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| **Assessment Completed By** | S Parker | **Date of Assessment** | 04.01.2021 |



**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

***This Risk Assessment is in line with the latest DfE guidance of 30.12.20 for Tier 4 areas. As this may only be temporary, the updates are in red, bold and italicised. Measures not in red remain as before.***

**Our Employees**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **01** | All [Clinically Extremely Vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.  ***In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work.*** |  |  |  | All staff have been asked to self-declare any medical conditions. Extremely clinically vulnerable employees as well as clinically vulnerable, have individual risk assessments carried out.  In order to fairly assess risk to any member of staff who is deemed clinically extremely vulnerable, the headteacher and the employee will complete individual risk assessments provided by TSE.  When completing this risk assessment, the following guidance available from TSE website will be given to each employee, so that the system is completely transparent:  <https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=9dda6924-892a-4059-9c44-cbdf88d0ffca&type=PageSectionDocuments> ***Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020 – our school will comply with this on consultation with CEV staff.*** |
| **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.  New guidance states that these employees can return to work – SEE RIGHT COLUMN  ***All other staff in local restriction tier 4 can continue to attend work, including those living in a household with someone who is clinically extremely vulnerable.*** |  |  |  | All staff have been asked to self-declare if they are living with anyone who is clinically extremely vulnerable and where this is the case, there will be a discussion between the member of staff and the headteacher to ascertain the best course of action which will be fully documented in individual risk assessments where necessary.  Under guidance for September and the updated guidance from November and December, from January all staff are able to return to work unless agreed with the headteacher. |
| **03** | All [Clinically Vulnerable](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults) 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)  New guidance states that these employees can return to work – SEE RIGHT COLUMN  ***Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. This includes pregnant women, including those after 28 weeks, who will follow individual risk assessments.*** |  |  |  | For all staff who are clinically vulnerable they must self-declare and there will be a discussion between that member of staff and the headteacher to ascertain the best course of action which will be fully documented in individual risk assessments.  Under guidance for September and the updated guidance from November, as well as December, from January, all staff are able to return to work unless agreed with the headteacher. All clinically vulnerable staff must have a separate risk assessment and additional measures as set out in the Dec 2020 guidance. This includes pregnant staff members. |
| **04** | All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work. |  |  |  | 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 on the link below:  <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>  Please Note:  For anyone who lives in our area and feels the need for a child under 12 to be tested, if you are offered a test centre of either the Etihad Stadium (MCFC) or Manchester Airport, please choose the Etihad Stadium, as tests are not yet available for younger children (under 12) at the Airport.  For all School Users:  If you, your child, or someone living in your household has symptoms and not yet been tested, or they have been tested positive, then as a reminder, you must inform school. School may already have been informed of a positive test by Trafford Public Health. It is the headteacher’s responsibility (or his deputy’s in the event of his absence) to ensure that all the correct procedures are then carried out to inform other members of the ‘bubble’. The school may be contacted by Trafford Public Health and will be required to pass on contact information of all those within the ‘bubble’ as part of the National Test, Track and Trace System.  A small number of home testing kits may be available from school. |
| **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 |  |  |  | The headteacher/line manager/office manager maintains contact and supports employees who are self-isolating. |
| **06** | We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. |  |  |  | **Contingency plans are in place for home/blended learning should the infection rates change in Trafford.**  At present we do not have any staff who require additional aids and adaptations for home learning, however, if the need arises, we ensure that:   * 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**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **07** | All [Clinically Extremely Vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) pupils are required to self-isolate and must not attend school/ setting.  New guidance states that these pupils can return to school – SEE RIGHT COLUMN  ***Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.*** |  |  |  | Expectations for pupils to return to school has been made clear to parents in light of guidance from September and this has been reiterated in November’s guidance. If parents still have concerns these should be addressed with school leaders.  ***Parents must still notify school of any child who may be registered as clinically extremely vulnerable so that staff can be aware.***  It is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms. |
| **08** | All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to.  New guidance states that these pupils can return to school – SEE RIGHT COLUMN  ***Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.*** |  |  |  | ***Expectations for pupils to return to school has been made clear to parents in light of guidance from September and this has been reiterated in November’s guidance and December’s for January in Tier 4 areas. If parents still have concerns these should be addressed with school leaders.*** |
| **09** | All [Clinically Vulnerable](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults) 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)  New guidance states that these pupils can return to school – SEE RIGHT COLUMN |  |  |  | Expectations for pupils to return to school has been made clear to parents in light of guidance from September and this has been reiterated in November’s guidance. ***The December guidance for January remains the same and these children should be in school unless advised otherwise by their GP.*** ***If parents still have concerns these should be addressed with school leaders.*** |
| **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. |  |  |  | Parents are reminded of this requirement. If a parent reports a sickness the office staff will establish the symptoms and advice 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.  If parents do not want their children to take the test, school will require the child to remain at home for seven days and self-isolate. |
| **11** | We provide on-line/distance learning for all pupils who are not in school/ setting. |  |  |  | Discussions have been had with teachers about leading on this. Parents have been made aware that staff in school will not be able to liaise with the online platform but work will be set. See Remote Learning Policy on our website. |
| **12** | All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.  ***September and all subsequent guidance states that ‘bubbles’ are now at the school’s discretion.*** |  |  |  | **Whole school:**  Bubbles from September will be initially class-based. However, in line with guidance these will be extended to year groups when specialist teaching and learning is required to support and challenge all pupils most appropriately, and also when providing small intervention groups.  Guidance states: *In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.*  *Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized ‘bubbles’. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.*  *Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially.* ***Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching****, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.*  ***NURSERY:*** Will be kept as a separate bubble  ***RECEPTION:***  **Classes I6 and I7** will continue with usual practice – initially class bubbles but continuous provision will require year group bubbles  **Class I5’s Reception children** will continue to access continuous provision with other Reception children and in phonics groups as required.  ***KS1:***  **Class I1** will be in a class bubble other than when small intervention is necessary to support individuals and small groups.  **Classes 2 and 3** **(Year 2)** will be class bubbles other than when in phonics groups and other small interventions as necessary, when they will be year group-based.  **Class 4** will be a class bubble other than in spelling groups and other small, year group-based interventions.  **Class I5’s Year 1 children** will be in a class bubble other than when small intervention is necessary to support individuals and small groups. *(There may be cases when children need to be supported in other year group phonics sessions)*  ***KS2:***  **Year 3 and 4 (Classes, J1, 2, 3 and 4)** will be class bubbles other than in spelling/maths groups and other smaller year group-based interventions.  **Year 5 and 6 (Classes J5, 6, 7 and 8)** will be year group bubbles in the mornings and class bubbles in the afternoons, unless circumstances require them to be year group based (e.g. distancing in the hall) |

**Our School Site**

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| **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). |  |  |  | ***Children will be accompanied by one adult member of their family or one carer.*** The parent/carer will not enter school buildings at all.  Entrances and exits to and from school will be the same as usual with markings on the playground and outside to ensure social distancing is maintained. The gates will be staffed to ensure this and the safeguarding of pupils and staff; and to promote the efficiency of the systems in place.  Nursery will enter and exit through the Wycliffe Road entrance (unless there are siblings in the infants/juniors where they will exit through the Hereford Grove exit.  Year R, 1 and 2 will enter and exit through the main entrance and Y3, 4, 5 and 6 through the junior playground entrance.  Children can wash hands in the class sink and be held within their class ‘bubble’ for the majority of the school day.  Each ‘class bubble’ will enter and exit the building through the same door. These bubbles will have their entrance and exit times staggered where appropriate. Entrances to buildings are as follows – there remains no lining up in the mornings and children go straight in:  **Nursery:** 8.45am – 3.30pm  **Infant Classes 1, 4 and 7:** 8.40am until 3.15pm  *C1 enter through the hall and exit through the middle entrance.*  *C4 enter and exit through the middle entrance.*  *C7 enter through the main infant entrance and exit from their classroom door.*  **Infant Classes 2, 3, 5 and 6:** 8.55am until 3.30pm  *C2 enter through the hall and exit through the middle entrance.*  *C3 enter and exit through the middle entrance.*  *C5 enter and exit through the main infant entrance*  *C6 enter and exit through the main infant entrance.*  ***Years 4 and 6:*** *8.40am – 3.15pm (usual entrances)*  ***Years 3 and 5:*** *8.55am – 3.30pm (usual entrances)*  **All of this has been communicated to parents through email.** |
| **14** | Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). |  |  |  | Entrance and exit points to buildings and classes will be as above - staggered start and finish times will allow for less traffic. |
| **15** | Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. |  |  |  | A one parent pick up policy is made clear. All adults picking up children (other than those exempt) will be asked to wear face coverings) ***and we ask parents to also wear face coverings when dropping off.***  ***All of this has been communicated to parents through email.*** |
| **16** | Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). |  |  |  | If parents need to communicate with the school, please telephone or email school.  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.  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.  In the event of outside agency workers such as SEND support workers, we will follow the advice 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.** |  |  |  | **This is key to our social distancing strategy. Staggered times have been clarified and shared with parents and staff:**  ***START AND END TIMES:***  **Nursery:** 8.45am – 3.30pm  **Infant Classes 1, 4 and 7:** 8.40am until 3.15pm  *C1 enter through the hall and exit through the middle entrance.*  *C4 enter and exit through the middle entrance.*  *C7 enter through the main infant entrance and exit from their classroom door.*  **Infant Classes 2, 3, 5 and 6:** 8.55am until 3.30pm  *C2 enter through the hall and exit through the middle entrance.*  *C3 enter and exit through the middle entrance.*  *C5 enter and exit through the main entrance.*  *C6 enter and exit through the main infant entrance.*  **Years 4 and 6:** *8.40am – 3.15pm (usual entrances)*  **Years 3 and 5:** *8.55am – 3.30pm (usual entrances)*  ***BREAK TIMES:***  **Infant Classes 1, 4 and 7:** *10.15am and 2.15pm*  **Infant Classes 2, 3, 5 and 6:** *10.30am and 2.30pm*  **Years 4 and 6:** *10.15am and 2.15pm*  **Years 3 and 5:** *10.30am and 2.30pm*  ***LUNCH TIMES: for the first half term we will be having packed lunches only.***  **Infant Classes 1, 4 and 7:** *11.45am to 1.15pm (C1 lunch in the junior hall/class, C4 and C7 in the hall)*  **Infant Classes 2, 3, 5 and 6:** *12pm to 1.30pm (C2 and C3 lunch in junior hall,, C5 and C6 in the infant hall)*  **Years 4 and 6:** *11.50am to 12.55pm*  *(packed lunch in classes)*  **Years 3 and 5:** *12.05pm to 1.10pm*  *(packed lunch in classes)*  **As pre-lockdown, parents can drop off children without lining up, etc – staff will be on hand to guide children in to class.**  **Break times and lunch time staggering under continual review and will be subject to change.** |
| **Physical / Social Distancing in the Building** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **18** | Class rooms organised maintaining space between seats/ desks where possible.  New guidance from September – see right column. |  |  |  | As the DfE has stated, social distancing within schools is not possible, especially with younger children. Desks will be arranged dependent on classroom space and this may, if possible, involve children facing the front or sideways on rather than facing each other. Where there is not enough space for forward-facing desks and placing children in rows presents safety risks (e.g. fire safety), then teachers will set desks in the most suitable way for their class and space and will reiterate the need for frequent good hygiene (sneezing/coughing into elbow, regular handwashing, etc).  Resources and equipment to be used by each child have been allocated to each child where possible. *(This is not the case in Early Years or in Year 1 where continuous provision is prevalent.)* Where resources are shared across bubbles, these will be cleaned in between.  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.  Staff should attempt to limit their close interaction with children. *Work will be marked by whole class feedback wherever possible and the feedback policy is to be reviewed based upon new guidance. When individual verbal feedback/live marking is given during lessons, staff will be side on.*  **Children will not be getting changed for PE and will need to wear trainers/pumps to school when it is their day for PE and wear their PE kits for the whole day.**  **Children must not bring any equipment other than packed lunch if necessary, a water bottle and reading book and record (in their Book Bag).**  **Children must not bring any toys or teddies to school.**  *Coats will be hung in cloakrooms in the infants and times to collect will be staggered. In the juniors they will be hung in classrooms on pegs.*  **Children will bring in a full water bottle. They must be taken home each afternoon and cleaned and refilled at home ready for the following day**, as no communal-use drinking fountains are available now in school. |
| **19** | Social distancing message is re-enforced to pupils at regular intervals. |  |  |  | Children will be instructed on social distancing from other bubbles regularly.  Posters highlighting social distancing rules will be placed around to school.  The official government guidance advises that early years and primary pupils cannot be expected to follow the social distancing rule of remaining two metres apart from each other so our school will work through a “hierarchy of measures”, that remain as follows:   * frequent reminders to children * avoiding contact with anyone with symptoms * frequent hand cleaning and good respiratory hygiene practices * regular cleaning of settings * minimising contact and mixing   This ensures that the “risk of transmission will be lowered”, as stated by Public Health England.  The guidance adds that “brief, transitory contact, such as passing in a corridor, is low risk”. However, we have put in place a number of measures to ensure this is further mitigated. |
| **20** | Outside space is used wherever possible for learning. |  |  |  | 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.  Staff will need to consider timetable of playground use when opening doors and windows out onto the playground. |
| **21** | Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting. |  |  |  | Timetabling and staggered times where necessary will reduce the risk of ‘bubbles’ of children interacting  The main corridors of the school now has a one-way system in place where children keep to the left.  We will do all we 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 between staff to enable procedures to be created and followed. All staff will adhere to these procedures.  The school had been set up in a more COVID-19 friendly way, for example the removal of some non-washable equipment and extraneous furniture from learning areas – where this equipment is needed for children’s development this equipment will be kept within bubbles until cleaned and ready for the next bubble. Some resources and equipment may still not be used where cleaning is difficult.  Identified areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place. |
| **22** | Communal spaces such as dining room or assembly hall to be used at reduced capacity |  |  |  | Some classes having their packed lunch in the classroom will reduce pinch points such as lining up to the hall and allow greater space between pupils having lunch in the hall. Lunch will be delivered to classrooms for those who need it. If children bring their own packed lunch, their left over food and packaging goes back into their packed lunch and is kept with them under their desk. Packaging for delivered packed lunches will go straight into the bins in class, bagged by the midday assistants, left outside class and collected by the site manager or caretaker.  Lunch staff/the caretaker may use their spray to wipe down desks after lunch if necessary. |
| **23** | Stagger the use and limit the occupancy of staff room and offices by employees. |  |  |  | Expectations of social distancing within the staff room is made clear to all staff as has use of resources and this has been agreed with all staff. The office is arranged so that social distancing can be maintained by staff.  Maintaining social distancing between adults in school is the responsibility of those adults. There is to be a maximum of 6 people in the staffroom at any one time. |
| **24** | Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible. |  |  |  | Use of part of the junior hall/kitchen for packaging of lunches. |
| **25** | Use of Small Meeting Rooms and Confined Areas by more than one person prohibited. |  |  |  | All notified that these will not be used unless absolutely necessary and that one-to-one will then maintain clear 2 metre rule where possible and windows and doors open. |
| **26** | Non-essential repair / contracted works in buildings to be carried outside school hours |  |  |  | This has been discussed with school office/site manager – planned works has been postponed until further notice. |
|  | **Additional information regarding safe use of space to detailed below.** | | | | |

**Infection Control, Cleaning and Hygiene Arrangements**

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| **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 instructed not to attend the school/ setting and to refer to [current advice and guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) |  |  |  | All employees / pupils 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.  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.  This information is shared with staff and parents so they are aware of these procedures.  Staff and parents/carers are reminded of this requirement.  Please refer to reference 7 – 10 for further details. |
| **28** | Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above. |  |  |  | Staff are reminded of this requirement.  Please refer to reference 7 – 10 for further details. |
| **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 pupil needs direct personal care until they can return home, staff should wear the appropriate PPE. |  |  |  | The LA has provided emergency PPE for staff where 2m distance cannot be maintained. Children who experience COVID-19 symptoms would be cared for by a member of staff either outside school (in good weather) or in the room opposite the infant office or an allocated room in the junior building, until a parent or carer arrives.  Please refer to reference 7 – 10 for further details.  **What happens if someone becomes unwell in our school?**  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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance), which will include being asked to arrange a test.  If the child needs to go to the bathroom while waiting to be collected, they should use the disabled toilet. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.  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).  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.  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.  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](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings).  **What happens if there is a confirmed case of coronavirus in a setting?**  When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to get tested. Their fellow household members should self-isolate until the results of the test.  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.  Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.  Where the child or staff member tests positive, they will need to self-isolate for 10 *days starting from the following day.* School will be notified by a Contact Tracer based in the local authority or public health team and discussions had regarding contacts. More often than not, school will hear straight from parents and will liaise with Trafford track and trace team via phone or email at [covid-trace@trafford.gov.uk](mailto:covid-trace@trafford.gov.uk).  All direct and close contacts will be excluded from school and advised to self-isolate for 14 days starting from the day after they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday, the first day of the 14 day period is on the Monday. |
| **30** | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained). |  |  |  | Hand sanitizers are available at the entrances to school and have been given to all staff members. Additional soap dispensers have been put in every classroom.  All classrooms have sinks and hand washing materials other than one and discussions have been had about how this is managed.  Hand sanitizers have been placed at *all* entrances for adults and children to use. |
| **31** | 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). |  |  |  | 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. Sanitizer can also be used. They are also encouraged to practise good respiratory hygiene, involving washing hands after sneezes or coughs.  Teachers are advised to wash their hands or use sanitiser before and after handling any materials shared with pupils, in addition to washing on entry, prior to exit, after toileting, after sneezing or coughing, after handling books, etc.  Staff within classrooms are responsible for ensuring that if the box of tissues in their room is less than have full then they must speak to the school office and further purchases will be made. 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 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. |  |  |  | Each class 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.  Each toilet has paper towel dispensers but hand dryers are also used. Bins are emptied regularly throughout the day by the site manager/caretaker. |
| **33** | Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean.  New guidance from September continues for January – see right column. |  |  |  | Shared resources are allowed as long as they remain within the bubble and can be cleaned before other bubbles use them. |
| **34** | Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery)  New guidance from September continues for January – see right column...this is now more where possible. |  |  |  | All children will have their personal items of stationery and items of essential equipment that is used regularly. Where this is not possible, some resources and equipment may be shared within the bubble but must be cleaned before other bubbles can use them. *Until infection rates improve, work will not be collected in by staff and will not always be marked. Feedback will be given verbally and whole class where possible. The feedback policy has been amended accordingly and states the importance of live marking.* |

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/a** | **Actions Taken**  **Details / Further Information** |
| **35** | Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use. |  |  |  | Cleaning materials are available throughout school to allow for the cleaning of shared resources between use. Employees clean items after use.  This will be shared with all staff as it will be the responsibility of all staff to have a role in this operation.  Cleaning items are also available in the Staff Room and main office. |
| **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) |  |  |  | ‘Catch it, Kill it, Bin it’ will be discussed with pupils regularly and posters displayed around school.  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. |
| **37** | Additional lidded bins and increased emptying / replacement are provided / in-place. |  |  |  | The site manager/caretaker will empty bins in the classroom more regularly. Replacement bin bags are available in each classroom should teachers or TAs feel the need to empty sooner. |
| **38** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. |  |  |  | Internal classroom doors will remain open all day. Windows will also remain open.  External doors will be open whenever possible.  ***Children may need to wear coats in class where appropriate.*** |
| **39** | 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:   * Toilets * Door Handles/ Access Buttons * Kitchen areas and associated equipment * Water dispensers/ coolers * Printers/ Photocopiers * White Boards * Play Equipment |  |  |  | There is now an increased frequency of cleaning of communal areas and high contact points.  This will be carried out by staff who are responsible for additional cleaning, including the site manager and caretaker.  The correct cleaning equipment and any associated PPE will always be available in classrooms for cleaning purposes.  Early years outdoor equipment will be cleaned after its use if needed for other bubbles. |
| **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. |  |  |  | Kitchen appliances can be used but all must be wiped down after. |
| **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. |  |  |  | And see above. |
| **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. |  |  |  | Staff are be made aware that they cannot share coat pegs and should store items in class behind desks where possible. If not class based, lockers and cupboards can be used. |
| **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. |  |  |  | [**Hand-Washing Guidance**](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)  [**Hand-Washing Video**](https://www.youtube.com/watch?v=aGJNspLRdrc)  [**Hand-Washing Poster**](https://drive.google.com/open?id=1u_xyo4yaQYqZp6t4XFyU09LvZZCQJdjL) |
| **44** | Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. |  |  |  | Office staff have been instructed to wash hands more frequently, using the facilities within the entrance area of school, as well as use the sanitiser available to them. |
| **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. |  |  |  | Three times daily inspections by the site manager/caretaker 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. |  |  |  | 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)** | | | | |

**Key Roles and Responsibilities**

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| **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. |  |  |  | Arrangements are in place through the Head and Deputy should our site manager 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). |  |  |  | Consumables are maintained and ordered by the site manager. Cleaning is provided by Trafford Cleaning Services who are responsible for ensuring cleaner staffing levels. |
| **49** | Sufficient numbers of trained staff are in place to provide Emergency First Aid. |  |  |  | This has been considered when doing the staff rota and arrangements – paediatric first aiders always available on site. |
| **50** | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. |  |  |  | Emergency evacuation has been discussed and children and staff will then be re-familiarised with the school’s fire evacuation procedures. Emergency Evac procedure maintained with relevant changes - exit and re-entrance points discussed with staff with playground zones used as congregation points for bubbles. |
| **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:   * Fire Alarm and Detection * Powered Doors / Gates * Legionella and Water Testing * Electrical Safety * Gas Safety * PAT Testing * Asbestos Management |  |  |  | Our maintenance is managed by Trafford Service Level Agreements. All safety checks and maintenance are currently up to date. |
| **52** | Defect Reporting arrangements are in place. |  |  |  | All staff are aware to report defects to the site manager/caretaker or headteacher. |

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| **Approved by (Head Teacher/ Chair of Governors)** | *S Parker* (Headteacher)  *D Brown* (CoG) | **Date of Review 1** | Ongoing – formal review October 2020 |
| **Date Provided to Unions** |  | **Date of Review 2 (following lockdown)** | November 2020 |
| **Date shared with Parents/Carers** | 04.01.2021 | **Date of Review 3 (following Christmas break)** | January 2021 |
| **Date shared with LA** | 05.06.2020 (original version) |  |  |
| **Original Date of Approval** | 17.07.2020 (additional editions made as necessary since) |  |  |