



School/ Setting	TEMPLEMOOR INFANT AND NURSERY SCHOOL	Date of Assessment	26th May 2020 Updated: 23rd June 2020
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.

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff identified as clinically extremely vulnerable to remain at home until further notice. Staff to continue to liaise with Headteacher and Deputy Headteacher. Existing protocols for working at home to continue with GDPR in place (IT equipment). Reviewed regularly.
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who live with a person who is Clinically Extremely Vulnerable to liaise with Headteacher and Deputy Headteacher to determine whether they can attend work. Staff members to seek advice from medical professionals.
03	All Clinically Vulnerable employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clinically vulnerable staff will be asked to refer to GP if further guidance is required to support their individual risk assessment to determine what can be put in place to ensure their safety. Clinically vulnerable staff will not be used for working directly with the children. There are currently 0 clinically vulnerable employees working at the school.

04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff themselves, or whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating.</p> <p>All staff who develop symptoms of COVID-19, or whose household member develops symptoms at home, should immediately self-isolate. They should not attend school and should follow the steps below.</p> <ul style="list-style-type: none"> • Staff member should notify the school of their absence by phone • School should record and keep minimum dataset. Reason for absence, date of onset of symptoms, symptoms, class etc. • Direct to Stay at home guidance for isolation advice for child/staff member and their households. The person with symptoms should isolate for 7 days starting from the first day of their symptoms and the rest of their household for 14 days. • Advise that the staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via https://www.gov.uk/apply-coronavirus-test-essential-workers. • There is no further action required by the school at this time, and no need to notify the Local Authority or Health Protection Team. <p>If anyone becomes unwell at school with a new continuous cough, a high temperature or a loss of or</p>
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					<p>change in their normal sense of taste or smell they must be sent home as soon as possible.</p> <p>All staff who develop Covid 19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> • Be sent home immediately and will be advised to follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. • If awaiting pick-up, staff member will be isolated in a separate sheltered, private outdoor area in the playground (the area outside of the girl's outdoor toilet). • PPE will be worn by staff member who is supervising (fluid resistant mask, apron, gloves, and reusable visor (if vomiting). These can be found in the Trafford PPE Micropack in First Aid Cupboard in staffroom). A distance of at least 2m will be maintained. <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 (girls' outdoor 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.
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					<p>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</p> <p>If a person is tested and it is negative, they will be advised:</p> <ul style="list-style-type: none"> • they can return to their setting, providing that they are fit and well enough, and the fellow household members can end their self-isolation. Under no circumstance must staff return to school if they are still feeling unwell. <p>If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then 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.</p> <ul style="list-style-type: none"> • 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 child or staff member falling ill. This is likely to be the classmates and teacher of that class bubble. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts. <p>Direct contact without PPE:</p> <ul style="list-style-type: none"> • being coughed on, or • having a face-to-face conversation within 1 metre, or
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					<ul style="list-style-type: none"> • having unprotected skin-to-skin physical contact, or • travel in a small vehicle with the case, or • any contact within 1 metre for 1 minute or longer without face-to-face contact. <p>Close contact without PPE:</p> <p>Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case.</p> <ul style="list-style-type: none"> • All direct and close contacts will be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14 day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms. • The contact tracer will provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts. • Contacts will not be tested unless they develop symptoms (contract tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access
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				<p>This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via https://www.gov.uk/apply-coronavirus-test-essential-workers.</p> <p>If you are informed by a member of staff of a positive test result, please email the local Public Health Team, Covidtrace@trafford.gov.uk. to inform them of this, no other action will be required at this point.</p> <p>Arrangements for management of a possible outbreak</p> <p>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.</p> <p>If a school has come across two or more confirmed cases, or there is a high reported absence which is suspected to be COVID-19 related, then the local health protection team or the local authority public health team should be notified promptly.</p> <p>However, it is probable that some outbreaks will be identified by either the local health protection team or the local authority public health team and the school will then be contacted by one of these teams.</p>
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05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to maintain text, phone calls. All contact numbers updated on school system. All staff have contact numbers for SLT so that they can check in with them if they are struggling. All staff have been given details of how to access support for their mental health/ counselling services.
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lap tops and other resources (i.e. laminators) will be provided where necessary.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils identified as clinically extremely vulnerable to remain at home until further notice. Home learning resources to continue to be provided for all year groups.
08	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SH/ SB to discuss individual circumstances with parents/ carers who are Clinically Extremely Vulnerable. Parent protocol outlining the school's process. School nurse and medical advice is sought in individual cases to risk assess the safest environment for pupils and their families.
09	All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clinically vulnerable children – parents must refer to GP for confirmation that their child is safe to attend school before they return. School to share information with parents/ carers informing them of how the provision is organised and reminding them that social distancing cannot be guaranteed and that children will be sharing certain resources and toilets.
10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All parents/ carers will be informed that:</p> <p>All pupils who are displaying symptoms must not come into school. Parents must follow the steps below.</p> <ul style="list-style-type: none"> • Parent/Carer should notify the school of their absence by phone. • School should record and keep minimum dataset. Reason for absence, date of onset of symptoms, symptoms, class etc.

					<ul style="list-style-type: none"> • Direct to Stay at home guidance for isolation advice for child and their households. The person with symptoms should isolate for 7 days starting from the first day of their symptoms and the rest of their household for 14 days. • Advise that the child should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms. • There is no further action required by the school at this time, and no need to notify the Local Authority or Health Protection Team. <p>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.</p> <p>All pupils who develop Covid 19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> • Be sent home as soon as possible and will be advised to follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All pupils aged 5 and above who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. • Whilst awaiting pick-up, the pupil will be isolated outdoors in the sheltered, private area of the playground (area outside of the girl's toilets). Pupils will be supervised whilst this takes place. • PPE will be worn by the staff member who is supervising (fluid resistant mask, apron, gloves, and reusable visor (if vomiting)). These can be found in the Trafford PPE Micropack
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					<p>in First Aid Cupboard in staffroom). A distance of at least 2m will be maintained.</p> <p>When a pupil displaying symptoms has left the site:</p> <ul style="list-style-type: none"> Any member of staff who has helped a child who was unwell does not need to go home unless they develop symptoms themselves or the pupil or 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) 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. <p>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.</p> <p>If a pupil is tested and it is negative, they will be advised:</p> <ul style="list-style-type: none"> they can return to their setting, providing that they are fit and well enough, and the fellow household members can end their self-isolation. Under no circumstance must children return to school if they are still feeling unwell. <p>If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the school will be contacted by a contact tracer. This contact</p>
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					<p>tracer may be based either in the Local Authority or the local Health Protection Team.</p> <ul style="list-style-type: none"> 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 child or staff member falling ill. This is likely to be the classmates and teacher of that class bubble. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts. <p>Direct contact without PPE:</p> <ul style="list-style-type: none"> being coughed on, or having a face-to-face conversation within 1 metre, or having unprotected skin-to-skin physical contact, or travel in a small vehicle with the case, or any contact within 1 metre for 1 minute or longer without face-to-face contact. <p>Close contact without PPE:</p> <p>Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case.</p>
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					<ul style="list-style-type: none"> • All direct and close contacts will be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14 day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms. • The contact tracer will provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts. • Contacts will not be tested unless they develop symptoms (contract tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access <p>This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via https://www.gov.uk/apply-coronavirus-test-essential-workers.</p> <p>If you are informed by a parent or carer of a positive test result, please email the local Public Health Team, Covidtrace@trafford.gov.uk to inform them of this, no other action will be required at this point.</p> <p>Arrangements for management of a possible outbreak</p>
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					<p>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.</p> <p>If a school has come across two or more confirmed cases, or there is a high reported absence which is suspected to be COVID-19 related, then the local health protection team or the local authority public health team should be notified promptly.</p> <p>However, it is probable that some outbreaks will be identified by either the local health protection team or the local authority public health team and the school will then be contacted by one of these teams.</p>
11	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Home learning resources to continue to be provided for all year groups.
12	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Numbers of who will be attending have been assessed and groupings/staffing adjusted accordingly to meet ratios described. Children put into key groups of no more than 15 children with each group based in each class, where the capacity of staff allows. Where possible, staff will remain with the same group of pupils throughout the day. Plan for phased re-opening of the school in place to allow plans and procedures to be assessed, staff to be trained and levels of supplies actually needed to be fully ascertained.

Our School Site

Capacity & Access

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent and staff protocol issued with details of entrance and exit points. No parents allowed in school building. Each year group attending is split into smaller groups of no more than 15 children, each group has staggered start and end time (alphabetically organised to support any sibling pick up drop offs) and will therefore be using entrance and exit points at different points in the day.
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to enter building via classroom doors/ main entrance and 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 and then wash hands.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parent protocol outlined in correspondence sent home - advises drop off and collection procedures. No parents permitted in the building, drop off and collection at identified school entrances and exits. Only one adult to be present on site per family unless stated on an individual child's risk assessment. Staggered start and collection times. Staff briefings with updates on protocols. Children to return gradually in phases, if capacity and staffing permits this, to ensure smooth running of all procedures and protocols. Signs left at entrances to remind families entering the site to observe social distancing. Signage will indicate social distancing expectations inside. Children will be informed/reminded on a daily basis by teachers. The school corridors and hall will not be accessed by pupils.
16	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"/>	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. Contractors to only be admitted on site to carry out urgent repairs, and only by appointment only – 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. No other visitors allowed on site, unless regarding emergency safeguarding meetings, if that meeting cannot be conducted remotely or elsewhere. No parents/ carers to come into the building – including the entrance area, unless authorised to do so by the Headteacher. All communication with school to be done via email or phone. Off site visits by pupils are suspended.
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents informed of their individual child's drop off and collection times and informed these must be strictly adhered to. Gates open at 8:30am and manned prior to drop off and collection times to ease the flow onto/off the site and avoid parents gathering at the school gates. These are to be manned by the Senior Leadership Team. Teacher/adult to be in the room from doors opening and children must not be left unattended. Internal timetable adjusted to stagger break and lunch times for each 'bubble'.
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where possible, desks in classrooms have been spaced as far apart as possible to maximise social distancing, taking into account number of children in each group. Each pupil to have a designated seat and table. Individual resources for each child to be kept in labelled zip wallets and stored on their desks. (pencil, ruler, scissors, coloured pencils, glue stick). Children's coats to be housed on the back of their chair. Any unnecessary items have been removed from classrooms that are in use and placed into storage to maximise space between desks.
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reminders given at age appropriate level to children attending site. Curriculum planned on re-entry of pupils to focus on mental health and wellbeing, taking into account effect of social distancing measures.
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to utilise all outdoor areas available. Each year group cohort and Key Worker group organised into bubbles of no more than

					15 and allocated separate outdoor space for playtimes and lunchtimes, split into zones (Nursery, Reception and main playground and field). Groups to be allocated to a particular zone. Staff will communicate about any intention to conduct lessons in outdoor space, or to complete daily mile. Staff are aware of other groups' break and lunch times and will take these into consideration.
21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each group to be taught in their own designated classroom only. Same classroom used by same group on all subsequent days. Pupils enter and exit through the external classroom doors. No pupil is permitted to use the corridor or hall. Staggered break and lunch times. Limit on number of children accessing toilets. Each group to use own class toilets during the day. Outdoor toilets are not permitted to be used (except in the event of illness – see Ref 4 and 10). No mixing between groups. Visits to toilets restricted to children going individually in lesson time not break times – toilets closed at break times to avoid congestion. Staff to communicate, using the X Club intercoms whilst in the classroom.
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cloakroom and corridor areas not to be used by pupils. Coats, are to be hung on the back of individual chairs within the classroom. Pupil lunches will be eaten in classrooms. Lunches will be packed lunches only and provided by Mellor's Catering. Lunches will be delivered to classrooms by designated middays. Where possible, lunches will also be eaten outside. Hall to only be used by staff and for emergency purposes due to being an area with limited ventilation. No assemblies to be timetabled.
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to remain in their staffing groups during the day, and socially distance from each other where at all possible. Only one staff member from each group to have a break at a time. Staffroom is not permitted to be used except to store food/ make a drink. Staff to use the hall area, observing social distancing practices. Main school office to be staffed by max 1 person only. Photocopier- this will be situated, in the main corridor. Staff must ensure that they wait before using and ensure they are maintaining social distancing.

24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initially, 1 member of Mellor's Catering staff will be on site in order to maintain social distancing. Only packed lunches prepared on site will be permitted, to reduce amount of areas and equipment to be cleaned down each day.
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffroom pods are permitted to be used, but only by 1 person at a time. All desks and equipment in a pod must be cleaned with detergent once used. Head and Deputy Office only to be used by one 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.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As organised by SBM and HT. (See Ref. 16)

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff and parents have been informed of current, up-to-date guidance and any changes are communicated immediately. Staff protocol advises according to government guidelines on symptoms. Parent protocol advises regarding pupils. Testing organised as soon as possible based on availability for any experiencing symptoms. 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 14 days. (See Ref 4, 10)
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff and parents have been informed of current, up-to-date guidance and any changes are communicated immediately. Staff protocol advises according to government guidelines on symptoms. Testing organised as soon as possible based on availability for any experiencing symptoms. Negative test means staff/ and or pupil can return to school setting but only if they are feeling well enough. Under no circumstance must staff return to school if they are still feeling unwell. Positive

					result means self-isolation of entire group - staff and pupils for 14 days. (See Ref 4, 10)
29	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site.</p> <p>If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All pupils who develop Covid 19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> • Be sent home as soon as possible and will be advised to follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All pupils aged 5 and above who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. • Whilst awaiting pick-up persons will be isolated outdoors in a private, sheltered area of the playground (the area outside of the girls outdoor toilet). Pupils will be supervised whilst this takes place. • PPE will be worn by staff member who is supervising (fluid resistant mask, apron, gloves, and reusable visor (if vomiting). These can be found in the Trafford PPE Micropack in First Aid Cupboard in staffroom). <p>When a pupil displaying symptoms has left the site:</p> <ul style="list-style-type: none"> • Any member of staff who has helped a child who was unwell does not need to go home unless they develop symptoms themselves or the pupil or 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) will be provided for individuals who display symptoms. These facilities will be cleaned and disinfected using Trafford approved cleaning products.

					<p>If a pupil is tested and it is negative, they will be advised:</p> <ul style="list-style-type: none"> they can return to their setting, providing that they are fit and well enough, and the fellow household members can end their self-isolation. Under no circumstance must children return to school if they are still feeling unwell. <p>If the test is positive:</p> <ul style="list-style-type: none"> The rest of the group (i.e. the children and staff in the 'bubble' they have been working with) will be sent home and advised to self-isolate for 14 days. Other members of these households do not need to self-isolate unless someone in their household subsequently develops symptoms. If this happens, school should be notified. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children/ staff may be asked to self-isolate at home as a precautionary measure – perhaps the whole site.
30	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Alcohol gel hand santiser to be available at all entrances. Caretaker to ensure dispensers are full at the start of each day. All children to sanitise and then 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. 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 double bagged.</p>

Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

31	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage around school to support procedures. Daily reminders to children. Classrooms to be supplied with soap and anti-bacterial hand wash, gel and paper towels. Sinks in each classroom.
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handwashing can occur in individual groups' classrooms so facilities are separate. Children to only use the toilets they are assigned to.
33	Remove unnecessary items from class rooms and soft toys/toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff protocol and preparation time to organise classrooms, including removal and storage of unnecessary items. Resources/areas not to be used – soft toys, role play resources, sand, water play, play dough. Soft furnishings and toys that are hard to clean (such as those with intricate parts) removed from classrooms and learning environments. Each 'bubble' to have own allocated resources which should not be shared between bubbles. Computers not to be used by the children. iPads allocated to specific classrooms can be used, but must be wiped down after individual use using sterilised wipes. Children are not permitted to bring in any resources from home, including book bags or toys. Children can bring in a healthy snack, clearly labelled water bottle, cap and sunscreen (if required). These items must remain in school. Water fountains not to be used. Parent protocol and guidance has asked children to not bring other items in from home. Each group of pupils will have access to its own outdoor play equipment. The climbing frame, trim trail and twigloos are not permitted to be used.
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils/parents/carers have been asked not to bring in such items from home. Each child supplied with own personal stationery set kept in a zip wallet - pencil, ruler, coloured pencil, glue stick, scissors and additional items as needed for lessons being completed. Zip wallets to remain in school in pupils bubble classroom. Reading books are to be kept in own class bubble. Reading books are not permitted to be sent home. Teachers will not mark pupil's work.

Ref	Control Measure	Yes	No	N/a	Actions Taken
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					Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wipes next to each piece of equipment. Where possible, laminator not to be used, but if it is needed, same procedure as other equipment.
36	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"/>	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. Each classroom has two, double bagged lidded pedal bins. Reminders to wash hands after every tissue use and disposal.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each classroom has two lidded bins. Bins to be emptied by cleaning staff every day, and if needed during the day by staff within each group.
38	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff protocol/procedures indicate this, communicated to staff. Groups to only be placed in areas that have good ventilation – windows must be kept open and (if possible) doors to playgrounds - to be kept open during the school day. Internal doors to be kept open.
39	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Meet with cleaning staff to review cleaning arrangements and make any necessary changes. <ul style="list-style-type: none"> • 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 child has access to their own individual whiteboard if necessary in classroom. • Staff to wipe down computer keyboards if used by another member of the team. • 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.

					<ul style="list-style-type: none"> Each area in use to be cleaned thoroughly at the end of each day using DFE/ Trafford approved cleaning products. Classrooms to have spare furniture removed to ensure distancing measures are employed, and that surface points are reduced.
40	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff asked to bring in their own food which does not require cooking or heating. Staff asked to bring in own utensils required to eat food.
41	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be responsible for washing up their own crockery and pots. Staff to bring their own cup and cutlery that they keep with them. No dirty cutlery or crockery to be left anywhere in school.
42	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to store all personal items in their own classrooms and use no other space to do this.
43	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
44	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
45	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning staff and caretaker given clear briefings and guidance.
46	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No visitors to attend school site. Contractors/suppliers where necessary/possible arrange visits outside pupil hours. No access to any other parts of school site when in attendance (See Ref. 16).

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffing model reviewed by SLT regularly, taking into account changes due to illness/self-isolation. 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.
48	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to contact Trafford Cleaning Services in the event of staff absence. Cleaning stock regularly checked to allow for future demand.
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<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.
50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffing ratios adhered to.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SBM/ HT to arrange. Protocol outlined in Ref. 16.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SBM to report defects.

Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
53	Robust safeguarding procedures are in place for those children not attending school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SLT to continue to carry out welfare checks for all vulnerable children who aren't attending at least once a week/ liaise with social care and other professionals. (See Safeguarding Policy Addendum). SH to work away from children's areas to help ensure we retain the availability of a Designated Safeguarding Lead in school.
54	Extended Services provision is limited to ensure groups of children do not mix.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Out of school provision suspended to avoid different groups mixing / help manage arrival and departure. This will be reviewed over time.
55	School uniform is not worn, and parents are encouraged to wash clothes their child has been wearing at school to limit the risk of infection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children not to wear uniform and parents asked to not send in same outfit the next day and to wash the clothes they have worn in school before they wear them again.
56	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff to observe children regularly.</p> <p>Familiar staff to be assigned to groups where possible and same staff to work with same children.</p> <p>Visual Timetables for daily routine.</p> <p>Social stories used with individual children where required.</p> <p>Stories about Corona Virus and how to keep as safe as possible to be shared with parents and carers so they can use them with their child/ren.</p> <p>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.</p> <p>Large periods of time spent outdoors wherever possible.</p> <p>Plenty of access to mindfulness/ relaxation activities.</p> <p>Wake up shake up type activities and daily mile to promote physical and mental health.</p> <p>Have lunch outdoors whenever weather permits this.</p> <p>Guidance for parents and carers to support children's mental health and allay any fears to be regularly shared on school website.</p>

					Information and resources to support children's emotional well-being and mental health, including those with SEND, available to parents on school website. Random treats to be carried out.
57	To ensure that staff emotional well-being/ mental health is prioritised when returning to school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Staff on a reduced timetable where possible to enable extra PPA/ enhancement of staff wellbeing. Teachers to have PPA time factored in – staff working from home to support with planning and uploading home learning. SLT to review staggered lunches to ensure staff are able to sit with other colleagues at lunchtime, adhering to social distancing. Colleagues in same group to ask for/ offer breaks to each other whenever felt needed (low enough ratios of adults to children to allow for regular breaks). Random acts of kindness shared around. Home learning tasks are completed with the children who have returned to school.

APPENDIX

Symptoms of Corona Virus and how we respond to these

Symptoms

- high temperature – this means if a person feels hot to touch on their chest or back
- new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- loss or change to your sense of smell or taste – this means a person has noticed they cannot smell or taste anything, or things smell or taste different to normal

Action to take if your child or a member of your household becomes unwell / a member of staff or their household becomes unwell

All ages

If your child, or any of your household displays any of these symptoms then your child **must not** be brought into school. If a member of staff or anyone in their household displays any of these symptoms then **they must not** come into school.

Anyone 5 years old and over

You should use the online 111 online corona virus service (link below) and apply for a test

<https://111.nhs.uk/covid-19/>

The person showing symptoms must self- isolate at home for 7 days unless they have been tested and the test has shown negative.

All other members of the household must self-isolate for 14 days.

Babies and under fives

Call 111 or your GP's surgery if you're worried about a baby or child under 5.

If your child seems very unwell, is getting worse or you think there's something seriously wrong, call 999.

Do not delay getting help if you're worried. Trust your instincts.

In particular, you should call 111 or your GP if your child:-

- is under 3 months old and has a temperature of 38C or higher, or you think they have a fever
- is 3 to 6 months old and has a temperature of 39C or higher, or you think they have a fever
- has other signs of illness, such as a rash, as well as a high temperature (fever)
- has a high temperature that's lasted for 5 days or more
- does not want to eat, or is not their usual self and you're worried
- has a high temperature that does not come down with paracetamol
- is dehydrated – for example, nappies are not very wet, sunken eyes, and no tears when they're crying

Please also refer to the NHS website for advice and information about Corona Virus in children

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, outside, 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

What happens if there is a confirmed case of coronavirus in a setting?

When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Protocol to follow at Templemoor:

RESPONSE TO COVID CASES – see government advice in Appendix.

If a child becomes unwell and is showing signs of the Corona Virus:-

One member of staff to get a PPE grab bag and direct the child away from other children and staff and to the nearest pick up point - this should be on the seat by the girl's outdoor toilet.

Instruct a colleague to call the office to ask the parent/ carer to collect and tell office where they need to collect from.

Office staff to contact parent/ carer immediately and ask to collect. Office staff to tell the parent the following during the call:-

Request they get their child tested and that their child cannot return to school until either:

- they have been tested and the result was negative
- the child has been self-isolating for 7 days

The office also needs to inform the family that if a child isn't tested all other members of the household need to self-isolate for 14 days, so they wouldn't be able to bring their child back in then either for 14 days.

Member of staff to stay with the child to supervise them/ reassure them – social distancing to be maintained as much as possible.

If the child needs to toilet, direct them to the toilet nearest to the holding area, making sure everyone else is out of the way and then close these toilets off until they have been deep cleaned.

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When parent/ carer arrives staff supporting child to wear a mask to open the nearest gate for pick up – maintaining social distancing from family member.
Office staff to lock gate after child has left.

Approved by (Head Teacher/ and Board of Governors)	Tuesday 26 th May 2020	Date of Approval	Tuesday 26 th May 2020
Date Provided to Unions	Friday 22 nd May 2020	Date of Review	Tuesday 23 rd June 2020
Date shared with Parents/Carers	Tuesday 26 th May 2020	Date shared with LA	Tuesday 2 nd June 2020