



School/ Setting	Armitage C of E Primary School and All Saints Primary School	Date of Assessment	02/03/2021
Assessment Completed By	Senior Leadership Team		

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 arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reminders regularly sent to staff and families that they should not attend school, even if they are feeling better, until they receive their test results (across both schools).
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"/>	Reminders regularly sent to staff they should not attend school, even if they are feeling better for 10 days (across both schools).
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"/>	Reminders regularly sent to staff and families that they should not attend school, even if they are feeling better, until they receive their test results (across both schools).
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments reviewed across both schools as appropriate. Any staff newly identified as needing to shield will be working from home.



	assessment template provided by Directorate for Children and Education Services				<p>Across both schools, employees/Employer have completed a written copy of the Individual Risk Assessment copy for any member of staff who has requested this. Staff have been told to follow the government instructions – only leave home for essential travel. Stay at home and work from home wherever possible.</p> <p>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.</p> <p>Any staff living with someone who is CEV can still attend the workplace.</p> <p>CV staff can continue to attend school.</p> <p>Staff to be reminded of characteristics that increase risk and current context in Manchester (across both schools) and in light of the more transmittable variants.</p>
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Via email and/or telephone, across both schools.
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"/>	Identified staff have been provided with a laptop so they can work from home. All information has been provided in a timely manner. Any staff newly identified as needing to shield will be working from home.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reminders regularly sent to families (across both schools).
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"/>	Reminders regularly sent to families (across both schools).
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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"/>	Seesaw in place to support remote learning (across both schools) for pupils/classes required to self-isolate.
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended. In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group. Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Direct and proximity contact information shared with staff (across both schools). Across both schools, class bubbles will be in place. Space dictates that groups smaller than the full class size are unachievable. Across both schools, Extended School provision to be provided within the school hall for mixed groups, but the children will be kept in class bubbles.
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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"/>	Multiple separate entrances to the school site. Each class will enter/leave the school building through their external classroom door. Armitage – children to enter/exit school through 1 of 4 entrance/exit points. They will then enter/exit their classroom through their own external classroom door. All Saints – children to enter/exit school through 1 of 2 entrance/exit points. They will then enter/exit their classroom through their own external classroom door, except for Year 2 and Year 3 who will enter/exit by the fire door next to the Main Office.
14	Increased number of Entrance and Exit Points to the Building (external	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above.



	class room doors should be used where possible).																						
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>Across both schools, signage displayed on site. Information communicated to parents/carers on the school Facebook page and through Parentmail/Parent App. SMT monitoring entrances/exits to ensure protocols are adhered to.</p> <p>Any school staff welcoming/dismissing children at an external classroom door before, during or after the school day must wear a face covering unless medically exempt.</p> <p>All adults entering the school site to drop off/collect children must wear a face covering unless medically exempt.</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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Across both schools, information communicated to parents/carers on the school Facebook page and through Parentmail/Parent App. Office closed – telephone appointments only. Contractors informed.</p> <p>Outside each external classroom door, there will be a 2 metre+ designated area (marked out by cones) to facilitate social distancing. School staff and visitors to school (e.g. parents/carers) must not enter this area. This will ensure that social distancing is maintained.</p> <p>Any external visitors to school (via appointment) are required to wear a face covering in all communal areas unless medically exempt.</p> <p>Any visitors (by appointment) to the School Office must wear a face covering before entering the school building unless medically exempt.</p>																		
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 th Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staggered start/finish times for Key Stages. Staggered break times and lunchtimes for each year group, using a designated area.</p> <p>Across both schools, start and finish times will be as detailed in the table below:</p> <table border="1"> <thead> <tr> <th></th><th>Monday</th><th>Tuesday</th><th>Wednesday</th><th>Thursday</th><th>Friday</th></tr> </thead> <tbody> <tr> <td>Nursery and Reception (EYFS)</td><td colspan="4">Start – 9.15am Finish – 3.15pm</td><td>Start 9.15am Finish 2.15pm</td></tr> <tr> <td>Year 1 and Year 2 (Key Stage 1)</td><td colspan="4">Start – 9.15am Finish – 3.30pm</td><td>Start 9.15am Finish 2.15pm</td></tr> </tbody> </table>		Monday	Tuesday	Wednesday	Thursday	Friday	Nursery and Reception (EYFS)	Start – 9.15am Finish – 3.15pm				Start 9.15am Finish 2.15pm	Year 1 and Year 2 (Key Stage 1)	Start – 9.15am Finish – 3.30pm				Start 9.15am Finish 2.15pm
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					Year 3, 4, 5 and 6 (Key Stage 2)	Start – 9.30am Finish – 3.45pm	Start 9.30am Finish 2.30pm
<p>Designated times and spaces assigned for each class for break times (both schools).</p> <p>Key Stage 1 and 2 lunches to be eaten in children's own classroom. Designated areas and times for outdoor play at lunch time (both schools). EYFS lunches to be eaten in the Hall (both schools).</p> <p>Each class will have their own box of outdoor play equipment for their use only at break time and lunch time. A rota for use of the fixed play equipment is in place (both schools).</p>							
Travel to and from School (including Public Transport and School Buses)							
18	All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport- see below).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19	Pupils on dedicated school buses should wherever possible: <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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>			



	secure risk assessment has been completed.				
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"/>	Signposted through Parentmail/Parent App and Facebook across both schools.
Face Coverings					
23	<p>Face coverings are required to be worn by all primary school staff (unless medically exempt) in corridors and communal areas.</p> <p>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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Information shared with staff, including information around face covering being more protective than visors across both schools.</p> <p>Any school staff welcoming/dismissing children at an external classroom door before, during or after the school day must wear a face covering unless medically exempt.</p> <p>Face coverings to be worn by Staff in communal areas and corridors.</p> <p>Any external visitors to school (via appointment) are required to wear a face covering in all communal areas unless medically exempt.</p> <p>All adults entering the school site to drop off/collect children must wear a face covering unless medically exempt.</p>
Asymptomatic Testing					
Ref	Control Measure	Y	No	N/A	Actions Taken
24	<p>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;</p> <ul style="list-style-type: none"> Primary school staff should complete twice weekly tests at home. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All schools have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests. Information has been shared with staff and appropriate record keeping is in place.</p> <p>Results are provided to school and the NHS by staff taking LFTs. Appropriate action taken dependent on a result (across both schools).</p>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff in the older primary year groups should continue to maintain 2m from other staff and children where possible. This should be done by marking out an area at the front of the classroom. Due to the size of classrooms, this cannot happen in either school.</p> <p>Across both schools, all pupils will be seated forward facing in a horseshoe shape where possible.</p> <p>Across both schools, Teaching Staff will remain with one class wherever possible. Where a member of staff is working one to one to support children across a range of year groups, these children will be taught separately outside of the classroom.</p> <p>SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff.</p>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Across both schools, staggered start/finish times for Key Stages. Staggered break times and lunch times for each class, using a designated area. Each class will have their own outdoor equipment used only by them. Fixed outdoor equipment e.g. climbing frames, will be used by one class on a rota basis.</p>
27	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"/>	



28	Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6 th Form. Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Kitchen staff have completed a risk assessment through Manchester Fayre and will adhere to this.</p> <p>Across both schools, all lunches to be eaten in classrooms, with the exception of EYFS who will eat in the dining hall – no mixing of groups. Any use of communal dining areas will be on a weekly rota and will be limited to year groups.</p> <p>Across both schools, remote communal gatherings only e.g. via Zoom.</p> <p>Before/ After School Club;</p> <ul style="list-style-type: none"> - Children should as far as possible be kept in a group with children from their class. - Each group will have their own equipment and there should be regular handwashing. - Records will be retained of children within each group. - Children/numbers will be known prior to each session so planning /organising can be completed by club staff.
29	Due to the increased risk of infection in music lessons (singing, 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"/>	<p>Music Mark have completed detailed guidance regarding singing and music lessons- please see link here; https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf</p> <p>Armitage - Woodwind and brass lessons will take place following the latest Government guidance. The peripatetic music teacher will teach in a designated space, teaching small groups of 2 or 3 children who will be 2 metres apart and not facing each other. Instruments, music stands and cases will be cleaned before and after use.</p> <p>Across both schools, classes will have their own box of instruments to use in their class music sessions. Singing will not take place in classrooms due to limited ventilation, and only percussion/stringed instruments will be used as part of the class set.</p>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Across both schools, children will complete PE in their class bubble and it will take place outside wherever possible. Classes will not mix.</p> <p>Indoor PE can take place as long as staff leading the session:-</p> <ul style="list-style-type: none"> - Ensure hall windows and doors are open (where it is safe and appropriate to do so).



					<ul style="list-style-type: none"> - Consider PE activities that use limited equipment, such as dance, yoga, circuits. - If equipment is used, try to keep this to a minimum and pupils are given their own equipment and use only this during the lesson. - Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another class/bubble uses. <p>The Association for Physical Education have completed detailed PE guidance- please see link here:</p> <p>https://www.afpe.org.uk/coronavirus-guidance-support</p>
31	<p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m.</p> <p>SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Measures to ensure social distancing between staff:</p> <ul style="list-style-type: none"> - Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs. (Armitage - Staffroom 10 staff maximum and 4 staff in the PPA room). - If the staffroom reaches full occupancy, the old community room can be used for staff to have their lunch in (8 staff for full occupancy - Armitage). No additional room needed at All Saints due to smaller numbers of staff. - All office workstations are 2m apart to ensure business continuity if there is a confirmed case within Admin staff. Screens used where appropriate. - Contact with Admin staff is limited. Staff, including members of SLT limit access with the school office and Admin staff wherever possible. If possible contact should be via phone or on-line. - If staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn, car windows are open to ensure appropriate ventilation, a maximum of 2 people, one in the front and one in the back. Even with these measures in place, staff to be made aware that they would still be considered as a close contact in these circumstances. - 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). - Face coverings to be worn by Staff in communal areas and corridors. <p>Across both schools, staggered lunch times for staff. These will be based around the staggered times in place for the children.</p>
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Across both schools, Manchester Fayre to ensure advice/PPE, etc. is provided as appropriate. Menus/Food preparation will reflect the latest guidance in terms of social distancing in the kitchen.</p>



	Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) .				Kitchen staff have completed a risk assessment through Manchester Fayre and will adhere to this.
33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 - across both schools).
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
36	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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
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					Details / Further Information
37	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families regularly reminded (letter, Facebook, website, Parentmail/Parent App, telephone and email) that they should not attend school, even if they are feeling better, until they receive their test results (across both schools).
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Across both schools, additional hand-hygiene facilities in every room that is being used by a class, including the staffroom, main office and foyer.
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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Across both schools, information relayed regularly throughout the day as well as on signage.



	Small children and children with complex needs should continue to be helped to wash their hands properly.				
44	<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"/>	
45	<p>Educational Resources;</p> <ul style="list-style-type: none"> - For frequently used resources such as pens and pencils, staff and pupils should have their own items - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. - Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Outdoor play equipment should be frequently cleaned following use by each group. - Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Across both schools, each class will have their own outdoor equipment used only by them.</p> <p>Across both schools, laptops will be used by classes on rota system.</p> <p>Children will have their own pack of resources e.g. pen, pencil, etc. where possible.</p>



46	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children and mobile phones. Based on information obtained from communication with parents/carers, only children who need a phone (as evidenced by parents/carers) will be allowed to bring one in. Storage arrangements in place.
47	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure all windows and doors are open where safe and appropriate to do so. As it is now winter/spring, parents and staff have been advised to ensure children are dressed appropriately, jumpers, fleeces etc.
49	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure all windows and doors are open where safe and appropriate to do so. As it is now winter/spring, parents and staff have been advised to ensure children are dressed appropriately, jumpers, fleeces etc.
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: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Across both schools, school/Premier Support to ensure advice/PPE, etc. is provided as appropriate. Site/Cleaning staff available during the school day and after school to ensure all areas that have in use, are cleaned thoroughly.
51	Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Across both schools, all crockery and cutlery to be washed in the dishwasher.



	Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.				
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video
54	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"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



	<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. 				
58	<p>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.</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"/>	
Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm .



62	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) 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"/>	
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Across both schools, Inclusion Manager/SENCo have led on this and have detailed information that is pertinent to each child.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Further Information via: Health and Safety Team
Internal Audit & Risk Management
6th Floor
Town Hall Extension
Health.and.safety@manchester.gov.uk



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

Approved by (Head Teacher/ Chair of Governors)	<i>G.A. Stubbs</i>	Date of Approval	02/03/2021
Date Provided to Unions	02/03/2021	Date when school will be operating and open for ALL pupils.	08/03/2020