



## Schools/Settings COVID 19- Health and Safety Risk Assessment for September 2020 Return.

<b>School/ Setting</b>	Pike Fold Primary School	<b>Date of Assessment</b>	13/07/2020
<b>Assessment Completed By</b>	RFH 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 <a href="#">coronavirus (COVID-19) symptoms</a> should not attend school/ setting. They should self-isolate immediately and <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been given all the information with regards health and symptoms.
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed of this process
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff informed of this process and several have been tested. Evidence of requesting a test has been seen and notification of results also seen



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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 <a href="#">COVID-19: review of disparities in risks and outcomes report</a> . Sample assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completed where necessary-staff aware of individual RA
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"/>	Welfare support in place for those suffering illness over this time. All have been offered counselling as part of the schools wellbeing support.
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"/>	Staff have been given IT to support where needed. Staff are available throughout the day to contact when needed.

### 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 <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should self-isolate immediately and <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information shared with parents
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information shared with parents
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <a href="#">arrange to have a test</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information shared with parents and evidence of a test has been requested
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"/>	Additional home learning books have been purchased for those that have had difficulty with WiFi.We are also using google classroom with the students

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			<p>Throughout school closure children from all key stages have been given the opportunity to continue with their learning using the platforms they are familiar with:</p> <p>Education City - Children in Nursery, Reception, Year 1 and Year 2 have access to lots of online activities covering a variety of subjects.</p> <p>Purple Mash – Children from all key stages can access a set of teacher led activities</p> <p>Spelling Shed - Spelling games with spelling lists set by the teacher</p> <p>Mathletics - Children from Year 2 - Year 6 can access the games to reinforce learning that has taken place in the classrooms</p> <p>Times Table Rockstars - Children from Year 1 - Year 6 can access times tables practice via online games</p> <p>Cracking Comprehension - Children from Year 1 - Year 6 can practice their comprehension skills</p> <p>Monster SATs - Year 6 children can access practice papers and online games.</p> <p>SPAG.com - Children from Year 2 - 6 can access punctuation and grammar tests</p> <p>eBooks - Children from Reception - Year 6 can access Primary eBooks NOW or try accessing the SORA app (downloadable from Google Play or the App store) for a large number of titles for you to access from any device</p> <p>The children have also been directed to:</p> <p>Oak National Academy and BBC Bitesize Daily</p> <p>For those children who may not have access to the Internet or a device workbooks were also sent home for all year groups.</p>
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					<p>E.g. CGP Times Tables, CGP SpaG, CGP Reasoning, CGP Comprehension</p> <p>The school website is being updated regularly containing links to resources:  <a href="https://www.pikefold.manchester.sch.uk/page/home-learning/64030">https://www.pikefold.manchester.sch.uk/page/home-learning/64030</a></p> <p>A parent information page has been developed giving information with regards to routines and supporting emotional health:  <a href="https://www.pikefold.manchester.sch.uk/page/covid-19---parent-updates/67488">https://www.pikefold.manchester.sch.uk/page/covid-19---parent-updates/67488</a></p> <p>We are sending a weekly newsletter home with any new resources that are being discovered as well as celebrating the work being completed at home:  <a href="https://www.pikefold.manchester.sch.uk/page/home-learning-newsletter/67601">https://www.pikefold.manchester.sch.uk/page/home-learning-newsletter/67601</a></p>
11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>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> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Due to lack of space, the classroom bubble will need to be of 30 pupils. Wider bubbles will be needed for over the lunch period where the year group bubbles will combine i.e. 2x year 3=60 children. Social distancing will be followed where possible.</p> <p>Where social distancing is more difficult-Younger children in Rec-Y2 will remain in their classroom to eat and a picnic lunch will be prepared by our kitchen.</p> <p>Children may mix for wrap around care in our ASC, but numbers will be limited and children will still be expected to Social Distance</p>



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"/>	Sent to staff parents and governors

## 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"/>	Staggered start and end times for individual children and siblings. I.e. Siblings 8:50-9:05 individual 9:15-9:30- spread over two entrance and the same at home time. Siblings/childminders-3:00-3:15 Individuals 3:30-3:45. Ensuring none of the school day is compromised
14	Increased number of Entrance and Exit Points to the Building (external classroom doors should be used where possible).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not possible due to design of building-same doors are used as normal
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"/>	This is the same practice as pre shut down so parents are already familiar. The guidance has been repeated in a letter to parents and will be placed on our school website. No parents on the school playground 
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"/>	Same system in place as prior to close down. Parents informed and will be given additional information on the website No access to parents-communication via email or telephone and teachers will ring back. Visitors unless booked in will not be permitted. Non-essential visitors have been postponed.
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;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Same procedures during lockdown to support our parents understanding Siblings 8:50-9:05

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	for <b>Primary</b> EYFS & KS1/ KS2, for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> 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.				Individual 9:15-9:30- spread over two entrance and the same at home time. Siblings/childminders-3:00-3:15 Individuals 3:30-3:45.
<b>Travel to and from School (including Public Transport and School Buses)</b>					
<b>18</b>	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"/>	Shared on website
<b>19</b>	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> <li>- Sit together in their year groups,</li> <li>- Ensure hands are sanitised on boarding/ disembarking</li> <li>- 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.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>20</b>	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"/>	
<b>21</b>	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"/>	
<b>22</b>	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey sent out each year so this data will be used and also a survey on the website for families to update? As School is on a main road congestion is not a major concern is parking is adhered to.



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	commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.				
23	Families and pupils that have no alternative to use wider public transport are referred to the <a href="#">safer travel guidance for passengers</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
24	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents informed of the use of wearing face masks on your journey to school
<b>Physical / Social Distancing in the Building</b>					
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"/>	Classrooms are set up with all pupils facing the front and a teacher designated 2m box 
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Breaktimes staggered so that classes do not mix on corridors. Allocated toilets ensure a bottleneck of pupils will not occur


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	and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.				
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"/>	<p>All children informed through the use of posters throughout the school</p> 
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 <b>Primary</b> EYFS & KS1/ KS2 , for <b>Secondary</b> KS3/ KS4/ 6 <sup>th</sup> 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>Class bubbles in the hall from Y3-6 staggered times- PE Hall to also be used for year group of 60.</p> <p>Younger children will all have a picnic lunch in their classrooms.</p>
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 checked="" type="checkbox"/>	<p>Music lessons that involve (singing, playing wind or brass instruments), will be blocked later in the year. Recorders will also start later in the year. Pupils will stick to Ukulele for the autumn term. Each pupil has their own</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>Groups of 30 for PE outdoor pace is adequate to hold all necessary pupils</p>
31	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staggered lunches for all staff enabling them to adhere to 2m distancing. Lunches for all staff start at 11:30-1:30</p>





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32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen staff keep a distance of 2m only 2 staff working in the kitchen to maximise space.
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"/>	Signs on doors with maximum capacity stated. 
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No visitors allowed in the building unless essential work is to take place and RA is carried out.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift not in use-Usual conditional apply
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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- Markings on all floor areas.
- Posters on corridors and classrooms
- Rules sent to parents to support reinforcement in school
- Pupils escorted along corridors
- Toilet visits supervised to reduce a bottleneck of pupils
- Zoned teacher space provided in classrooms
- Coats /baggage areas not used. Children take all belongings to their work station
- Markings on the floor
- Colour bubble toilet use



Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
37	Staff and/or pupils who are experiencing <a href="#">coronavirus (COVID-19) symptoms</a> , should not attend school/ setting. They should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information shared with parents on website and class dojo
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <a href="#">arrange to have a test</a> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff informed of procedures
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 facemask. 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"/>	All staff aware through staff, meeting and school guidance. Allocated room for children who feel unwell. Guidance is also placed in that room.
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"/>	Information shared with parents

41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information shared with parents on website and class dojo
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"/>	Guidelines in place for all pupils entering and exiting the building and when using the facilities. EYFS have portable sinks to use for outdoor play
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guidelines in place for all pupils entering and exiting the building and when using the facilities. 
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our colour bubble system has worked very well this will continue. As children's toilets are very compacted we do not wish for pupils to be congregating around sinks. This measure has been proven to be safe and well monitored. Toilets cleaned at regular intervals throughout the day. 
45	Educational Resources;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.Own equipment allocated



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	<ul style="list-style-type: none"> <li>- For frequently used resources such as pens and pencils, staff and pupils should have their own items</li> <li>- 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.</li> <li>- 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.</li> <li>- Outdoor play equipment should be frequently cleaned following use by each group.</li> <li>- 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.</li> </ul>				<p>Books used are to be looked at under the visualiser, all others to be quarantined for 72 hours.</p> <p>Cleaning of equipment will take place before and after the school day</p> <p>School policy is that books are not taken home due to GDPR.</p>
<b>46</b>	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).				Parents and children informed of this via letter
<b>47</b>	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"/>	Posters around school. New bins with lids have been purchased
<b>48</b>	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New bins with lids have been purchased
<b>49</b>	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"/>	All staff notified with regards ventilation and keeping doors and windows open



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50	<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"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> <li>• Shared resources</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All areas in school have disinfectant spray and cloths. Areas cleaned before during and after the school day
51	<p>Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff room has disinfectant sprays which staff use before and after eating. Staffroom cleaned either start of day or end of day by site management team.
52	<p>Staff should consider the storage of their personal items to ensure they are Covid secure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff aware of guidelines and store their personal belongings securely and safely
53	<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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a>
54	<p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All office staff have been informed of the protective measures
55	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilets stock checked before start of day and at the end of the day. New monitoring charts to be displayed when inspected.
56	<p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety RA shared prior to arranged visits

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



Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	<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"> <li>- Those with symptoms book a test (as above schools will be provided with a limited number of tests)</li> <li>- Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case).</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Shared with parents and staff on website and class dojo.</p> <p>Colour bubbles allow for track and trace within the school system. In addition, a tight regime of the class timetable and supervision of adults will help.</p>

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	<ul style="list-style-type: none"> <li>- Public Health will then work with school to determine actions to be taken.</li> <li>- School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups.</li> <li>- School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.</li> </ul>				
<b>58</b>	<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"/>	Staff have now had training on google classroom as well as all the previous home learning packages that are available to our children
<b>Key Roles and Responsibilities</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>59</b>	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"/>	Head is currently main key holder due to staff absence
<b>60</b>	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"/>	Additional cleaners Inc. SLT and LOs to help sanitise throughout the school day
<b>61</b>	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"/>	<a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a> . 22 staff first aid trained
<b>62</b>	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"/>	All staff with the exception of 3 are working in school.





<b>Statutory Premises Compliance and Maintenance</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
<b>63</b>	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>64</b>	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reported to SBM or site team

**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	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has already taken place for our RP pupils and 1:1 pupils. Social stories have been created
66	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"/>	Our RP children will themselves create one bubble to reduce contamination throughout school.
67	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



**Schools/Settings COVID 19- Health and Safety Risk Assessment for  
September 2020 Return.**

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

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

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

<b>Completed by Head Teacher &amp; Approved by Chair of Governors</b>	R Farnell-Hill  Governor approval – August 2020	<b>Date of Approval</b>	20/08/2020
<b>Date shared with all staff included the H&amp;S representative</b>	01/09/2020	<b>Date when school will be open and operating for ALL pupils.</b>	3rd September Nursery Phased return over a number of weeks due to design of the room