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| **School/ Setting** | Crumpsall Lane Primary School | **Date of Assessment** | 01/03/2021 |
| **Assessment Completed By** | Mr Hughes  Mrs Fairclough |

**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.

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**Our Employees**

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| **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](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | Information on website and shared on telephone as part of absence reporting with staff and families. DO not attend school even if feeling better, |
| **02** | Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. |  |  |  | Information sharing sheet in place so 10 days from symptoms can be accurately worked out. |
| **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](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | Information on website and shared on telephone as part of absence reporting with staff and families. Do not attend school until results have be obtained. |
| **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](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes). Sample assessment template provided by Directorate for Children and Education Services |  |  |  | All staff individual risk assessments should be reviewed and updated regularly.  CEV staff, although should 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.  CV staff can continue to attend 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 |  |  |  | Wellbeing email check in in place by MHFA  HR support for prolonged COVID absence |
| **06** | We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. |  |  |  | Teachers have own laptop  Equipment on loan to TAs who are isolating to enable them to virtually work  GDPR guidelines shared with all staff  Adaptations/aids/systems in place where needed |

**Our Pupils**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **07** | Any pupil or persons within their household has [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | Information on website and shared on telephone as part of absence reporting with families. DO NOT attend school even if feeling better.  Multi-lingual guidance on the website around isolating and testing. |
| **08** | Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. |  |  |  | Information shared with parents on school website.  Multilingual information  Request results to ensure correct return to school date |
| **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](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) |  |  |  | Information shared with parents as part of home school agreement.  Flow chart in place – school staff to supervise in First Aid Room until collected. |
| **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. |  |  |  | Google Classroom in place for all year groups.  Spare 51Chromebooks are available and dongles/wifi data for families on request |
| **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. |  |  |  | Pupils are arranged into class bubbles (30) which enable them to access a full curriculum including phonics teaching in KS1 and in KS2 where needed, as well as MFL.  They operate in year group bubbles over lunchtime/breaktime (60 pupils max)  Classrooms will be reconfigured in order for all children to sit facing the front of the classroom – Y2-Y6 |
| **12** | School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents. |  |  |  | Behaviour Policy has been reviewed to include an appendix around Covid measures. |

**Our School**

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| **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). |  | |  |  | Only one parent or carer to be able to drop off their child/children.  All available entrances will be used. Entrances will have members of staff to manage this and there will be a one-way system where needed.  Social distancing whilst waiting.  All parents notified they must wear a mask on school grounds when dropping/collecting children if able to do so.  Staff will wear a mask on playgrounds where parents are present. |
| **14** | | Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). |  | |  |  | All available entrances to be used to minimise the numbers of pupils coming into the building in any one way. |
| **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). |  | |  |  | Guidance shared in parental information on Google Classroom and on website  Staff to encourage this in the playgrounds. |
| **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. |  | |  |  | *Any school visits should continue to be limited where possible.*  *Although this does not include specialist therapists and, teachers. Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying of staff and enabling specialist from both within and outside the school to work with pupils in different classes or year groups.*  No access to parents on site other than by appointment or if they need to drop off something in person at the office (e.g., identification/passport for new starters). Parents to wear a face mask on site. One person at a time.  External providers need to maintain good hygiene in line with government guidance and must wear a mask if able to do so.  Room provided for external visitors to work in (e.g., Educational Psychologist and school nurse, SALT).  Contractors only allowed on site by appointment only.  Handbook of guidance and protocol on website and shared with visitors – details taken for Track and trace purposes.  All meetings will be held virtually or via the telephone. 2m social distancing will be considered if/when a meeting has to be conducted in school. |
| **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/ 6th 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. |  | |  |  | Start of Day - 8.40am – 8.50am Rec, Y1, Y3, Y4  8.50am – 9am Nurs, Y2, Y5, Y6  Collections - 3.00pm-3.10pm Rec, Y1, Y3, Y4  3.10pm Nurs,  3.15pm Y2, Y5, Y6  Separate year group playtime and lunchtime timetables to avoid bubble mixing. |
| **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). |  | |  |  | Staff follow government guidance when using public transport. |
| **19** | | Pupils on dedicated school buses should wherever possible:   * Sit together in their year groups, * Ensure hands are sanitised on boarding/ disembarking * Use face coverings where appropriate, for children over the age of 11. |  | |  |  |  |
| **20** | | Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed. |  | |  |  |  |
| **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. |  | |  |  |  |
| **23** | | Families and pupils that have no alternative to use wider public transport are referred to the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) |  | |  |  | Families who live out of the area will be asked about their mode of transport. There are not enough children who use public transport to warrant the commissioning of school buses. |
| **Face Coverings** | | | | | | | |
| **24** | | Face coverings are required to be worn by all primary school staff (unless medically exempt) in corridors and communal areas.  Face coverings can be removed during PE lessons, when outdoors and when eating/drinking. There should be a process in place for removing face coverings when this is required.  Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom. |  | |  |  | School will follow guidance around face coverings in communal areas and on corridors. <https://www.gov.uk/government/publications/face-coverings-in-education>  *P.6. Face visors or shields should not be worn as an alternative to face coverings.*    Visors will only be worn by those staff members who are medically unable to wear a mask and it has been discussed with SLT.  Staff to be informed of procedures for wearing and removing masks. |
| **Asymptomatic Testing** | | | | | | | |
| **Ref** | **Control Measure** | | **Y** | **No** | | **N/A** | **Actions Taken** |
| **25** | 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;   * Primary school staff should complete twice weekly tests at home. ***\*best practice*** | |  |  | |  | All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests. |
| **Physical / Social Distancing in the Building** | | | | | | | |
| **Ref** | | **Control Measure** | **Yes** | | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **25** | | Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance. |  | |  |  | Remove extra furniture and furnishings if necessary.  Tables for 30 pupils in each room. Forward facing. Child sitting side by side.  Adults will maintain social distance by having a safe teacher zone in each classroom. Especially important if not the usual class teacher.  PPA teachers to remain in safe teacher zone throughout the sessions. Additional adults within the room will interact closely if necessary with the children, as part of their consistent bubble.  Staff to wear visor or clear mask when working closely with a child.  - Teaching staff, including Teaching Assistants, are limited working across bubbles, wherever possible. Although it is recognised that this may not be possible to enable the full educational offer.  - 2 SLT bubbles: EHT/HoS share office  AHT/~~SBM: share office SBM on laptop~~ ***. (26/04/21)***  SLT will ensure they maintain their distance from other members of SLT and limit physical contact with other staff. |
| **26** | | Reduced movement around school-   * Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment. |  | |  |  | Timetables will be amended in order to keep bubbles apart.  Staggered breaktimes and lunchtimes  One-way system on stairwells |
| **27** | | Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school. |  | |  |  | Signage around school and staff in Y5 and Y6 will remind them regularly. Staff model good practices.  ***Staff to remind children of social distancing between themselves and adults.*** |
| **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/ 6th 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. |  | |  |  | Assemblies will be virtual.  **Dining Hall:**  - Half the hall for each bubble with 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. *\*Current system nobody shares plates*  - Lunch Time Organisers are assigned to a specific bubble  - 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.  **Consideration for Before/After School Club**;  - Children should as far as possible be kept in a group with children from their bubble.  - Each bubble/ group should have their own equipment and there should be regular handwashing.  - Records should be retained of children within each group. |
| **29** | | Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side. |  | |  |  | 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.  Music Mark have competed detailed guidance regarding singing and music lessons- please see link here; <https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf> |
| **30** | | 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. |  | |  |  | Outdoor sports will be prioritised wherever possible. However, it is permitted for some PE sessions to be indoors.  **Considerations for indoor PE:**  - Ensure indoor PE session takes place in a large well- ventilated space. Windows and doors should be open  - Consider PE activities that use limited equipment, such as dance  - 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.  The Association for Physical Education have completed detailed PE guidance- please see link here:  <https://www.afpe.org.uk/coronavirus-guidance-support> |
| **31** | | Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m.    **SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.** |  | |  |  | Maximum occupancy of rooms indicated to ensure 2m social distancing.  - Office staff arrangements: Mrs Memon works at front window. Mrs Hayes ~~from KB desk. Mrs Buxton work from HoS office on laptop. And~~ Mrs Buxton work on their current desks. Computers moved so not forward facing. Perpex screen purchased for between the 2 desks***. (26/04/21)***  - Ensure contact with Admin staff is limited.  Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. There have been instances where a confirmed case within Admin staff has meant the entire SLT has had to isolate and the school has had to close. If possible, contact should be via phone, on-line or through the office ‘hatch’ if available.  - 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)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). |  | |  |  | Not possible to operate the kitchen in two teams.  Head Cook has read government guidance. Kitchen staff have Risk Assessments in place set by Head Cook and HoS. |
| **33** | | Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited. |  | |  |  | 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. |  | |  |  |  |
| **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. |  | |  |  |  |
| **36** | | Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible.  (Refer to health colleagues if this is applicable). |  | |  |  | *Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way.*  *Refer to Amie Stocks/ Julie Hicklin if applicable.* |

**Additional Physical / Social Distancing Measures applied (Please detail below)**

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| **Infection Control, Cleaning and Hygiene Arrangements** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **37** | Staff and/or pupils who are experiencing [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | Guidance to be shared on Google Classroom and on website.. Adapted behaviour policy will be shared as part of this.  Staff informed in email |
| **38** | Staff who experience symptoms as above whilst at work should go home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |  |  |  | Staff temperatures taken on entry to work. |
| **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. |  |  |  | **Children’s temperatures will be taken on entry to school**  **Isolation space**  If a child feels unwell (temperature, cough) they are to go to the First Aid Room and await collection by their parent.  SLT member of staff to wear PPE whilst they wait. Wait 2m+ from child. PPE equipment in main admin office. ***(Young children to wait with staff from their bubble.)***  Child & family to self-isolate until test results are obtained. |
| **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. |  |  |  | Home Kits will be provided if family cannot attend test centre. |
| **41** | Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms. |  |  |  | Information shared on website and Google Classroom |
| **42** | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). |  |  |  | Hand gel station at main entrance  Soap, paper towels provided in classrooms, staff space & toilets  Hand gel provided in classrooms  Caretaker to stock up at the beginning of each day. |
| **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. |  |  |  | Handwashing equipment & cleaning products provided in each room.  Handwashing posters in each room  Social stories and strips provided to support SEN pupils |
| **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.  Pupils will be encouraged to clean their hands thoroughly throughout the day |  |  |  | Additional cleaner employed to support within regular cleaning of shared spaces, including toilets and corridors. |
| **45** | Educational Resources;   * 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. |  |  |  | Consideration if re-introducing trim trail/ outdoor play equipment: 48-hour rota system in place. Separate risk assessment.  Systems are in place to support this in line with guidance. Pupils have own stationary packs.  Playground equipment is in stored as a year group bubble.  Art, Sports, Science equipment can be used and cleaned or quarantined in classrooms *before* putting back into general stock. \*plastic resources 72 hours.  Marking books – handwashing between use.  Book Looks – sharing of resources. Handwashing between books or leave for 48 hours prior to looking.  Reading books can be taken home and returned. Placed in quarantine baskets before putting in general circulation. |
| **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). |  |  |  | Parents informed of no additional equipment needed. Children come into school in PE clothes on PE days. |
| **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) |  |  |  | Posters on walls |
| **48** | Additional lidded bins and increased emptying / replacement are provided / in-place. |  |  |  | In Place |
| **49** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. |  |  |  | Good ventilation can be achieved by a variety of measures including:   * 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).   To balance the need for increased ventilation while maintaining a comfortable temperature, consider:   * 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.   Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces. |
| **50** | 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 * Shared resources |  |  |  | Additional cleaner to support with this  Cleaning equipment stored in staffroom, staff toilets and classrooms to support with this. |
| **51** | Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.  Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own. |  |  |  | Expectations shared with staff.  All staff to bring their own crockery and cutlery and take home at the end of the day/stored in their locker.  ***Signs and cleaning equipment provided for staff to wipe communal equipment when used.*** |
| **52** | Staff should consider the storage of their personal items to ensure they are Covid secure. |  |  |  | Coat racks will not be used in the staff room. Personal items will be stored on hooks on backs of doors or back of adult chairs in classroom. |
| **53** | Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc. |  |  |  | [**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) |
| **54** | Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. |  |  |  |  |
| **55** | Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff. |  |  |  | In Place by Caretaker (am)  Cleaner works 10am-2pm |
| **56** | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. |  |  |  | Caretaker to share expectation leaflet |

**Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)**

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| **Response to an Infection** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **57** | Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:   * Those with symptoms book a test (as above schools will be provided with a limited number of tests) * Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). * Public Health will then work with school to determine actions to be taken. * School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. * School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. |  |  |  | Guidance will be followed.  Systems in place for over the weekend and holidays |
| **58** | If an outbreak is confirmed health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.  Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak. |  |  |  |  |

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| **Key Roles and Responsibilities** | | | | | |
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| **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. |  |  |  | Rotas and timetables in place weekly |
| **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). |  |  |  | Rotas and timetables in place weekly |
| **61** | Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link). |  |  |  | <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>. |
| **62** | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. |  |  |  | Covid fire procedures are in place and staff & children have completed a fire evacuation. Staff are aware that in a real fire, getting out of the building quickly and safely is the highest priority.  Routes and meetings points have been shared and should be displayed in classrooms |

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| **Statutory Premises Compliance and Maintenance** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **63** | PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:   * Fire Alarm and Detection * Powered Doors / Gates * Legionella and Water Testing * Electrical Safety * Gas Safety * PAT Testing * Asbestos Management |  |  |  | All part of usual maintenance.  Guidelines shared on entry. |
| **64** | Defect Reporting arrangements are in place. |  |  |  | Reported to SLT member on duty who reports to site manager and business manager. |

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

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| **Additional Measures/ Considerations for Special Schools** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **65** | Bubbles/ groups are of an ‘appropriate’ class size. Numbers are lower in special schools than mainstream which will help to limit contacts.  Children with complex needs unable to social distance so acceptable in smaller groups. |  |  |  |  |
| **66** | Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional.  Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided. |  |  |  |  |

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

[Health.and.safety@manchester.gov.uk](mailto:Health.and.safety@manchester.gov.uk)

**School Leadership (please ensure completed prior to return to Local Authority).**

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| **Approved by (Head Teacher/ Chair of Governors)** |  | **Date of Approval** | Click here to enter a date. |
| **Date Provided to Unions** | Click here to enter a date. | **Date when school will be operating and open for ALL pupils.** | Click here to enter a date. |