a packed lunch provided by the kitchen.</p> <p>All doors to the hall will remain open so that staff and children do not need to touch these surfaces. Lunchtimes will be staggered and each bubble will be supervised by an adult from their bubble.</p> <p>Reception children will be taken to the lunch hall by their staff bubble lead to ensure social distancing.</p> <p>After each bubble has used the dining hall, midday staff, in teams of two, will clean all surfaces and undersides of tables and stools with equipment as stated by Trafford Cleaning Services. The cleaned areas will be allowed to dry before any other bubble may enter the hall.</p>

					<p>At the end of the lunch break, the hall floor will be thoroughly cleaned and disinfected.</p> <p>All ICT equipment must be thoroughly cleaned between use by a different bubble</p>
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The use of the staff room should be minimised, therefore the staffroom will be timetabled for use and this will be strictly adhered to by all staff.
24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen staff will observe social distancing where possible.
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our small meeting rooms may only be used by one person and only exclusively by that person for the same day. These rooms will be timetabled, so that only one person can use it on one day.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Should any non-essential works be required we will try to have them carried out outside of school hours.
<p>Additional information regarding safe use of space to detailed below.</p> <p>N/A</p>					

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All employees / pupils who have COVID-19 symptoms or persons within their household who do, will be asked to

	instructed not to attend the school/ setting and to refer to current advice and guidance				<p>attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</p> <p>Staff and parents must fully engage with the NHS Track and Trace process.</p> <p>All such incidents will be recorded and the employee's line manager will be in regular contact with the staff member. If an employee requires longer than the statutory length of self-certification, then they will require to provide a doctor's sickness note.</p> <p>This information is shared with staff and parents so they are aware of these procedures.</p> <p>Staff and parents/carers are reminded of this requirement.</p> <p>Please refer to reference 7 – 10 for further details.</p>
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff are reminded of this requirement.</p> <p>Please refer to reference 7 – 10 for further details.</p>
29	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. If a pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There is emergency PPE for staff where 2m distance cannot be maintained. Children who experience COVID-19 symptoms would be cared for by the headteacher, or their nominated deputy, either outside school (in good weather) or the hall/suitably sized room dependent on availability</p>

				<p>What happens if someone becomes unwell in our school?</p> <p>If anyone in our school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use the disabled toilet in the hall. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by the staff member caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone with symptoms, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p>
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				<p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>What happens if there is a confirmed case of coronavirus in a setting?</p> <p>When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to follow the most up to date guidance from public health and DfE. Their fellow household members should also follow the most up to date guidance from public health and DfE. All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, and will be told to get tested immediately and to inform school of the subsequent outcome.</p> <p>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</p> <p>Where the child or staff member tests positive, the school will contact the local health protection team who will work with the school and guide the school through the actions needed and will provide will provide advice on who requires to be sent home.</p>
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<p>30</p>	<p>Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Hand sanitizers are available at the entrances to school and in every classroom.</p> <p>All classrooms have sinks and hand washing materials.</p>
<p>31</p>	<p>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).</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>All children will be seen to wash their hands with soap and water on a regular basis – on entry to and prior to exit from school, prior to eating, after going to the toilet, following break and lunchtime. They are also encouraged to practise good respiratory hygiene, involving washing hands after sneezes or coughs.</p> <p>Pupils will be required to wash or sanitise their hands if they change rooms. Where wash facilities do not exist in each classroom, additional sanitiser points will be available in each classroom and pupils must sanitise their hands on exiting or entering the room.</p> <p>Teachers are advised to wash their hands before and after handling any materials shared with pupils, in addition to washing on entry, prior to exit, after toileting, after sneezing or coughing, etc.</p> <p>The school will provide sufficient tissues for use by staff and pupils. A stock of tissues is always available in the school office. When this runs to less than ten, then a new order will be placed. It is the responsibility of the caretaker to check each other</p>

					room for its supply of tissues on a daily basis.
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each bubble of children has access to their own hand washing facilities i.e. the sink in their classroom. This is where regular hand washing will take place. The toilets will only be used for handwashing when a child has been to the toilet. For example, handwashing as a child enters school will take place at the classroom sink.
33	Remove unnecessary items from classrooms and soft toys/ toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers will organise their rooms, removing any soft toys and furnishings and any resources not needed by the children.
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own bundle).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All children will have their personal items of stationery and items of essential equipment. Children will have their own books and folders in their tray.

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning materials with appropriate PPE are available throughout school to allow for the cleaning of shared resources between use. Employees clean items before after use. Cleaning items are also available in the office and the Staff Room.

36	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>'Catch it, Kill it, Bin it' will be discussed with pupils regularly and posters displayed around school.</p> <p>Tissues are available in each room and all children have been encouraged to bring in tissues from home to have in their tray for their own personal use.</p>
37	Bins will be emptied more often throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bubble lead members of staff ensure that all class bins are emptied at lunchtime and are deposited outside their classroom in the corridor before the children go outside during the lunch hour where they will be collected. Replacement bin bags are available in each classroom.
38	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>Internal classroom doors will remain open all day, as well as windows.</p> <p>External doors will be open whenever possible.</p>
39	<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 • Printers/ Photocopiers • White Boards • Play Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There is now an increased frequency of cleaning of communal areas and high contact points.</p> <p>This will be carried out by staff who are responsible for additional cleaning.</p> <p>The correct cleaning equipment and any associated PPE will always be available in classrooms for cleaning purposes.</p> <p>Outdoor play equipment will be cleaned after its use.</p>

40	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If staff choose, at their own risk, to use the microwave oven or toaster in the staffroom, then they must clean the surfaces of these items immediately after use.
41	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All cups, cutlery, plates, etc., are cleaned within a dishwasher.
42	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff store their belongings in their own classrooms or within their office.
43	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"/>	<u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u>
44	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"/>	Office staff have been instructed to wash hands more frequently, using the facilities within the entrance area of school. Parcels will be wiped down prior to use with an anti-viral cleaner or gloves will be worn when removing the outer packaging. Following removal of the gloves, staff will wash their hands.
45	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"/>	Three times daily inspections by the headteacher of toilets are taking place. Staff will report shortages to the Caretaker or Headteacher.

46	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"/>	Contractors will only need to enter areas of the school which require maintenance. Contractors are supervised by school staff unless they are working away from pupil areas. Contractors are reminded to wash their hands before entering and exiting school and 'Catch it, Kill it, Bin it'.
Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)					
N/A					

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	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"/>	Arrangements are in place for a supply caretaker should our caretaker become unwell.
48	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"/>	Consumables are maintained and ordered by the caretaker. Cleaning is provided by Trafford Cleaning Services who are responsible for ensuring cleaner staffing levels. Cleaning staff re working different hours
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Four staff are paediatric First Aid trained.
50	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"/>	Each 'bubble' of children will be supervised by at least one adult. Children and staff will then be re-familiarised with the school's fire evacuation procedures.

					<p>Fire doors and occupied classroom doors may be held open and procedures are in place to close these doors in the event of an alarm activation. This will be reviewed in 6 months' time.</p> <p>Fire drills will be postponed, but should an alarm activation take place, all pupils and staff will exit via their nearest fire exit and assemble in their allocated place. The fire procedure will be amended to reflect this and the assembly points will be distanced appropriately to allow social distancing. Staff and pupils will be made aware of these arrangements. The arrangements will be reviewed in 6 months' time.</p>
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All planned preventative maintenance will continue to be carried out taking into account social distancing and hygiene arrangements.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff are aware to report defects to the caretaker or headteacher.
Additional Statutory Compliance and Maintenance issues.					

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Any Additional Information and Control Measures (Detail Below)