

COVID 19- Health and Safety Risk Assessment for September 2020.

Reviewed and updated November 2020.

Reviewed and updated January 2021 due to national lockdown.

Reviewed and updated February 2021 ready for full reopening March 2021

School	Cheetwood Primary School	Date of assessment and reviews	15/07/2020 – black font
			Reviewed and updated 01/11/2020 – blue font
			Reviewed and updated 18/01/2021 – red font
			Reviewed and updated 24/02/21 – pink font
Assessment and reviews completed by	Barbara Oxton, Headteacher		

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear, step by step procedure already in place for June partial reopening of school based upon government guidelines and LA model templates; update to procedure always applied when advice changes. Clear and specific GM Contact Tracing Hub information passed on to staff on a case by case basis. Clear and specific procedures as advised by Manchester Test and Trace passed onto staff on a case by case basis. Action/details as above, still in place and relevant.

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02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Clear, step by step procedure already in place. <i>As above 01 control measure.</i> <i>As above 01 control measure.</i> <i>Action/details as above, still in place and relevant.</i>
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Clear, step by step procedure already in place. <i>As above 01 control measure.</i> <i>As above 01 control measure.</i> <i>Action/details as above, still in place and relevant.</i>
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services Jan 2021 Update: All staff individual risk assessments should be reviewed and updated regularly. This is particularly IMPORTANT due to the increasing number of cases and the national lockdown. As in the first national lock down schools should follow the government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This accounts for 50% of staff, so given the large proportion, risk assessments will be progressively undertaken in July and September by senior leaders. School specific safer working practices explicitly require all staff to take responsibility for own health and safety in equal proportion to the protective measures and duty of care put in place by management. <i>All affected staff have had a risk assessment undertaken; will be reviewed and updated regularly, particularly in light of changing Covid alert levels and increase in cases.</i> <i>All affected staff have had their original risk assessment reviewed in the light of the virulence of the covid variant and additional protective measures have been implemented where necessary.</i> <i>Government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff has been followed and a number of staff are either fully shielding or are largely working from home, depending upon their assessed vulnerability. Staffing rotas have been devised reflecting this information.</i> <i>Risk assessments will continue to be reviewed and updated regularly in the light of additional government and/or LA advice.</i> <i>Action/details as outlined for January 2021, still in place and relevant.</i> <i>Some additional staff now deemed to be CEV will be expected to shield.</i>
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Effective strategy in place from during school closure period and <i>has been</i> implemented moving forward where necessary. <i>As above. This strategy continues to be implemented and adapted as necessary according to the number and level of staff working from home.</i> <i>All staff are aware of the Employee Assistance Programme and have been signposted where appropriate.</i> <i>Most staff will be in school working from 08/03/21 but for the minority that aren't, action/details as above, still in place and relevant.</i>

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"/>	As above. Effective strategy in place from during school closure period and has been implemented moving forward where necessary. As above. There is an effective communication strategy in place for passing on information; staff are also able to borrow school equipment, such as furniture and ICT kit to enable them to fulfil their job role whilst working from home, in an appropriately safe manner. Action/details as above, still in place and relevant.
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Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear, step by step procedure already in place for June partial reopening of school based upon government guidelines and LA model templates; update to procedure always applied when advice changes. Regular updates to the school website advising parents/carers on requirements; clear and specific GM Contact Tracing Hub information also passed on to staff and parents/carers on a case by case basis. Regular updates continue to be posted to the school website advising parents/carers on requirements; clear and specific Manchester Test and Trace information also passed on to staff and parents/carers on a case by case basis. Action/details as above, still in place and relevant.
08	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Clear, step by step procedure already in place. As above 07 control measure. As above 07 control measure. Very effective procedure in place, well known by senior leaders who have to implement it. Action/details as above, still in place and relevant.
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Clear, step by step procedure already in place. As above 07 control measure. As above 07 control measure. Very effective procedure in place, well known by senior leaders who have to implement it. Action/details as above, still in place and relevant.
10	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan in place to develop further remote learning offer, using lessons learned from full school closure and partial reopening. Focused priority in school improvement plan. Google Classroom now in place and increasingly in use to support remote learning. 35 laptops ordered from the DfE and 5 dongles from the LA to support families without the necessary hardware and/or connectivity.

<p>10 <i>cont'd</i></p>	<p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>				<p>The quality of the school's remote education provision and blended learning approach has developed rapidly now that most pupils are at home during the current lockdown. The full curriculum continues to be delivered reflecting the normal plans for the spring term. 49 laptops received from the DfE have been distributed to disadvantaged pupils and support/advice has been provided to families who would benefit from increased mobile data offered free by some phone providers. Information on the remote education provision has been published on the school's website for parents/carers in line with DfE requirements. All pupils set to return to school from 08/03/21, but remote/distance learning arrangements (as outlined above) will be maintained for pupils in case of year group self isolation as a result of positive COVID 19 cases in school.</p>
<p>11</p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils will be placed in class 'bubbles' but those pupils requiring it will still receive additional specialist support in line with the school's own developed safer working practices and government guidelines. This control measure continues to be current and relevant. This control measure continues to be current and relevant. The school partially reopened to vulnerable pupils and children of critical workers on 06.01.2021. Three consistent bubbles have been formed limited to a maximum of 10 pupils per bubble (15% of the total pupil population) in order to reduce the number of contacts and therefore the spread of the virus. See control measure point 10 for details on the curriculum being delivered. Action/details as outlined above for full return September 2020.</p>
<p>12</p>	<p>School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Recently published DfE guidelines and Charlie Taylor's Checklist will be used to update policy and procedure; will be communicated to pupils regularly in class in autumn term and via website for parents/carers. Policy updated September 2020 and approved by governors October 2020, now on website and continually reinforced with pupils. Additional COVID restrictions have <u>not</u> had a detrimental impact on pupils' behaviour; the school is still a positive, well ordered environment. This control measure continues to be current and relevant. Staff are very experienced and confident at managing behaviour consistently and there is adequate flexibility within the policy to apply our approach to a variety of behaviour management scenarios, including expectations of pupil behaviour online when undertaking remote education.</p>

12 <i>cont'd</i>	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.				Action/details as above, still in place and relevant. Staff are very experienced and confident at managing behaviour consistently. There is adequate flexibility within the school's behaviour policy to apply our approach to a variety of behaviour management scenarios on the full return of pupils in March 2021, should this be necessary.
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Our School

Capacity, Access and Egress

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure already in place for June partial reopening of school; this will be expanded upon, adapted and rolled out for full return in September.</p> <p>Some same entrances/exits will have to be used by different year groups but this will be timetabled at certain times and supervised closely by staff so there will be no mixing of class bubbles.</p> <p>Still current/relevant and working successfully.</p> <p>Now there are just three bubbles in operation, it is possible for each bubble to have its own dedicated entrance/exit point.</p> <p>Action/details as outlined above for full return September 2020.</p>
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure already in place for June partial reopening of school; this will be expanded upon, adapted and rolled out for full return in September. All entrances/exits are used; timetabling and rotas will mean shared doors will be used at different times by different groups and closely supervised by staff in order to keep class bubbles separate.</p> <p>There are very few external classroom doors, but these will be used where in order to enhance safety and where it is possible to be supervised.</p> <p>Still current/relevant and working successfully.</p> <p>As above point 13 control measure.</p> <p>Action/details as in point 13 control measure outlined for full return September 2020.</p>

15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure already in place for June partial reopening of school, currently being considered carefully for full return in September as logistically very challenging and there are many factors to balance. Morning drop off – KS1/KS2 dropped off at separate gates during 15 min window, pupils automatically lead in to classrooms, supervised by staff en route to ensure bubbles do not mix. EYFS one way system quick drop off at separate doors - Still current/relevant and working very successfully.</p> <p>Afternoon pick up – Y6/Y5 dismissed from classes & leave swiftly through designated gate supervised by staff, walk home by themselves (or parents wait on street); Y4/Y3/Y2/Y1 parents enter onto playground from designated gate, 2m social distancing required, staff on duty; Y4 & Y3 classes are in bubbles on playground and sent to waiting parent, Y2 & Y1 called by walkie talkie on to playground from class to waiting parent; all these year groups then leave via one way system, this allows for many families with siblings (contextual to Cheetwood) to be collected simultaneously; EYFS one way system quick pick up from separate doors (if parents have children in EYFS and Y1 to Y4, EYFS children MUST be collected first so that older siblings are not brought into smaller EYFS area) Still current/relevant and working very successfully.</p> <p>Procedures/protocols have been communicated to parents/carers via website and personal telephone calling if necessary.</p> <p>Same drop off and pick up procedures for EYFS bubble as above. Phase one and phase two bubble pupils are dropped off at the Waterloo Road gate and enter the school building via their designated door. For pick up, parents enter via the Waterloo Road gate and wait socially distanced on the playground, pupils are called from class by walkie talkie to waiting parent, then leave site via one way system. Staff supervise at different points on route.</p> <p>Action/details as outlined above for full return September 2020.</p>
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 visits should ideally happen outside of school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure for greatly reducing visitors onto the site already in place for June partial reopening of school, will be implemented and rolled out for full return in September.</p> <p>Safer working practices/code of conduct leaflet has been developed and is handed to pre-arranged visitors to read and adhere to as they enter the site.</p> <p>Visitors onto the school site continue to be greatly reduced although it has been necessary for partner agencies still to visit to enable vital support work to take place (of a safeguarding/SEN nature).</p> <p>Safer working practices/code of conduct leaflet remains in place.</p> <p>Action/details as above, still in place and relevant.</p>

17	<p>Stagger drop off and finish times, lunch and break times for each cohort/group where possible.</p> <p>If not possible for each year group, consider; for Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6th Form.</p> <p>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.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>See 15 above (drop off/pick up procedures). Staggered playtimes and dinner times.</p> <p>Still current/relevant and working very successfully.</p> <p>See control measure point 15 above (drop off/pick up procedures). Staggered playtimes are in place.</p> <p>More than enough space in the school hall allows for same lunch times for all bubbles but use of separate entrance and exit points. Each bubble then has a separate play area after dinner.</p> <p>Action/details as outlined above + control measure 15 for full return September 2020.</p>
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Travel to and from School (including Public Transport and School Buses)

18	<p>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).</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>Only a small handful of parents/pupils and staff travel by public transport but this protective measure will be encouraged.</p> <p>To be communicated to staff via face to face briefings.</p> <p>To be communicated to parents/carers via website, email and personal telephone calling if necessary.</p> <p>As above. Due to significantly reduced numbers in school, only one family travels by public transport but this is necessary as they live in East Manchester and are defined as vulnerable so need to be in school.</p> <p>Action/details as outlined above for full return September 2020.</p>
19	<p>Pupils on dedicated school buses should wherever possible:</p> <ul style="list-style-type: none"> - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group. 	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will apply when the swimming programme restarts and will apply to one year group only in the autumn term, so the class bubble will be able to sit together; hands will be sanitised on boarding and disembarking.</p> <p>Not applicable during partial opening in national lockdown.</p> <p>Action/details as outlined above for full return September 2020, should the swimming programme re-start and is deemed safe enough for pupils to participate. There is a separate risk assessment for the swimming pool facilities.</p>
20	<p>Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will apply when the swimming programme restarts; the school will expect to receive a separate risk assessment undertaken by the bus company.</p> <p>Separate detailed risk assessment has been provided by the bus company that will be transporting Y4 to swimming each week.</p> <p>Not applicable during partial opening in national lockdown.</p> <p>Action/details as outlined above for full return September 2020 + November 2020 review, should the swimming programme re-start and is deemed safe enough for pupils to participate.</p>

21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
22	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advice/signposting to guidance will be given in communication to families in July and repeated again in September. As above when applicable. Action/details as above, when applicable.
23	<p>There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.</p> <p>Within primary schools Head Teachers have the discretion to decide whether relevant for staff to wear face coverings dependent on local circumstances and the design of the school building.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If needed, this will be built into the start of the day procedures and reflect government guidance at all times. Majority of pupils will be brought by parents/carers and dropped off (see 15 above) so the adult can remove the face covering. A very small minority of pupils arrive wearing face coverings, which is a parental preference. They all remove their face covering as they enter the school site. Some parents choose to wear face coverings, this is at their discretion and they are able to wear them on site if they wish. On the rare occasion that tasks require staff to work in close proximity with each other, they are expected to wear a face covering for the duration. There continues to be no requirement that primary aged pupils should wear face coverings whilst in school. There is an explicit expectation that staff will keep 2m+ away from each other, but where working circumstances do not allow for this, face coverings must be worn by all concerned. School has a large supply of face coverings for staff use, if so wished. Action/details as outlined above for January 2021 partial opening. Staff will be given a reminder of expectations before school reopens fully in March 2021.</p>

Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
24	<p>Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>Close face to face contact should be avoided and the time spent within 1m of anyone, should be minimised.</p> <ul style="list-style-type: none"> - Teaching staff, including Teaching Assistants, in primary/ special schools, should limit working across bubbles, wherever possible. Although it is recognised that this may not be possible to enable the full educational offer. - SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils will sit facing forwards, side by side. This arrangement can still allow for pupils to be grouped next to each other to facilitate the differentiation of teaching, learning and support.</p> <p>Still current/relevant and in place.</p> <p>Teachers only work with one class bubble. TAs working across bubbles is limited, but this is not always possible if it were to negatively impact on the full educational offer and/or support (eg lunchtime supervision and PPA cover)</p> <p>To ensure continuity and leadership capacity, senior SLT do not work with class bubbles and ensure they keep their distance from each other and other staff; SLT meetings are now on zoom.</p> <p>As above, also see point 23 for control measures in place for social distancing. There is a maximum of 10 pupils only per bubble which greatly supports well-spaced out classrooms.</p> <p>Action/details as outlined above for September 2020 full opening + November 2020 review, still in place and relevant.</p>
25	<p>Reduced movement around school-</p> <p><i>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.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The following procedures will be in place: zoned areas of the playground to allow for more than one year group to play out, but kept separate, use of back pitches (potentially three year groups can be out, but one pitch > one year group) more lining up of year groups at start of the day, after play times, being led in by an adult, one year group at a time. Staggered lunchtimes.</p> <p>Increase of staff supervision at transition times (sentry duty + use of walkie talkies) Written procedures will identify staff on duty and location.</p> <p>At dinner times support staff will clean surfaces – already part of their job role.</p> <p>Still current/relevant and working very successfully.</p> <p>Three bubbles each based within a separate part of the school with designated routes around the building (only the EYFS bubble uses a corridor).</p> <p>See control measures as outlined within points 13, 14, 15 and 17.</p> <p>Action/details as outlined above for September 2020 full opening + November 2020 review, still in place and relevant.</p>

26	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The school already has had a 'no physical contact' policy in place for many years, This will continue to be maintained particularly at the start of the school year when behaviour expectations and standards are regularly revisited.</p> <p>Pupils will be reminded to give each other space in order to reinforce the understanding that an appropriate distance should be maintained.</p> <p>This will not be as achievable for younger pupils, especially in the EYFS where close working is an expected part of the curriculum, so the correct balance needs to be struck where staff do not become fixated on trying to keep pupils apart and recognise this could be counterproductive and damaging to pupils' natural development.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully.</p> <p>Action/details as outlined above, still in place and relevant.</p>
27	<p>Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group.</p> <p>Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider;</p> <p>for Primary EYFS & KS1/ KS2 ,</p> <p>for Secondary KS3/ KS4/ 6th Form.</p> <p>Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Class bubbles will be kept separate.</p> <p>Staggered lunchtimes and space in the main hall (clear 'no man's land' between each area) will allow for two class bubbles to eat at the same time but to be kept separate. This will still allow for pupils who bring a packed lunch to eat with their bubble, this will not increase numbers.</p> <p>Staggered arrival of the two bubbles to ensure one bubble has been served and sat down prior to the next bubble being served.</p> <p>Staggered departure of the different bubbles.</p> <p>Each bubble has their own crockery (trays), utensils, cups that are not used by another bubble, unless washed thoroughly.</p> <p>LOs/TAs are assigned to a specific bubble.</p> <p>Kitchen staff wear gloves and visors when serving food.</p> <p>Dining tables and other touch points are thoroughly cleaned prior to the next bubbles using the dining hall.</p> <p>Hall is well ventilated.</p> <p>See point 17 control measure for lunch time arrangements.</p> <p>No joint collective worship whilst an alternative approach is developed using an online platform so assemblies can be broadcast simultaneously to all year groups in their classrooms.</p> <p>Still to be developed.</p> <p>Assembly plan now in place enabling classes and bubbles to explore themes on a daily basis shared through PPTs created for the blended learning approach. Certificates for achievement continue to be awarded each week to nominated pupils in place of the usual whole school celebration assembly.</p>

27 cont'd	Communal gatherings				Action/details as outlined above for September 2020 full opening + November 2020 review, still in place and relevant. Assembly plan now in place enabling classes and bubbles to explore themes on a daily basis shared through PPTs.
28	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is relevant to singing only. In planned staff briefings, the music leader will reinforce that there should be no more than 15 in a group for this activity and pupils should face forwards. Resources have been specifically purchased for musical activities and games that will fulfil this protective measure. Limit of 15 no longer a requirement, singing takes place in whole class bubbles, as long as forward facing and in well ventilated area. The visiting music teachers will follow the school's written protocols for visitors to the school. Pupils who have music tuition will be in their class bubble, there will be no mixed year groups. The visiting music teacher will ensure the instruments used are wiped down with anti bacterial wipes (provided by the school) after each session has finished before a new group use the equipment. Still current/relevant and working very successfully. Music planning now in place enabling classes and bubbles to be taught subject matter suitable for the blended learning approach. When singing takes place in school it is confined to individual bubbles in their designated learning space. Visiting music teachers currently not attending school but are providing appropriate online music lessons for affected pupils. Action/details as outlined above for September 2020 full opening.
29	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The school has an excellent physical education offer and a separate sports hall and three all-weather pitches, enabling the regular use of wide outdoor spaces. Classes will be in bubbles for PE – as is usual. PE kit will be worn to school on designated PE day. Outdoor sports continue to be prioritised wherever possible. However, as we move into the winter months, it is more likely that some PE sessions will be indoors. Considerations for indoor PE: Indoor PE sessions will take place in a large well ventilated space - windows and doors will be open. Undertake PE activities that use limited equipment, such as dance, yoga, circuits. If equipment is used, this will be kept to a minimum and pupils given their own equipment to use during the lesson.

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Reviewed and updated February 2021 ready for full reopening March 2021

<p>29 <i>cont'd</i></p>	<p>Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.</p>				<p>Equipment will be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses it. The Association for Physical Education have completed detailed PE guidance- link here: https://www.afpe.org.uk/coronavirus-guidance-support Still current/relevant and working very successfully. Action/details as outlined above, still in place and relevant.</p>
<p>30</p>	<p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.</p> <p>It is vitally important that measures to ensure social distancing between staff are robust and monitored to ensure adhered to.</p> <p>Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs.</p> <p>Consider moving one member of office staff to a different location to ensure office work stations 2m apart and to ensure business continuity if there is a confirmed case within Admin staff. If this is not possible due to lack of available space, work stations should be adapted with screens.</p> <p>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.</p> <ul style="list-style-type: none"> - Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation. - Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use). 	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Procedure already in place for June partial reopening of school; this will be adopted and rolled out for full return in September. Policy to be reinforced at planned staff briefings in July and September.</p> <p>Office – 2 staff max; Staffroom – flexible and thoughtful Still current/relevant with regular reminders to staff about expectations. <u>Measures to ensure social distancing between staff:</u> Maximum occupancy of each room has been calculated based on social distancing requirements of 2m, unnecessary tables/ chairs have been removed. Finance officer now works part time from home to support with limiting numbers in the office; one member of office staff works in a different location again to support with limiting numbers when finance officer working in school. Contact with admin staff and access to the main office is strictly limited. Contact is via phone or through the 'glass hatch'. There is 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). Still current/relevant as above and working successfully; reminders given about expectations when necessary. Significantly less staff in school all at the same time means there is much less pressure on available space. Headteacher and deputy headteacher each has their own separate office also separate from the admin team. Contact between these members of staff is strictly limited. Weekly strategic meeting between head and deputy takes place observing 2m+ distance or on zoom. Action/details as outlined above for September 2020 full opening + November 2020 review, still in place and relevant. Staff will be given a reminder of expectations before school reopens fully in March 2021.</p>

31	<p>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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure and risk assessment already in place for June partial reopening of school; this will be expanded upon, adapted and rolled out for full return in September.</p> <p>Still current/relevant with regular reminders to staff about expectations.</p> <p>Still current/relevant with regular reminders to staff about expectations. It is not necessary to have separate kitchen teams as the catering team is made up of just two members of staff (the third is currently at home shielding). The kitchen provides more than adequate space to allow for 2m+ social distancing. Staff members work in and stick to agreed 'zones'.</p> <p>Action/details as outlined above, still in place and relevant.</p>
32	<p>Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.</p> <p>Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure already in place for June partial reopening of school; this will be adopted and rolled out for full return in September.</p> <p>Policy to be reinforced at planned staff briefings in July and September.</p> <p>EYFS kitchen – 1 staff max – hygiene and cleaning! Small arts room for meetings.</p> <p>Still current/relevant and working very successfully.</p> <p>Clear procedure and signage regarding use of confined areas and booking system in place for meeting rooms (max numbers of staff members allowed, sanitation equipment provided, clean before and after use)</p> <p>Still current/relevant and working very successfully.</p> <p>Action/details as outlined above, still in place and relevant.</p>
33	<p>Non Essential repair / contracted works in buildings to be carried outside school hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Procedure already in place for June partial reopening of school; this will be adopted and rolled out for full return in September.</p> <p>Policy to be reinforced at planned staff briefings in July and September.</p> <p>Safer working practices/code of conduct leaflet has been developed and is handed to any contractor to read and adhere to as they enter the site.</p> <p>Still current/relevant.</p> <p>Still current/relevant. Safer working practices/code of conduct leaflet continues to be shared each time a contractor visits school, even if they are regular contractors.</p> <p>Action/details as outlined above, still in place and relevant. Safer working practices/code of conduct leaflet has been reviewed in preparation for March 2021 full reopening.</p>

34	Reduction in lift use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a
35	Staff that assist pupils with AGP.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
36	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Clear, step by step procedure already in place for June partial reopening of school based upon government guidelines and LA model templates; update to procedure always applied when advice changes.</p> <p>Regular updates to the school website advising parents/carers on requirements; clear and specific GM Contact Tracing Hub information also passed on to staff and parents/carers on a case by case basis.</p> <p>As above. Clear and specific procedures as advised by Manchester Test and Trace passed onto staff and parents/carers on a case by case basis.</p> <p>Some staff are participating in the twice weekly testing programme for primary schools.</p> <p>Action/details as outlined above, still in place and relevant.</p>
37	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As above. Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Clear and specific GM Contact Tracing Hub information passed on to staff on a case by case basis.</p> <p>See above control measure point 36.</p> <p>Action/details as outlined above, still in place and relevant.</p>
38	<p>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.</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As above. Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Still current/relevant.</p> <p>School procedures still current/relevant and in line with government/LA guidance.</p> <p>Action/details as outlined above, still in place and relevant.</p>

39	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September. Test kits made available to parents/carers who need supporting. Still current/relevant. Test kits still available. Still current/relevant. Test kits still available. Action/details as outlined above, still in place and relevant.
40	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September. Staff, pupils and families are reminded that they should not attend school, even if they are feeling better, until they receive their test results. If the result is positive, depending on the date symptoms first started and the test date, the person is then advised how much longer they need to self isolate. School procedures still current/relevant and in line with government/LA guidance. Action/details as outlined above, still in place and relevant.
41	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained). Hand hygiene remains one of the key controls to limit the spread of the virus. Ensure regular hand washing/ sanitising continues to remain an integral part of the school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September. There are many handwashing facilities around the school building and some classrooms also have a sink. Soap has been specially manufactured for the school which is anti-bacterial, suitable for sensitive skin and has a moisturising element. Still current/relevant and working very successfully. Hand sanitisers also available throughout school. Still current/relevant and working very successfully. Action/details as outlined above, still in place and relevant.
42	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above. Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September. Regular handwashing will be incorporated into the timetable with additional support for pupils who require it. Each classroom has a clearly designated sanitising station with posters and instructions for effective hygiene. Still current/relevant and working very successfully. Still current/relevant and working very successfully. Action/details as outlined above, still in place and relevant.

43	<p>Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities.</p> <p>Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime.</p> <p>Pupils will be encouraged to clean their hands thoroughly throughout the day</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As above. Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Enhanced cleaning schedule overseen and quality controlled by the school's site manager.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully. Additional cleaning was been introduced in January 2021.</p> <p>Action/details as outlined above, still in place and relevant.</p>
44	<p>Educational Resources;</p> <p>For frequently used resources such as pens and pencils, staff and pupils should have their own items</p> <p>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.</p> <p>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.</p> <p>Outdoor play equipment should be frequently cleaned following use by each group.</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Basic stationery kit will be provided by school and will become child's own.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully.</p> <p>Action/details as outlined above, still in place and relevant.</p>
45	<p>Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, book bags, water bottle Y3 to Y6 books, stationery and mobile phones (where applicable).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This will be monitored and acted upon where required if pupils bring into school more equipment than is necessary.</p> <p>Primary aged pupils do tend to bring less or even no equipment into school.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant, pupils bring in very little equipment.</p> <p>Action/details as outlined above, still in place and relevant.</p>
46	<p>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)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully.</p> <p>Action/details as outlined above, still in place and relevant.</p>

47	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September. Enhanced cleaning schedule overseen and quality controlled by the school's site manager. <i>Still current/relevant and working very successfully.</i> <i>Still current/relevant and working very successfully.</i> <i>Action/details as outlined above, still in place and relevant.</i>
48	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. Ensure all windows and doors are open where safe and appropriate to do so: • 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 (where safe to do so)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September. Fire evacuation procedures have been amended as fire doors will be pinned back. Such doors will be closed by a designated fire marshall in the event of a fire drill, or real fire. The site manager closes all such doors at the end of each day so they are closed overnight. <i>Still current/relevant and working very successfully.</i> <i>All windows and doors are open where safe and appropriate to do so.</i> <i>As we moved into colder weather, parents and staff were advised to ensure their children are dressed appropriately with extra layers under their jumper/fleece.</i> <i>Windows and doors continue to be open where safe and appropriate to do so.</i> <i>Action/details as outlined above, still in place and relevant.</i>
Addition added by the school	Period of quarantine will be observed by any families who return from overseas where no travel corridor is in place as covered by government requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/carers advised on a case by case basis and evidence of flight details requested. <i>As above.</i> <i>Action/details as outlined above, still in place and relevant.</i>

COVID 19- Health and Safety Risk Assessment for September 2020.

Reviewed and updated November 2020.

Reviewed and updated January 2021 due to national lockdown.

Reviewed and updated February 2021 ready for full reopening March 2021

49	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	☒	☐	☐	<p>Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Enhanced cleaning schedule overseen and quality controlled by the school's site manager.</p> <p>Still current/relevant and working very successfully.</p> <p>Additional cleaner in place from January 2021 so that the thorough daily cleaning regime continues to remain robust.</p> <p>Action/details as outlined above, still in place and relevant.</p>
50	<p>Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.</p> <p>Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.</p>	☒	☐	☐	<p>Clear step by step procedure/safer working practices already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Policy to be reinforced at planned staff briefings in July and September.</p> <p>There are posters displayed to remind staff and plenty of cleaning products available for use.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully.</p> <p>Action/details as outlined above, still in place and relevant.</p>
51	<p>Staff should consider the storage of their personal items to ensure they are Covid secure.</p>	☒	☐	☐	<p>Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully.</p> <p>Action/details as outlined above, still in place and relevant.</p>
52	<p>Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.</p>	☒	☐	☐	<p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <p>Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Posters and effective hygiene instructions are displayed.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully.</p> <p>Action/details as outlined above, still in place and relevant.</p>

53	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"/>	<p>Clear step by step procedure/safer working practices already in place from June partial reopening which will be adopted and rolled out for full return in September.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully, as outlined in the school's safer working practices document.</p> <p>Action/details as outlined above, still in place and relevant.</p>
54	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"/>	<p>Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September. Enhanced cleaning schedule overseen and quality controlled by the school's site manager.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully.</p> <p>Action/details as outlined above, still in place and relevant.</p>
55	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September. Copy of safer working practices/code of conduct leaflet is handed to any contractor to read and adhere to as they enter the site.</p> <p>Still current/relevant and working very successfully.</p> <p>Still current/relevant and working very successfully, although where possible contractors attend premises either before 8.45am or after 3.15pm.</p> <p>Action/details as outlined above, still in place and relevant. Safer working practices/code of conduct leaflet has been reviewed in preparation for March 2021 full reopening.</p>

Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
56	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test (as above schools will be provided with a limited number of tests) - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Clear, step by step procedure already in place for June partial reopening of school based upon government guidelines and LA model templates; update to procedure always applied when advice changes, as provided by the LA.</p> <p>The school will liaise with and follow the advice of the relevant health authorities and the contact details are recorded within the school's published procedure.</p> <p>Still current/relevant and working very successfully. Effective lines of communication with the GM Contact Tracing Hub.</p> <p>Still current/relevant and working very successfully. Clear and specific procedures as advised by Manchester Test and Trace are followed and well understood by senior leaders.</p> <p>Safer working practices/code of conduct leaflet has been developed and is handed to any contractor to read and adhere to as they enter the site. This includes the notification that records of visitors will be kept for 21 days (via the school's signing in procedure) and should there be a confirmed COVID-19 case visitors within the 21 day period who are determined to be a close contact of the positive case will be contacted.</p> <p>As above. Still current/relevant.</p> <p>Action/details as outlined above, still in place and relevant.</p>
57	<p>If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Clear, step by step procedure in place.</p> <p>The school will liaise with and follow the advice of the relevant health authorities and the contact details are recorded within the school's published procedure.</p> <p>Plan in place to develop further remote learning offer, using lessons learned from full school closure and partial reopening. Focused priority in school improvement plan.</p> <p>Google Classroom now in place and increasingly in use to support remote learning. 35 laptops ordered from the DfE and 5 dongles from the LA to support families without the necessary hardware and/or connectivity.</p> <p>See control measure point 10 for remote learning arrangements in place.</p> <p>See actions for control measure point 10 for remote learning arrangements in place from 08/03/21.</p>

Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
58	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"/>	<p>Yes fully for September, but will need to be kept under regular review and scrutiny if staff become ill, have to self-isolate etc.</p> <p>Still current/relevant and working very successfully, but has been challenging at times.</p> <p>Staffing rota in place in order to limit contacts whilst also enabling the school to provide face to face education for selected pupils as well as remote learning for pupils at home.</p> <p>Rota takes into account the need to have adequate first aid and safeguarding support on site at all times.</p> <p>Action/details as outlined above for September 2020 full opening.</p>
59	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"/>	<p>Clear step by step procedure already in place from June partial reopening which will be adopted and rolled out for full return in September. Enhanced cleaning schedule overseen and quality controlled by the school's site manager.</p> <p>However, will need to keep staffing levels required under regular review and scrutiny if staff become ill, have to self-isolate etc.</p> <p>Still current/relevant and working very successfully, but has been challenging at times.</p> <p>The small cleaning team, now with an additional staff member, led by the caretaker, continues to be on site for their usual working hours so that the thorough cleaning regime remains robust.</p> <p>Action/details as outlined above, still in place and relevant.</p>
60	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm.</p> <p>Posters displayed around school show trained first aiders. First aiders were made aware of the updated HSE advice (link was emailed) on 13/07/20.</p> <p>Still current/relevant and working very successfully.</p> <p>See control measure point 58.</p> <p>See actions for control measure point 58.</p>
61	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"/>	<p>Published fire evacuation procedures are in place, which indicates staff required for specific roles.</p> <p>Still current/relevant.</p> <p>Still current/relevant.</p> <p>Action/details as outlined above, still in place and relevant.</p>

Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
62	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 in place as per the previous risk assessment undertaken ready for partial reopening in June. All monitoring overseen by site manager, whether undertaken by him or a scheduled contractor. <i>Still current/relevant and working very successfully.</i> <i>Still current/relevant; the school is compliant in all statutory testing/checking.</i> <i>Action/details as outlined above, still in place and relevant.</i>
63	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear step by step procedure already in place and overseen by the site manager and office manager. <i>Still current/relevant and working very successfully.</i> <i>Still current/relevant and working very successfully.</i> <i>The school's response to attending to repairs and maintenance matters in-house has improved significantly since the appointment of a new highly skilled site manager in June 2020.</i> <i>Action/details as outlined above, still in place and relevant.</i>

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

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COVID 19- Health and Safety Risk Assessment for September 2020.

Reviewed and updated November 2020.

Reviewed and updated January 2021 due to national lockdown.

Reviewed and updated February 2021 ready for full reopening March 2021

Completed by Head Teacher & Approved by Chair of Governors	Full governing body meeting 15/07/2020	Date of Approval	15/07/2020
Date shared with all staff including the H&S representative	15/07/2020 – shared by email 17/07/2020 – for discussion in staff briefings		
Updates/reviews completed by Head Teacher	<p>01/11/2020 Shared with staff & governing body via email.</p> <p>18/01/2021 Shared with staff via email. Shared with governors at resources committee meeting 10/02/2021</p> <p>24/02/21 Shared with staff via email. Shared with governors at full governing body meeting 17/03/2021</p>		