Covid-19 Health and Safety Risk Assessment May 2021

School/ Setting	Templemoor Infant and Nursery School	**Date of Assessment**	17th May 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 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) individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace.	☒	☐	☐	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 for staff who are classed as CEV. School to continue to follow all national and local public health advice.
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible.	☒	☐	☐	Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace, but should ensure they maintain good prevention practice in the workplace and home settings.

03	All Clinically Vulnerable (CV) employees are able to work in school but should take care to observe social distancing and hygiene controls.	☒	☐	☐	Staff who are clinically vulnerable (CV) or have underlying health conditions but are not CEV may continue to work in school. Staff to self-identify if they fall into identified groups: BAME, pregnant, clinically vulnerable and employees who live with those who are clinically extremely vulnerable. This will be backed up by medical evidence, such as a letter from the GP. Individual risk assessments completed by the Headteacher and School Business Manager as and when required to support staff at work. Individual management of risks will outline actions taken by the school or individuals to mitigate the risks. **Staff who are pregnant** Generally, pregnant women are classed as 'clinically vulnerable' although some may have other conditions that may put them in the CEV category. Women who are more than 28 weeks pregnant will continue to work from home, following government guidance. See the following **link**.
04	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 after the start of their symptoms or their positive test date. 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) Information on getting a test is available at: Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk) Up to date information on the mass asymptomatic testing can be found at the link below:	☒	☐	☐	**It is the law** that you must **immediately self-isolate** if: • You have one or more Covid-19 symptoms. • You live in the same household/ support bubble as somebody who has Covid-19 symptoms. • Someone in your support bubble has Covid-19 symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started. • You have had a positive test (LFD or PCR). • You are told by Test and Trace to self-isolate. 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.

	Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk) Also refer to the additional Trafford Public Health Guidelines.				**SYMPTOMATIC AT HOME** If a staff member becomes symptomatic at home they should arrange to have a test as soon as possible and follow the '**Stay at Home Guidance**' • 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. • Direct to **Stay at home** guidance. The person with symptoms should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 10 days. The 10-day period starts from the day when the first person in the household became ill. • 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. • Any member of staff who is contacted by Test and Trace and advised to self-isolate **must** inform the school. **There is no further action** required by the school at this time, and no need to notify the Local Authority or Health Protection Team. **SYMPTOMATIC AT WORK** All staff who develop Covid-19 symptoms whilst at work will: • Be sent home **immediately,** begin a 10-day isolation period and book a test. • Other members of their household should self-isolate for 10 days from when the symptomatic person first had symptoms. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a 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 Year 2 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). When a person displaying symptoms has left the site: • 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 (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. • The school must record and keep the details of the incident in case it is needed for future case or outbreak management. **Email the local Public Health Team to inform them of the incident, no other action will be required at this point, Covidtrace@trafford.gov.uk.** If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus. **Under no circumstance must staff return to school if they are still feeling unwell.**

					<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.** • An employee will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts. • The school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team. • The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the **48 hours prior** to the staff member falling ill. This is likely to be the children and teacher of that class bubble. Information will be shared with test and trace as it is in the national interest (lawful basis). The right to refuse data sharing will be noted, but not accepted. • Based on the advice from the local health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. • The health protection team will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the local health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

					Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. **FURTHER INCIDENTS** If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' **If there are more confirmed cases linked to the school the local Health Protection Team will investigate and will advise the school on any other actions that may be required.**
05	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	☒	☐	☐	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.
06	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.	☒	☐	☐	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.

Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils should attend school.	☒	☐	☐	All CEV pupils should now attend school.
08	All pupils who live with a person who is Clinically Extremely Vulnerable can attend school.	☒	☐	☐	Pupils who live with someone who is CEV should continue to attend school as normal.
09	All Clinically Vulnerable pupils should attend school.	☒	☐	☐	CV should continue to attend school as normal.
10	All pupils who have symptoms or have persons within their household that have COVID 19 symptoms, must not attend school until they/their symptomatic household member 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 their school. If positive, they must follow the Stay at Home Guidance.	☒	☐	☐	All parents/ carers will be informed that: **It is the law** that you must **immediately self-isolate** if: • You have one or more Covid-19 symptoms. • You live in the same household/ support bubble as somebody who has Covid-19 symptoms. • Someone in your support bubble has Covid-19 symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started. • You have had a positive PCR test. • You are told by Test and Trace to self-isolate. 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. **SYMPTOMATIC AT HOME** If a child becomes symptomatic at home parent/carer should arrange a PCR test as soon as possible and follow the '**Stay at Home Guidance**' • Parent/carer must notify the school of their absence **by email**. • School should record and keep minimum dataset. Reason for absence, date of onset of symptoms, symptoms, contacts etc. • Direct to **Stay at home** guidance. The child should isolate for 10 days starting from the first day of their symptoms and the rest of their household for 10 days. The 10-day period starts from the day when the first person in the household became ill. • Advise that the child should be tested via https://www.gov.uk/get-coronavirus-test. If a child cannot access a test they will be issued with a school testing kit. • Any family who is contacted by Test and Trace and advised to self-isolate **must** inform the school. Parents may request that their child's data is not shared, this will be noted but refused on the lawful basis of national interest. **There is no further action** required by the school at this time, and no need to notify the Local Authority or Health Protection Team. **SYMPTOMATIC AT SCHOOL** If a child becomes unwell at school with a new continuous cough, a high temperature or a loss of or change in their 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. All pupils who develop Covid 19 symptoms whilst on site will: • Have their temperature taken. A thermometer can be accessed in the PPE draw in the staffroom. • Be sent home **immediately,** begin a 10-day isolation period and their parent/ carer will book a PCR test. • Other members of their household should self-isolate for 10 days from when the symptomatic child first had symptoms. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a 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 Year 2 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). When a child displaying symptoms has left the site: • 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.

					• The school must record and keep the details of the incident in case it is needed for future case or outbreak management. **Email the local Public Health Team to inform them of the incident, no other action will be required at this point, Covidtrace@trafford.gov.uk.** 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.** **TESTING POSITIVE FOR COVID-19** The parent/ carer of a pupil who tests positive for COVID-19 must immediately inform the school. School **must contact the local health protection team via Covidtrace@trafford.gov.uk. to inform them of this.** • A parent/carer will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts. • The school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team. • The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the **48 hours prior** to the pupil falling ill. This is likely to be the children and teacher of that class bubble. • Information will be shared with test and trace as it is in the national interest (lawful basis). The right to refuse data sharing will be noted, but not accepted.

					• Based on the advice from the local health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. • The health protection team will provide definitive advice on who must be sent home. A template letter will be provided to schools, on the advice of the local health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: • if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' **If there are more confirmed cases linked to the school the local Health Protection Team will investigate and will advise the school on any other actions that may be required.**

11	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.	☒	☐	☐	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, Deputy Headteacher 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 on a weekly basis, following Covid-secure protocols.
12	To reduce the risk of transmission, schools should maintain distinct groups (bubbles) of pupils that do not mix with other groups. The size of the groups should be of an appropriate size to achieve the greatest reduction in contact and mixing.	☒	☐	☐	School will be organised into class bubbles which will join with their parallel class bubble to form year group bubbles. **EYFS** – Nursery of 39 operate as one bubble. **Reception** - bubble operate as two classes, but within one phased bubble. **Year 1 and Year 2** all operate as class bubbles of 30 predominantly, however during phonics, specialised teaching sessions, playtimes and lunchtimes they operate as year group bubbles. Outdoor spaces used where possible to separate year group bubbles - to ensure adequate supervision and mitigate risk. Lunchtimes and playtimes children operate as a phase group, with year groups allocated to designated play space. i.e. year groups can play together but not mixing with another year group.

					PE Coaching - Children will stay in phase/ class bubbles but sports coach will move across bubbles as in line with guidance. Teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between year groups, they should try and keep their distance from other staff as much as they can, (ideally 2 metres).

School Site

Capacity & Access					
Ref	**Control Measure**	**Yes**	**No**	**N/A**	**Actions Taken** **Details / Further Information**
13	Consider designated entrance and exit points to the Building (for each bubble of pupils where possible).	☒	☐	☐	Parent and staff protocol issued with details of entrance and exit points. Gate systems currently in use are maintained. No parents allowed in school building, unless authorised to do so by the Headteacher. Only 1 parent/carer to drop off or pick up. From 17th May 2021, face coverings are no longer required to be worn outdoors at pick up and drop off. 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. Staggered arrival and pick up for all children. Parents informed of their individual child's drop off and collection times and informed these must be adhered to. Signs at entrances and throughout the site to remind families entering the grounds to observe social distancing. The back

					gate near the Reception classrooms will not be used at this time. SLT to reinforce systems and social distancing of parents on the school site. Parents encouraged to keep moving rather than congregate on the school site. SLT available for families. Families provided with alternative means of communicating with class teacher i.e. via Seesaw to reduce face to face contact. Staff to enter building via classroom doors/ main entrance and sanitise or wash hands on entering the building. Children to enter building via the doors that go directly into their groups' areas (external classroom doors), hand sanitise on entering the building.
14	Large gatherings such as collective worship or assemblies with more than one bubble should be avoided.	☒	☐	☐	Large gatherings such as assemblies or collective worship with more than one bubble group is not permitted. Year group assemblies are permitted.
15	There should be restrictions on access to school by third parties (parents, members of the public, visitors etc).	☒	☐	☐	Visitors to school must continue to be limited where possible. 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. All visitors sign in (track and trace). **Contractors not to be in areas where children or staff are and must wear a mask whilst on site** (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.

					No parents/ carers to come into the building unless authorised to do so by the Headteacher. All communication with school to be done via email, phone or Seesaw. Off site visits by pupils continue to be suspended. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Supply teachers, peripatetic teachers and temporary staff can move between schools, but they must ensure they minimise contact and maintain as much distance as possible from other staff. Student Teachers are permitted on site, providing that they remain within an allocated Year Group bubble. Student teachers must enter the classroom via the external classroom door and rigorously follow the school risk assessment. Volunteers are not permitted on site at this time.
16	Staggered break and lunch times should be considered to avoid creating busy corridors.	☒	☐	☐	Staggered lunchtimes and playtimes - a timetable of which is available from the school office if requested. Procedures for these staggered lunchtimes and break times will be reviewed regularly and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.
Physical / Social Distancing in the Building					
Ref	**Control Measure**	**Yes**	**No**	**N/A**	**Actions Taken Details / Further Information**
17	Class rooms should, where possible, be organised to maintain space between people.	☒	☐	☐	As the DfE has stated, social distancing within school is not possible, especially with younger children. However, children are distanced as far as is reasonably practical and may congregate in a group size no larger than their class/ year group

					bubble. From 17th May onwards, furniture and resources will be moved back into classrooms. In Early Years and Key Stage One (Year 1 and Year 2), social distancing will not be possible. All equipment used to be cleaned regularly and thoroughly. Surfaces in classrooms are to be kept as clear as possible to enable thorough cleaning to take place. Box in each classroom with cleaning equipment (gloves, tissues, spray). Classroom based resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces. Children in Year 1 and Year 2 will bring in a pencil case from home containing their own individual resources. Children must limit items brought into school to essential items - outdoor coats, reading books, library books, sun cream, sun hat, fruit and a pencil case. These may be brought in book bags. 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. Children must not bring any toys or teddies to school. Children will use the cloakroom nearest their bubble classroom to deposit coats on pegs. Children must wear school uniform each day, except on their allocated P.E. days, when they must wear a P.E. kit to school. Singing is permitted outdoors. Singing is permitted inside the classroom providing that 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.
18	Social distancing message will be re-enforced to pupils at regular intervals. Children will be instructed on maintaining social distancing from other bubbles and staff will be reminded about maintaining distance between each other regularly.	☒	☐	☐	The official government guidance admits that early years and primary pupils cannot be expected to follow the social distancing rule of remaining two metres apart from each other. Therefore, our school will work through a "hierarchy of measures", that are: •avoiding contact with anyone with symptoms. •frequent hand cleaning and good respiratory hygiene practices. •enhanced cleaning of settings and frequently touched surfaces. •minimising contact and mixing. This ensures that the "risk of transmission will be lowered", as stated by Public Health England. Children will be instructed on maintaining social distancing from other bubbles and staff will be reminded about maintaining distance between each other regularly. Staff will be required to wear face masks in communal areas. Staff undertaking intimate care will be required to wear full PPE. Posters and signage reminding of keeping a distance are prominent throughout school building. **SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.**

19	Outdoor playground equipment will be more frequently cleaned with an appropriate cleaner in accordance with the public health guidelines.	☒	☐	☐	Staff to utilise all outdoor areas available when appropriate. Each year group to have allocated separate outdoor space for playtimes and lunchtimes, split into zones. PE to be delivered within class bubbles by class teacher or specialist coach. PE activities to take place outside, and equipment to be used on a rota basis so that the same equipment is NOT used by more than one bubble group on the same day to allow time for equipment to be sprayed/sanitised between uses. Daily Mile to support PE and outdoor games to take place. Children are required to arrive at school wearing their P.E. Kit. on their allocated P.E. day.
20	Where possible, bubbles should be kept apart and movement around the school kept to a minimum. It is acknowledged that while passing briefly in the corridor or playground is low risk, the school should avoid creating busy corridors, entrances and exits. The school should consider timetabling, staggered times and one-way corridors to reduce the risk of 'bubbles' of children interacting. Areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place.	☒	☐	☐	Timetable arranged to minimise contact between phases of the school, including staggered break and lunchtimes. Staggered start, finish times will support footfall at the start and end of the day. Pupils enter and exit through the external classroom doors. Intervention spaces assigned to specific groups. Nursery to have their lunch in classrooms. Staff serving lunches must wear full PPE. Reception, Year 1 and Year 2 to have their lunch in the hall. Screens used to separate year group bubbles. Designated Playground areas for each cohort/year group bubble utilising school grounds. Each bubble to use own class toilets during the day. Outdoor toilets are permitted to be used at playtimes/ lunchtimes, with each toilet assigned to a Year 1 and Year 2 group bubble.

21	Communal spaces such as dining room or assembly hall to be used at reduced capacity.	☒	☐	☐	Pupil lunches will be eaten in the hall, where possible. Lunches will be provided by Mellor's Catering. Lunches will be delivered to Nursery classroom by designated middays. Lunchtimes will be staggered, and each bubble will be supervised by an adult from their bubble where possible. Year group assemblies may take place in the hall. There will be no whole school events where children and adults are required to congregate (i.e. class assemblies, concerts, performances).
22	The use of the staff room and PPA room will be minimised and organised so that staff may socially distance adequately. Use of these rooms will be timetabled. The school office will be reorganised to enable staff to work at a safe distance from each other. Small meeting rooms will only be used if necessary, and only by one person, on one day. Larger meeting rooms will be assessed for room occupancy, maintaining social distancing.	☒	☐	☐	Staff to socially distance from each other as much as possible. Staffroom is permitted to be used for breaks, lunchtimes, PPA, but must be timetabled for use by staff in year group bubbles. Staff have been allocated own areas for breaks/ lunchtime. Hot water for drinks can be obtained in staffroom kitchen- staff to maintain social distancing in this area. 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 max 1 person. All phones and printers 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. Photocopier- this is situated, in the main corridor. Staff must ensure that they wait before using and ensure they are

					maintaining social distancing. Staff to use hand sanitiser before using the photocopier.
23	Kitchen staff will observe social distancing where possible.	☒	☐	☐	Kitchen staff on site must try to maintain social distancing as much as possible. Kitchen have their own specific risk assessment produced by Mellors Catering.
24	Non-essential repair or contracted works in buildings will be carried outside school hours.	☒	☐	☐	As organised by School Business Manager and Headteacher. The school's procedures for social distancing and hygiene will be explained to all contractors. A record of all visitors will be kept, even if the visit is outside of school hours.

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Staff and pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school.	☒	☐	☐	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. 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 entire group - staff and pupils for 10 days, if directed by Public Health. Staff and parents must fully engage with the NHS Track and Trace process.

26	Staff who experience symptoms as above whilst at work to immediately go home and follow the Stay at Home Guidance.	☒	☐	☐	Reference section 4. Staff who experience symptoms as above whilst at work to immediately go home and follow the Stay at Home Guidance. If a member of staff develops symptoms, they are to leave school premises and go home immediately. Parents of pupils in their groups to be informed. 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.
27	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.	☒	☐	☐	Reference section 10. Designated area (space next to outdoor toilets/ or inside using old staffroom) where child can isolate and wait to be collected by parent/carer. Room/ area to be cleaned and sanitised following use. 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. In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. 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.

					Where the child 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 advice on who requires to be sent home.
28	Hand sanitisers will be available at all entrances to the school and throughout the school and will be regularly monitored and maintained.	☒	☐	☐	Alcohol gel hand santiser available at all entrances. Caretaker to ensure dispensers are full at the start of each day.
29	All staff and pupils will be encouraged to regularly wash their hands with soap and water for 20 seconds, 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).	☒	☐	☐	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. Ensure adequate stock levels of hand washing facilities. 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. Signage around school to support procedures, i.e. 'Catch it, bin it kill it', Handwashing, coughing into elbow etc. Daily 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. The school will provide sufficient tissues for use by staff and pupils.
30	Different hand wash facilities should be available for each cohort/group within school/setting where possible, for example each bubble may have access to their own handwashing facilities (sinks in their classroom).	☒	☐	☐	Handwashing can occur in individual groups' classrooms, so facilities are separate. Children to only use the toilets they are assigned to. Lunchtime cleaning procedure in place.

					Signage around school to support procedures. – NB child friendly 'how to' hygiene posters in all classrooms, shared areas and toilets. Daily reminders to children. Public Health reminder posters displayed prominently throughout school building. Meet with cleaning staff to review cleaning arrangements and make any necessary changes: • 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. Door handles to be cleaned at mid points during the day. Wipes next to each piece of equipment (i.e. photocopier, telephones).
31	Unnecessary items and items that are hard to clean such as soft toys should be removed from classrooms.	☒	☐	☐	• Year 1 and Year 2 to have their own pencil cases with stationary brought in from home, kept in own tray, along with exercise books. • Resources that are shared between year groups, such as reading books, sports, art, and science equipment will be either meticulously cleaned, 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 to be cleaned at end of each day. • 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. • Resources kept to a minimum and out of reach / put away if not in use.

					• All equipment used in Early Years and within KS1 provision to be cleaned regularly and thoroughly. • Laptops and iPads can be used but must be wiped down after individual use using sterilised wipes. • Soft toys/ soft furnishings are not to be used at this time by children. Adults can use soft toys in their teaching (i.e. Learning Powers, puppets etc.). • Children are not permitted to bring in any resources from home, except a coat, book bag, reading book, clearly labelled water bottle, fruit. Parent protocol and guidance has asked children to not bring other items in from home. • The climbing frame and trim trail are permitted to be used at this time. These areas must be assigned to one year group only.
32	Sharing of pencils / pens and other items of stationery is avoided where possible.	☒	☐	☐	Pupils/parents/carers have been asked not to bring in such items from home. Children's equipment will be kept in their individual trays.
33	In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (i.e. in communal areas). (For exemptions in wearing face coverings, please see the relevant guidance.)	☒	☐	☐	When visiting another bubble area, communal corridor, toilets, office, staffroom, masks should be worn whilst moving from one area to another. The school will have a small supply of face coverings for those who do not have one, or for those whose coverings have become soiled, damp or unsafe to use. If the face covering is single use, it should be disposed of in a normal waste bin. After putting on or removing a face covering, hands should be washed or sanitised.

34	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.	☒	☐	☐	Wipes next to each piece of equipment. Cleaning materials will be available throughout the school to allow cleaning of shared materials.
35	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)	☒	☐	☐	Children and staff to practice good respiratory hygiene by not touching their faces with unwashed hands and catching and binning coughs and sneezes. Posters displayed in classrooms and across school. Tissues stocked in each classroom and replenished. The school will provide sufficient tissues for use by staff and pupils. Each classroom has two, bagged lidded pedal bins. Reminders to wash hands after every tissue use and disposal.
36	The school will ensure there are adequate lidded bins available throughout the school and in each classroom.	☒	☐	☐	Each classroom has two lidded pedal bins. Bins to be emptied by cleaning staff every day, and if needed during the day by staff within each group.
37	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.	☒	☐	☐	It is important to ensure that the school is **well ventilated**, **and** a **comfortable teaching environment** is maintained. Therefore: • 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. 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.

38	There should be increased frequency of cleaning of communal areas and areas with high contact points (using detergent and hot water followed by a chlorine based disinfectant solution). This includes: • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment Public Health (PH) have published guidance on cleaning.	☒	☐	☐	Meet with cleaning staff regularly to review cleaning arrangements and make any necessary changes. • Increase focus cleaning on high contact points and tables. • Door handles to be cleaned at mid points during the day. Doors that can be propped open e.g. classroom door to be propped to minimise door handle touching. • Wipes next to each piece of equipment. • Each member of staff in each bubble has their own equipment to use throughout day so these are not shared. • Toilets to be cleaned midway through the day (as a minimum) by the school caretaker. • Each area in use to be cleaned thoroughly at the end of each day using DFE/ Trafford approved cleaning products.
39	The use of staff rooms should be minimised and set up to allow for social distancing.	☒	☐	☐	The staffroom is not permitted to be used for lunchtimes or breaktimes at this time. The use of the microwave oven is not permitted at this time. Staff to bring their own cup and cutlery. Staff to store all personal items in their own work areas and use no other space to do this.
40	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.	☒	☐	☐	**Hand-Washing Guidance** **Hand-Washing Video** **Hand-Washing Poster**
41	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and will be provided with sanitiser.	☒	☐	☐	Clear signage and procedure for accepting deliveries. Window hatch in office to remain closed. Deliveries to be handed over at main entrance door only/ left outside the door. Staff taking in deliveries to wash hands immediately after handling anything that has come in to school. Hand sanitiser available in office and this is replenished regularly.

42	There is an increased frequency of toilet inspections and checks to ensure sufficient supplies of soap and paper towels are maintained. Staff to report shortages to site staff.	☒	☐	☐	Cleaning staff and caretaker given clear briefings and guidance. Daily reviews by the senior leadership team of toilets to take place. Staff will report shortages to the Caretaker or SBM.
43	Suppliers and contractors who attend the school will be advised infection control arrangements, no-access areas and expectations around personal hygiene.	☒	☐	☐	Contractors will only need to enter areas of the school which require maintenance. Contractors are supervised by school staff unless they are working away from pupil areas. Contractors are reminded to wash their hands before entering and exiting school and 'Catch it, Kill it, Bin it'.

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
44	Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary.	☒	☐	☐	Staff expected to be onsite for their normal contracted hours- except PPA time. Staffing model reviewed by SLT regularly, taking into account changes due to illness/self-isolation/ shielding. 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.
45	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.	☒	☐	☐	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.
46	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	☒	☐	☐	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.
47	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	☒	☐	☐	Staffing ratios adhered to. Fire doors should remain closed at all times. Fire drills will be carried out each term. They will be carried out in separate year groups starting with Nursery and Reception. All staff must be informed of the fire drills in

					advance and which year groups are expected to evacuate. The alarm will be sounded with a few short bursts, rather than continuous activation. A continuous activation will always signal a potential emergency and full evacuation. Year 2 will evacuate to the back of the field. Year 1 will evacuate near the right hand side of the field. Reception will evacuate near the left hand side of the field. Nursery will evacuate to the area of the field near to the nursery field gate. The arrangements will be reviewed at the beginning of each term, or when revised advice is issued.
Statutory Premises Compliance and Maintenance					
Ref	**Control Measure**	**Yes**	**No**	**N/A**	**Actions Taken** **Details / Further Information**
48	PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety) including: • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management	☒	☐	☐	SBM/ HT to arrange. All PPM will be undertaken taking into account the schools social distancing and hygiene arrangements.
49	Defect Reporting arrangements are in place and all staff are aware of the arrangements.	☒	☐	☐	SBM to report defects.

Any Additional Information and Control Measures (Detail Below)					
Ref	**Control Measure**	**Yes**	**No**	**N/A**	**Actions Taken Details / Further Information**
50	Asymptomatic Testing in place for staff. Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are asymptomatic. Primary school staff should complete twice weekly tests at home.	☒	☐	☐	A Lateral Flow Testing risk assessment is in place for the provision, supply and storage for home Lateral Flow Device Tests. (see LFD risk assessment).
51	To ensure that the children's emotional well-being/ mental health is prioritised when returning to school due to different environments, routines, unfamiliar staff, limited opportunities for contact with peers and staff, worries about the virus.	☒	☐	☐	Staff to observe children regularly. Visual Timetables for daily routine. Social stories used with individual children where required. Behaviour policy reviewed in line with new arrangements and shared with children so that they are clear about expectations of them and others/ clear boundaries. Periods of time spent outdoors wherever possible. Plenty of access to mindfulness/ relaxation activities. Wake up shake up type activities and daily mile to promote physical and mental health. Use of I-Moves. Guidance for parents and carers to support children's mental health and allay any fears to be regularly shared on school website/ newsletters. Information and resources to support children's emotional well-being and mental health, including those with SEND, available to parents on school website. Review curriculum provision. Reintroduction of Star Club.
52	To ensure that staff emotional well-being/ mental health is prioritised when returning to school.	☒	☐	☐	Thorough risk assessments to be carried out at regular intervals and before any changes are made to the provision - All staff to be consulted on and have access to risk assessment to help them to air any concerns and help to alleviate some of these. All staff to be offered regular updates via school email. All staff to be given details of how to access support for their mental health/ counselling services.

					All staff to have contact numbers for SLT so they can check in with them if struggling. SLT and Staff Meetings to be arranged remotely via Google Meet, or in person outside (weather permitting). Staff wellbeing board in staffroom.

Approved by (Head Teacher/ Chair of Governors)	Stuart Hodgson	**Date of Approval**	17th May 2021 (sent to Governors)
Date Provided to Unions	17th May 2021	**Date of Review**	Updated regularly
Date shared with all staff	17th May 2021		
Date shared with Parents/Carers	17th May 2021	**Date shared with LA**	17th May 2021