

Covid-19 Health and Safety Risk Assessment and Outbreak Plan September 2021



School/ Setting	Templemoor Infant and Nursery School	Date of Assessment	1 st September 2021
Assessment Completed By	Headteacher/ Deputy 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 parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable (CEV) should currently attend their place of work if they cannot work from home. An individual risk assessment will be done by the school for staff who are classed as CEV.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who are considered to be clinically extremely vulnerable (CEV) are permitted to work in school. CEV individuals are those identified through a letter from the NHS or a specialist doctor. It is staff's responsibility to provide evidence of this. Staff who are identified as CEV should follow published guidance. Individual risk assessments will be completed and updated regularly for staff who are classed as CEV. School to continue to follow all national and local public health advice.
02	All employees must NOT attend school if they have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from school for 10 days from the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is the law that you must immediately self-isolate if: <ul style="list-style-type: none"> You have one or more Covid-19 symptoms. You have had a positive test (LFD or PCR). You are told by Test and Trace to self-isolate.

	<p>after the start of their symptoms or their positive test date.</p> <p>If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</p> <p>Information on getting a test is available at: Coronavirus (Covid-19): getting tested - GOV.UK (www.gov.uk)</p> <p>Up to date information on the mass asymptomatic testing can be found at the link below: Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</p> <p>Also refer to the additional Trafford Public Health Guidelines.</p>			<p>You must not attend school and must not go to a GP surgery, pharmacy or hospital. However, if you are feeling unwell it is still important to get medical help if you need it. To get accurate health information use the NHS website or contact your GP either online or via telephone. If you need urgent medical help, use the regular NHS 111 online service. Call 111 if you cannot get help. For life threatening emergencies call 999.</p> <p>There are several other symptoms linked with Covid-19. These other symptoms may have another cause and are not on their own a reason to have a Covid-19 test. If you are concerned about your symptoms, seek medical advice.</p> <p><u>SYMPTOMATIC AT HOME</u></p> <p>If a staff member becomes symptomatic at home they should arrange to have a PCR test immediately and follow the '<u>Stay at Home Guidance</u>'</p> <ul style="list-style-type: none"> • Staff member must notify the Headteacher/ Deputy Headteacher/ SBM of their absence by phone. It is the staff members' responsibility to keep the school informed. • School should record and keep minimum dataset. Reason for absence, date of onset of symptoms, symptoms, contacts etc (see separate guidance information sheet). • Direct to <u>Stay at home</u> guidance. The person with symptoms should isolate for 10 days starting from the first day of their symptoms. The 10-day period starts from the day when the member of staff became ill. • If other members of the household are fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if you display symptoms of Covid-19. • Advise that the staff member books a test via https://www.gov.uk/get-coronavirus-test. If staff cannot get a test they will be issued with a school testing kit.
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					<ul style="list-style-type: none"> Any member of staff who is contacted by Test and Trace and advised to self-isolate must inform the school. <p><u>SYMPTOMATIC AT WORK</u></p> <p>All staff who develop Covid-19 symptoms whilst at work will:</p> <ul style="list-style-type: none"> Be sent home immediately, begin a 10-day isolation period and book a PCR test. If awaiting pick-up, staff member will be isolated in either a separate sheltered, private outdoor area in the playground (the area outside of the girl's outdoor toilet) or inside in the old staffroom. If a distance of more than 2m cannot be maintained, then full PPE must be worn by staff member who is supervising. These can be found in the Trafford PPE Micropack in First Aid Cupboard in staffroom). If other members of the household are fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if you display symptoms of Covid-19. Close contacts will be identified via NHS Test and Trace and education settings are not required to undertake contact tracing. <p>When a person displaying symptoms has left the site:</p> <ul style="list-style-type: none"> Any member of staff who has helped someone who was unwell does not need to go home unless they develop symptoms themselves or the staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Core areas that those staff or pupils have been in will be cleaned with Trafford supplied cleaners/ disinfectants. A separate sanitary facility (staff toilet) will be provided for individuals who display symptoms. These facilities will
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					<p>be cleaned and disinfected using Trafford approved cleaning products.</p> <ul style="list-style-type: none"> • The school must record and keep the details of the incident in case it is needed for future case or outbreak management. <p>If the staff member tests negative, the staff member can return to work as soon as they are well. Under no circumstance must staff return to school if they are still feeling unwell.</p> <p><u>TESTING POSITIVE FOR COVID-19</u> Any employee who tests positive for Covid-19 (either through an LFD or PCR test) must inform a member of the Senior Leadership Team. School must contact the local health protection team via Covidtrace@trafford.gov.uk. to inform them of this along with the NHS Self-Isolation Service Hub on 020 3743 6715.</p> <p>An employee who has a positive test result should stay at home and self-isolate immediately for 10 days starting from the first day of their symptoms/ test result (if asymptomatic).</p> <p>If the employee has a positive LFD test, then a subsequent PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the member of staff can return to school, as long as the individual doesn't have Covid-19 symptoms.</p> <p>People fully vaccinated or under 18 will not need to self-isolate after contact with someone who has Covid-19. All close contacts identified by NHS Track and Trace will be advised to take a PCR test. Individuals identified as close contacts will not need to self-isolate while they are awaiting the results of their test. They will need to self-isolate if the PCR test is positive, or if they develop Covid symptoms.</p>
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				<p><u>REPORTING CASES</u></p> <p>Where an education setting becomes aware of a case via PCR or LFD test, they are asked to send the details to covidtrace@trafford.gov.uk and should indicate if they require additional support.</p> <p>The setting's role as a workplace is to have a duty of care to staff. Therefore, settings are required to follow the NHS Test and Trace workplace guidance. Settings should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive.</p> <p>Settings may exercise their own judgement and where a case has been identified in the setting, the setting may utilise a 'warn and inform' letter to staff, to parents/ carers with children in an affected class, year group or wider setting community. A template for a 'warn and inform' letter has been provided by Trafford Public Health.</p> <p>Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing. In exceptional circumstances, education and childcare settings may be contacted by NHS Track and Trace if deemed necessary by local health protection teams in response to a local outbreak</p> <p>If staff or parents contact the setting to request contact details for staff or other parents after receiving a phone call from NHS Test and Trace Service, the setting must not release these contact details, as this would be a breach of data protection regulation.</p> <p><u>UNVACCINATED STAFF</u></p> <p>If staff are not fully vaccinated, they must self-isolate immediately if someone in their household/support bubble</p>
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					becomes symptomatic or if they have been identified as a close contact in school via NHS Test and Trace.
03	The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to maintain regular text, phone calls to support employees who are self-isolating. Virtual meetings via Google Meet/ Zoom. All staff have been given details of how to access support for their mental health/ counselling services. Staff well-being display board in staffroom to promote and share this information.
04	The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been provided with a copy of 'Homeworking Guidance'. Appendix 1 of the Guidance has been signed and returned to a member of the SLT. All staff are fully aware of their work schedule if working from home. Lap tops and other resources will be provided where necessary. If required to work from home, staff are responsible for making sure that they take devices home with them. Staff are also responsible for making sure that any apps needed to facilitate remote learning are installed on devices. Where staff are having difficulties with working from home, they are encouraged to contact a member of the SLT.
05	The school will hold an up-to-date list of anyone aged 18 years and 6 months who have been double vaccinated for business continuity reasons.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Vaccination is a control measure against Covid-19 so staff will be asked to confirm that they are fully vaccinated. This information will assist in the risk assessment for outbreak management plans. If someone you live with has symptoms of Covid-19, or has tested positive for Covid-19, staff will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> • you're fully vaccinated - this means 14 days have passed since your final dose of a Covid-19 vaccine given by the NHS • you're under 18 years, 6 months old • you're taking part or have taken part in a Covid-19 vaccine trial • you're not able to get vaccinated for medical reasons <p>Even if you do not have symptoms, you should still:</p>

					<ul style="list-style-type: none"> • get a PCR test on GOV.UK to check if you have Covid-19 • follow advice on how to avoid catching and spreading Covid-19 • consider limiting contact with people who are at higher risk from Covid-19
06	Rapid testing using Lateral Flow Devices (LFD)s will help to identify employees who are asymptomatic.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A Lateral Flow Testing risk assessment is in place for the provision, supply and storage of home Lateral Flow Device Tests.</p> <p>School staff should complete twice weekly tests at home (this is optional).</p> <p>The need for regular asymptomatic testing will be reviewed by the government at the end of September.</p>

Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils must attend school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All CEV pupils must attend school unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</p> <p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p>
08	<p>All pupils who have Covid-19 symptoms, no matter how mild, must not attend school until they can be tested. They are required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, the pupil can return to school.</p> <p>If positive, they must follow the Stay at Home Guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All parents/ carers will be informed that:</p> <p>It is the law that their child must immediately self-isolate if:</p> <ul style="list-style-type: none"> • They have one or more Covid-19 symptoms. • They have had a positive test (LFD or PCR). • They are told by Test and Trace to self-isolate.

	<p>Pupils aged under 18 years, 6 months are not required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with Covid-19. They should take a PCR test either visiting a test site or ordering one online. They do not need to isolate whilst awaiting their results.</p>				<p>Children must not attend school and must not go to a GP surgery, pharmacy or hospital. However, if your child is feeling unwell it is still important to get medical help if you need it. To get accurate health information use the <u>NHS website</u> or contact your GP either online or via telephone. If you need urgent medical help, use the regular <u>NHS 111</u> online service. Call 111 if you cannot get help. For life threatening emergencies call 999.</p> <p>There are several other symptoms linked with Covid-19. These other symptoms may have another cause and are not on their own a reason to have a Covid-19 test. If you are concerned about your child's symptoms, seek medical advice.</p> <p><u>SYMPTOMATIC AT HOME</u></p> <p>If a child becomes symptomatic at home a parent/carer should arrange for their child to have a PCR test as soon as possible (via https://www.gov.uk/get-coronavirus-test) and follow the '<u>Stay at Home Guidance</u>'.</p> <ul style="list-style-type: none"> • Parent/carer must notify the school of their child's absence by email and telephone. • School should record and keep minimum dataset (see separate guidance information sheet). • Direct to <u>Stay at home</u> guidance. The child should isolate for 10 days starting from the first day of their symptoms. The 10-day period starts from the day when the child became ill. • If other members of the household are fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if the child displays symptoms of Covid-19. • Parents/carers of any child who is contacted by Test and Trace and advised to self-isolate must inform the school. <p><u>SYMPTOMATIC AT SCHOOL</u></p> <p>If a child becomes unwell at school with a new continuous cough, a high temperature or a loss of or change in their</p>
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					<p>normal sense of taste or smell they must be sent home as soon as possible. The class teacher will inform a member of the SLT/ office team.</p> <p>All pupils who develop Covid-19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> • Be sent home immediately, begin a 10-day isolation period and their parent/ carer will be required to book a PCR test. • While awaiting pick-up, child will be isolated in either a separate sheltered, private outdoor area in the playground (the area outside of the girl's outdoor toilet) or inside in the old staffroom. If a distance of more than 2m cannot be maintained, then full PPE must be worn by staff member who is supervising. These can be found in the Trafford PPE Micropack in First Aid Cupboard in staffroom). • If other members of your household are fully vaccinated or aged under 18 years and 6 months they will not be required to self-isolate if a child display symptoms of Covid-19. • Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing. <p>When a child displaying symptoms has left the site:</p> <ul style="list-style-type: none"> • Any member of staff who has helped the child who was unwell does not need to go home unless they develop symptoms themselves or the staff member subsequently tests positive. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Core areas that those staff or pupils have been in will be cleaned with Trafford supplied cleaners/ disinfectants. • A separate sanitary facility (girls' outdoor toilet/ staff toilet) will be provided for individuals who display symptoms. These facilities will be cleaned and disinfected using Trafford approved cleaning products.
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				<ul style="list-style-type: none"> The school must record and keep the details of the incident in case it is needed for future case or outbreak management. <p>If the child tests negative, the child can return to school as soon as they are well and no longer have symptoms of coronavirus. Under no circumstance must a child return to school if they are still feeling unwell.</p> <p><u>TESTING POSITIVE FOR COVID-19</u></p> <p>The parent/carer of a child who tests positive for Covid-19 must inform the school immediately. School must contact the local health protection team via Covidtrace@trafford.gov.uk. to inform them of this.</p> <p>A child who has a positive test result should stay at home and self-isolate immediately for 10 days starting from the first day of their symptoms.</p> <p>People fully vaccinated or under 18 will not need to self-isolate after close contact with someone who has Covid-19. They will still need to take a PCR test and self-isolate if it's positive, or if they have symptoms.</p> <p>Close contacts will be identified via NHS Test and Trace and education settings are not required to undertake contact tracing.</p> <p><u>REPORTING CASES</u></p> <p>Where an education setting becomes aware of a case via PCR or LFD test, they are asked to send the details to covidtrace@trafford.gov.uk and should indicate if they require additional support.</p> <p>Settings may exercise their own judgement and where a case has been identified in the setting, the setting may utilise a 'warn and inform' letter to staff, to parents/ carers with</p>
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					<p>children in an affected class, year group or wider setting community. A template for a 'warn and inform' letter has been provided by Trafford Public Health.</p> <p>Close contacts will be identified via NHS Test and Trace and education settings are not expected to undertake contact tracing. In exceptional circumstances, education and childcare settings may be contacted by NHS Track and Trace if deemed necessary by local health protection teams in response to a local outbreak</p> <p>If parents contact the setting to request contact details for staff or other parents after receiving a phone call from NHS Test and Trace Service, the setting must not release these contact details, as this would be a breach of data protection regulation.</p>
09	Where a pupil is unable to attend their school because they are complying with clinical or public health advice, access to remote education will be provided. Schools should monitor engagement with this activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Remote Plan has been written, distributed to parents and is available to view on the school website. School will have remote learning ready via a google site Remote Learning Platform, that can be accessed via the school website. Class teacher to organise all learning. In case of teacher's illness, SLT will organise. Learning will follow on previous units to maintain learning sequence. Coverage of the National Curriculum for their year group in core and Foundation subjects. All pupils will have access to pre-recorded lesson inputs - including teacher produced inputs, Read, Write, Inc Phonics virtual classroom, White Rose Maths, I Moves, Oak Academy and BBC Bitesize daily lessons. School to monitor the child's engagement with their work via the Seesaw app. Staff will keep in regular contact with families (via telephone and Zoom) to ensure children are accessing learning. Reading, phonic and library books will be permitted to be changed following Covid-secure protocols.</p>

Social Distancing

10	<p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>Schools should make sure their outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>For the vast majority of the time, children will continue to remain within their class and year group. For phonics, breaktimes, lunchtimes, assemblies etc, children will be permitted to mix.</p> <p>The school's outbreak management plan covers the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. School to continue to follow Public Health recommendations. Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.</p>
11	<p>Although social distancing is no longer a legal requirement for staff and pupils, Head Teachers have a legal duty to ensure the health and safety of their staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We will continue to:</p> <ul style="list-style-type: none"> • Stagger the use and limit the occupancy of the staffroom (to 4 people). Staffroom is permitted to be used for breaks, lunchtimes, PPA, but must be timetabled for use by staff. • Main school office to be staffed by max 1 person only. • Staffroom pods to be used by max 1 person only. All desks and equipment in a pod must be cleaned with detergent once used. • Heads Office to be used by max two people at a time. Masks must be used if meeting within these areas. • Deputy Heads office to be used by max two people at a time. Masks must be used if meeting within these areas. • Hold staff meetings/ SLT meetings in a classroom or outdoors. • Encourage staff to avoid car-sharing where possible. • Staff to enter building via classroom doors/ main entrance and sanitise or wash hands on entering the building. • Staff continue to bring their own cup and cutlery. • Staff to store all personal items in their own work areas.

					<ul style="list-style-type: none"> Children to enter building via the doors that go directly into their groups' areas (external classroom doors), hand sanitise on entering the building. <p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff - e.g. limited use of staffroom, online meetings.</p>
12	Timings of the school day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parent and staff protocol issued with details of entrance and exit points. Gate systems currently in use are maintained. The back gate near the Reception classrooms will not be used at this time.</p> <p>Timings of the school day will be as follows:</p> <p>Start time Nursery: From 8:30am Start time Reception and KS1: 8:50am to 9am</p> <p>End time Nursery: 3:20pm End time Reception and KS1: 3:05pm to 3:15pm</p> <p>Parents must be prompt on drop off and pick up. Late arrivals to go to the main entrance, where a member of staff will take the child to their external classroom door.</p> <p>Although social distancing is no longer a legal requirement, parents are encouraged to keep moving rather than congregate on the school site. SLT available for families.</p>
13	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Onsite meetings with parents will be by appointment only. Parent assemblies will begin to be re-introduced in the second half of the Autumn Term, following a separate risk assessment.</p>
14	Use of Face Coverings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>From Step 4, face coverings are no longer advised for pupils, staff and visitors. Staff/parents/visitors can wear masks if they wish to in communal areas.</p>

Infection Control, Cleaning and Hygiene Arrangements

15	<p>Staff and pupils who are experiencing symptoms associated with Covid-19 are instructed not to attend the school.</p> <p>They will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to school.</p> <p>If positive, they must follow the Stay at Home Guidance.</p> <p>Staff and parents must fully engage with the NHS Track and Trace process.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff and parents have been informed of current, up-to-date guidance and any changes are communicated immediately. Staff and pupils who are experiencing symptoms associated with Covid-19 are instructed not to attend the school. They will be required to take a PCR test either visiting a test site or ordering one online. If positive, they must follow the Stay at Home Guidance.</p> <p>Negative test means staff/ and or pupils can return to school setting, but only if they are feeling well enough. Under no circumstance must staff or children return to school if they are still feeling unwell. Positive result means self-isolation of the individual for 10 days. Staff and parents must fully engage with the NHS Track and Trace process.</p> <p>Reference section 2 and 8.</p>
16	<p>Staff who experience symptoms as above whilst at work to immediately go home and follow the Stay at Home Guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff who experience Covid symptoms whilst at work to immediately go home and follow the Stay at Home Guidance.</p> <p>If a member of staff develops symptoms, they are to leave school premises and go home immediately.</p> <p>Staff presenting with symptoms must complete a PCR Covid test. Staff should keep SLT informed of the outcome of the test and their expected return date. If, on reaching the return date, the staff member is still unwell, they should continue to self-isolate.</p> <p>Reference section 2.</p>
17	<p>Pupils who experience Covid-19 symptoms should be collected from school as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Reference section 4.</p>

	<p>Whilst awaiting collection, they should be moved, if possible, to a room where they can be isolated with appropriate adult supervision if required. The room should be well ventilated by opening a window, if safe to do so.</p> <p>If a pupil needs direct personal care or the 2m distance cannot be maintained until they can return home, staff should wear the appropriate PPE.</p> <p>Once the pupil has been collected, the staff member should dispose of their PPE safely then wash their hands thoroughly for 20 seconds.</p> <p>The pupil will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to school.</p>				<p>Designated area (space next to outdoor toilets/ or inside using old staffroom) where child can isolate and wait to be collected by parent/carer.</p> <p>Room/ area to be cleaned and sanitised following use.</p> <p>If a distance of 2m cannot be maintained, then full PPE must be worn by staff member who is supervising. These can be found in the Trafford PPE Micropack in First Aid Cupboard in staffroom.</p> <p>In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>The pupil will be required to take a PCR test either visiting a test site or ordering one online. Where the child tests negative, they can return to their setting if they no longer display Covid-19 related symptoms.</p> <p>Pupils who test positive for Covid 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting for their results (unless they then develop symptoms).</p> <p>Where the child or staff member tests positive, the school will contact the local health protection team who will work with the school and guide the school through the actions needed and will provide further advice.</p>
18	Hand sanitisers will be available at all entrances to the school and throughout the school and will be regularly monitored and maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alcohol gel hand santiser available at all entrances. Caretaker to ensure dispensers are full at the start of each day.

19	All staff and pupils will be encouraged to regularly wash their hands with soap and water, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All adults and children to sanitise or wash their hands on entry to the building, before and after break and lunch times, before and after eating, after sneezing, coughing or using the toilet and at the end of the school day. Pupils will be required to sanitise their hands if they change rooms.</p> <p>Ensure adequate stock levels of hand washing facilities.</p> <p>Ensure all toilet facilities are well stocked (at least twice a day) with anti-bacterial hand wash and soap and paper towels are regularly refilled. Hand dryers are not permitted to be used and have been disabled. Pedal bins placed in classrooms and all toilets - waste to be bagged.</p>
20	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"/>	<p>Signage around school to support procedures, i.e. 'Catch it, bin it kill it', Handwashing, coughing into elbow etc. Regular reminders to children. Classrooms to be supplied with soap and anti-bacterial hand wash, gel and paper towels. Sinks in each classroom. Staff to hand sanitise before using own keyboards and smart boards.</p> <p>The school will provide sufficient tissues for use by staff and pupils.</p> <p>Additional lidded bins and increased emptying/ replacement are provided/ in-place.</p>
21	<p>Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use.</p> <p>Cleaning materials will be available throughout the school to allow cleaning of shared materials.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All equipment used to be cleaned regularly and thoroughly.</p> <p>Surfaces in classrooms are to be kept as clutter free as possible to enable thorough cleaning to take place. Box in each classroom with cleaning equipment (gloves, tissues, spray).</p> <p>Classroom based resources, such as books and games, can be used and shared. These will be cleaned regularly, along with all frequently touched surfaces.</p>

					<p>Children in Year 1 and Year 2 will bring in a pencil case from home containing their own individual resources.</p> <p>Children must limit items brought into school to essential items - outdoor coats, reading books, reading record, library books, sun cream, sun hat, a pencil case. These may be brought in book bags.</p> <p>Children may bring a labelled water bottle for their own use. This must be taken home each afternoon and cleaned and refilled at home ready for the following day.</p> <p>Children must not bring any toys or teddies to school.</p> <p>Children must wear school uniform each day, except on their allocated P.E. days, when they must wear a P.E. kit to school.</p> <p>All phones and admin equipment to be wiped down daily and only used by same person majority of time. In event that another staff member is to use phone, it must be wiped before and after use.</p> <p>Photocopier- Staff must ensure that they wait before using and ensure they are maintaining social distancing. Staff to use hand sanitiser before using the photocopier.</p>
22	<p>A regular cleaning schedule should be maintained. This should include twice daily cleaning (using detergent and hot water followed by a chlorine based disinfectant solution) of all areas and equipment, with a particular focus on frequently touched surfaces:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Meet with cleaning staff to review cleaning arrangements and make any necessary changes:</p> <ul style="list-style-type: none"> • Cleaning team do all toilets end of each day • Replenish soap and paper towels and toilet tissue • 1 additional lunchtime toilet clean and check done by caretaker. • Increase focus cleaning on high contact points and tables. <p>Door handles to be cleaned at mid points during the day.</p>

	<ul style="list-style-type: none"> • Printers/ Photocopiers • White Boards • Play Equipment <p>Public Health (PH) have published guidance on cleaning.</p>				Hand sanitiser/ disinfectant wipes next to each piece of equipment (i.e. photocopier, telephones).
23	All working areas within the building will be well-ventilated (windows and doors open) where safe and appropriate to do so and a comfortable teaching environment should be maintained by increasing the heating where necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>It is important to ensure that the school is well ventilated, and a comfortable teaching environment is maintained. Therefore:</p> <ul style="list-style-type: none"> • Internal doors must be kept open all day. • Windows should remain open. However, in cooler weather windows should be opened just enough to provide background ventilation and opened fully during breaks and lunchtimes when the space is unoccupied, to purge the air space. • External doors should remain open (where safe and appropriate to do so) at break times and lunchtimes when the room is unoccupied to purge the air space. • Heating should be used as necessary to ensure comfort levels are maintained. <p>Where it is difficult to maintain a comfortable temperature, the school will allow pupils to wear additional items of clothing in addition to the school's uniform.</p> <p>Poorly ventilated spaces should be identified, and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school assemblies.</p> <p>CO2 monitors will be provided to all state-funded education settings from September, so staff can quickly identify where ventilation needs to be improved. Further information will be issued as monitors are rolled out.</p>

					PE activities to take place outside wherever possible, however, in the case of poor weather or for the delivery of the PE curriculum, PE sessions are permitted to take place in the school hall.
24	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"/>	<u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u>
25	Suppliers and contractors who attend the school will be advised infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The school's procedures for social distancing and hygiene will be explained to all contractors.</p> <p>Visitors to school will continue to be limited where possible.</p> <p>Deliveries to be handed over at main entrance door only/ left outside the main entrance door. Staff taking in deliveries to wash hands or sanitise immediately after handling anything that has come in to school.</p> <p>All visitors sign in (track and trace). Contractors not to be in areas where children or staff are (where possible come outside of school hours). One member of staff (office staff) to sign contractors in and out/ show them to area and social distancing to be maintained at all times. Contractors to use hand sanitiser on entry. Any Contractor showing signs of Covid 19 will be asked to leave the school immediately and inform the school of the outcome of any test.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Supply teachers, peripatetic teachers and temporary staff can move between schools.</p> <p>Student Teachers are permitted on site.</p>

					A record of all visitors will be kept, even if the visit is outside of school hours.
26	Delivery of the curriculum.				<p>Singing is permitted both inside and outside. Whilst singing inside, ensure all internal and external doors and windows are open, and with children facing forwards. This will continue to be subject to review based on Government guidance.</p> <p>Off site visits by pupils are permitted following current guidelines and a thorough risk assessment.</p>

Response to an Infection

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	<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 - Contact Outbreak Management and Contact Tracing Hub, (OMCTH) (covidtrace@trafford.gov.uk) when become aware of a confirmed case (OMCTH will also contact schools when they become aware of a confirmed case). - OMCTH will then work with school to determine actions to be taken. - Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or OMCTH. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below
28	If an outbreak occurs, the school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Outbreak Management Plan Below

	maintained in case of school/ year group closure during any local outbreak.				
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Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
29	Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff expected to be onsite for their normal contracted hours-except PPA time. Staffing model reviewed by SLT regularly, considering changes due to illness/self-isolation etc. Front office staffed during school day. School playground gates locked throughout day to allow for any opening of external doors deemed necessary. Internal security doors closed at all times.
30	Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to contact Trafford Cleaning Services in the event of staff absence. Cleaning is provided by Trafford Cleaning Services who are responsible for ensuring cleaner staffing levels. Cleaning stock regularly checked to allow for future demand.
31	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid trained staff on site throughout each school day. If a child or staff member requires First Aid, any available qualified member of staff will assist them.
32	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. New advice of fire doors and fire evacuation drills has been issued to schools: Revised Fire Guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffing ratios adhered to. Fire doors should remain closed at all times. Fire drills will be carried out each term.

Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
33	PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SBM/ HT to arrange. All PPM will be undertaken considering the schools social distancing and hygiene arrangements.

	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 				
34	Defect Reporting arrangements are in place and all staff are aware of the arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SBM to report defects.

Outbreak Management Plan

Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.

N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.

A combination of the following might suggest you have a Covid-19 outbreak. For most education and childcare settings, whichever of these thresholds is reached first:

5 children, pupils, students or staff, who are likely to have mixed closely, test positive for Covid-19 within a 10-day period; or
10% of children, pupils, students or staff who are likely to have mixed closely test positive for Covid-19 within a 10-day period

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required in an outbreak, or where there are cases identified as a Variant of Concern (VoC), it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs ‘CONTINGENCY FRAMEWORK’ AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Ensure remote learning platform remains. Provision in place for key worker children attendance (as per national lockdowns).
02	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increased use of home testing for staff.

	area to help suppress and control any possible new cases and better understand the new variants.				
03	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Year/ class group bubbles implemented • Staggered entrance/ exit times • Staggered/ limited use of communal areas- hall/ dining room etc.
04	Temporary re-introduction of face coverings. In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Face coverings worn by all staff and visitors, in communal areas unless they are exempt. • Face coverings worn by parents at drop off and pick up.
05	Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list. SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. • Remote learning platform in place for children who are advised to shield.
06	Temporary limit to certain school activities; - educational visits - open days - transition and taster days - parental attendance in settings - performances in settings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Risk assessments in place.