



<b>School/ Setting</b>	TEMPLEMOOR INFANT AND NURSERY SCHOOL	<b>Date of Assessment</b>	20 <sup>th</sup> July 2020, reviewed with staff on 1 <sup>st</sup> September 2020. SLT 5 <sup>th</sup> October 2020. Teaching staff 6 <sup>th</sup> October 2020. Sent to all staff 9 <sup>th</sup> October 2020. 2 <sup>nd</sup> November 2020. 4 <sup>th</sup> November 2020. 24 <sup>th</sup> November 2020, 1 <sup>st</sup> December 2020, 15 <sup>th</sup> December, 14 <sup>th</sup> January 2021.
<b>Assessment Completed By</b>	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	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a> .	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	From Tuesday 5th January 2021 until further notice, staff who are considered to be clinically extremely vulnerable (CEV) are advised to work from home. 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 the published guidance. CEV individual risk assessments will be reviewed and updated regularly in light of



					<p>changing Covid Alert levels and increase in cases. School to continue to follow all national and local public health advice.</p> <p>Staff who are clinically vulnerable (CV) or have underlying health conditions but are not CEV may continue to attend school.</p> <p>Staff who live with someone who is CEV but who are not CEV themselves should still come to work.</p> <p>Women who are more than 28 weeks pregnant will continue to work from home, following government guidance.</p> <p>Staff to self-identify if they fall into identified groups: BAME, pregnant, extremely clinically vulnerable, 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.</p>
<p><b>02</b></p>	<p>All employees, themselves or persons within their household who have COVID-19 symptoms, should not attend school. They must self-isolate immediately and arrange to have a test. If test is negative they can return to work, providing that they feel well enough to return.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>The medical advice is clear: <b>it is the law</b> that you must <b>immediately self-isolate</b> if you have coronavirus symptoms or live in the same household as somebody who does. You must also <b>self-isolate immediately</b> if someone in your support bubble has symptoms and you've been in close contact with them since their symptoms started or during the 48 hours before they started. You <b>must not</b> attend school and must not go to a GP surgery, pharmacy or hospital*.</p>



				<p>The main symptoms of COVID-19 are: a new, continuous cough or a high temperature, loss of, or change in, their normal sense of taste or smell.</p> <p>All employees <b>must</b> follow the steps outlined below:</p> <ul style="list-style-type: none"> <li>• Staff member must notify the Headteacher/ Deputy Headteacher/ SBM of their absence <b>by phone</b>. It is the staff members' responsibility to keep the school informed.</li> <li>• School should record and keep minimum dataset. Reason for absence, date of onset of symptoms, symptoms, contacts etc.</li> <li>• Direct to <u>Stay at home</u> guidance for isolation advice for staff member and their households. 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. Staying at home for 10 days will greatly reduce the overall amount of infection that people in a household could pass on to others in the community.</li> <li>• 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 <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a>. Staff are required to get tested immediately. If staff cannot get a test they will be issued with a school testing kit.</li> </ul>
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					<ul style="list-style-type: none"> <li>Employee to consider alerting the people that they have had close contact with in the last 48 hours to let them know they have symptoms of coronavirus (COVID-19.)</li> <li>Any member of staff who is contacted by Test and Trace and advised to self-isolate must inform the school.</li> </ul> <p><b>There is no further action</b> required by the school at this time, and no need to notify the Local Authority or Health Protection Team.</p> <p>(*Please note, if you are feeling unwell it is still important to get medical help if you need it. To get accurate health information use the <a href="#">NHS website</a> or contact your GP either online or via telephone. If you need urgent medical help, use the regular <a href="#">NHS 111</a> online service. Call 111 if you cannot get help. For life threatening emergencies call 999).</p>
<p><b>03</b></p>	<p>Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u>.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff who develop COVID-19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> <li>Be sent home <b>immediately</b> and be directed to follow the <u>Stay at home</u> guidance for isolation advice for staff members and their households.</li> <li>Access a test provided by the appropriate health care professional.</li> </ul> <p>If awaiting pick-up, staff member will be isolated in either a separate sheltered, private outdoor area in the playground (the area outside of the girl’s outdoor toilet) or inside in the old staffroom. If a distance of more than 2m cannot be maintained, then full PPE must be worn by staff member who is supervising (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>



					<p>When a person displaying symptoms has left the site:</p> <ul style="list-style-type: none"> <li>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.</li> <li>Core areas that those staff or pupils have been in will be cleaned with Trafford supplied cleaners / disinfectants.</li> <li>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.</li> <li>The school must record and keep the details of the incident in case it is needed for future case or outbreak management.</li> </ul> <p><b>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</b></p> <p>If a person is tested and it is <b>negative</b>, they will be advised:</p> <ul style="list-style-type: none"> <li>they can return to their setting, providing that they are fit and well enough, and the fellow household members can end their self-isolation. <b>Under no circumstance must staff return to school if they are still feeling unwell.</b></li> </ul>
<p><b>04</b></p>	<p>Any employee who tests <b>positive</b> for COVID-19 must immediately inform a member of the senior leadership team, and swift action must be taken by the school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Any employee who tests positive for COVID-19 must immediately inform a member of the Senior Leadership Team. School <b>must contact the local health protection team via Covidtrace@trafford.gov.uk. to inform them of this.</b></li> </ul>



					<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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 <b>48 hours prior</b> 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.</li> <li>• 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.</li> </ul> <p><b>Close contact means:</b></p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> <li>• travelling in a small vehicle, like a car, with an infected person.</li> </ul>
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				<p>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.</p> <p>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.</p> <p>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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></li> </ul> <p><b>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.</b></p>
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<b>05</b>	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 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.
<b>06</b>	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will be provided with a copy of 'Homeworking Guidance'. Appendix 1 of the Guidance will be 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.

**Our Pupils**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
<b>07</b>	Pupils who remain on the shielded patient list can return to school, as can those who have family members who are shielding.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents must notify school of any child who may be registered as clinically extremely vulnerable. Some pupils who are no longer required to shield but who generally remain under the care of a specialist health professional <b>may</b> need to discuss their care with their health professional before returning to school. A specific risk assessment may need to be written.</p> <p>If rates of disease rise in local areas — children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p>
<b>08</b>	All pupils, or persons within their household that have COVID 19 symptoms <b>must not attend school</b> . They should self-isolate immediately and <a href="#">arrange to have a test</a> . 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 of COVID-19 however mild (new, continuous cough or a high temperature, loss of, or</p>



				<p>change in, their normal sense of taste or smell), or whose household member develops symptoms at home, should <b>immediately self-isolate</b>. They <b>must not</b> attend school and must not go to a GP surgery, pharmacy or hospital*. Parents must follow the steps outlined below.</p> <ul style="list-style-type: none"> <li>• Parent/Carer should notify the school of their absence <b>by phone and/or email</b>.</li> <li>• School should record and keep minimum dataset. Reason for absence, date of onset of symptoms, symptoms, class etc.</li> <li>• Direct to <a href="#">Stay at home</a> guidance for isolation advice for child and their households. 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. Staying at home for 10 days will greatly reduce the overall amount of infection that people in a household could pass on to others in the community.</li> <li>• 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. If a child cannot access a test, parents will be issued with a school testing kit.</li> <li>• Parent to consider alerting the people that they have had close contact with in the last 48 hours to let them know they have symptoms of coronavirus (COVID-19.)</li> <li>• Any family who is contacted by Test and Trace and advised to self-isolate <b>must</b> inform the school. Parents may request that their child’s data is not shared, this will</li> </ul>
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					<p>be noted but refused on the lawful basis of national interest.</p> <p><b>There is no further action</b> required by the school at this time, and no need to notify the Local Authority or Health Protection Team.</p> <p>(*Please note, if you or your child is feeling unwell it is still important to get medical help if you need it. To get accurate health information use the <a href="#">NHS website</a> or contact your GP either online or via telephone. If you need urgent medical help, use the regular <a href="#">NHS 111</a> online service. Call 111 if you cannot get help. For life threatening emergencies call 999).</p>
<b>09</b>	Any pupils who develop COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 <b>as soon as possible</b>. The class teacher will inform a member of the SLT/office team.</p> <p>All pupils who develop Covid 19 symptoms whilst on site will:</p> <ul style="list-style-type: none"> <li>• Have their temperature taken. A thermometer can be accessed in the PPE draw in the staffroom.</li> <li>• Be sent home as soon as possible. Parents will be directed to follow the <u>Stay at home</u> guidance for isolation advice for pupil and their household. The pupil 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. Staying at home for 10 days will greatly reduce the overall amount of infection that people in a household could pass on to others in the community.</li> </ul>



				<ul style="list-style-type: none"> <li>• All pupils, including under 5's, have access to a test if they display symptoms of coronavirus. If a child cannot access a test, parents will be issued with a school testing kit.</li> <li>• 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) or inside in the old staffroom. Pupils will be supervised whilst this takes place.</li> <li>• If a distance of more than 2m cannot be maintained, then full PPE must 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 in First Aid Cupboard in staffroom). A distance of at least 2m must be maintained.</li> </ul> <p>When a pupil displaying symptoms has left the site:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Core areas that those staff or pupils have been in will be cleaned with Trafford supplied cleaners / disinfectants.</li> <li>• 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.</li> <li>• The school must record and keep the details of the incident in case it is needed for future case or outbreak management.</li> </ul> <p><b>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.</b></p>
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					<p>If a pupil is tested and it is <b>negative</b>, they will be advised:</p> <ul style="list-style-type: none"> <li>• they can return to their setting, providing that they are fit and well enough, and the fellow household members can end their self-isolation. <b>Under no circumstance must children return to school if they are still feeling unwell.</b></li> </ul>
<p><b>10</b></p>	<p>Parents must immediately inform the school, if their child tests <b>positive</b> for COVID-19, and swift action must be taken by the school.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• The parent/ carer of a pupil who tests positive for COVID-19 must immediately inform the school. School <b>must contact the local health protection team via Covidtrace@trafford.gov.uk. to inform them of this.</b></li> <li>• 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.</li> <li>• 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.</li> <li>• 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 <b>48 hours prior</b> to the pupil falling ill. This is likely to be the children and teacher of that class bubble.</li> <li>• 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.</li> <li>• 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.</li> </ul>



				<p><b>Close contact means:</b></p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</li> <li>• travelling in a small vehicle, like a car, with an infected person.</li> </ul> <p>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.</p> <p>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.</p> <p>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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>
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					<ul style="list-style-type: none"> <li>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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u></li> </ul> <p><b>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.</b></p>
<b>11</b>	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Remote Plan has been written, distributed to parents and is available to view on the school website. School will have remote learning ready via 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. All pupils will have access to pre-recorded lesson 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 gradual roll out of the Seesaw app. Staff will keep in regular contact with families (via telephone and at least one weekly Zoom session) to ensure children are accessing learning.</p> <p>Reading, phonic and library books will be permitted to be changed on a weekly basis, following COVID-secure protocols.</p>
<b>12</b>	Pupils of parents whose work is critical to the coronavirus (COVID -19) response and vulnerable pupils including "those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)" and also "pupils and students who need to attend to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>During the period of national lockdown, from Wednesday 6th January 2021 until further notice, schools should only allow vulnerable children and the children of critical workers to attend. All other children should learn remotely. At Templemoor this</p>



	<p>receive support or manage risks to their mental health” will be offered a place in school. However, government policy is clear <b><i>'parents and carers who are critical workers should keep their children at home if they can.'</i></b></p>		<p>currently includes Nursery aged children due to limited space and staffing.</p> <p>Children eligible for a place in school will:</p> <ul style="list-style-type: none"> <li>• Work within class/year group bubbles with at least one member of staff (teacher or TA).</li> <li>• Group sizes will be regularly reviewed.</li> <li>• Children, especially the youngest children, cannot socially distance from staff or from each other and will not be expected to do so. Instead, children will remain in a consistent class/year group bubble throughout the day and will not mix with other year groups.</li> <li>• Children will continue to have lunch in the hall in year groups, except Nursery who will eat their lunch in the classroom.</li> <li>• Lunches will continue to be provided by Mellors catering.</li> <li>• Staff will be assigned to a year group bubble.</li> <li>• All teachers and other staff can operate across different year groups.</li> <li>• PE Coaching - Children will stay in class/year group bubbles but sports coach will move across bubbles as in line with guidance. In the case of bad weather, the coach will deliver classroom-based learning.</li> <li>• Staff have been issued with visors and must wear them in school whilst in communal areas, or when working 1:1 with a child. Staff do not have to wear visors within their own classroom but can do so if they want to.</li> <li>• Children in primary schools and early years settings <b>will not</b> be required to wear a face covering.</li> <li>• Preventative measures outlined in this risk assessment will be followed.</li> <li>• Staff will be provided with access to lateral flow testing organised by the Local Council.</li> </ul>
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13	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The updated Rights Respecting Behaviour Policy addendum has been communicated to all staff and is available to view on the school website. The addendum follows the usual behaviour policy with adaptations to enable minimising of contact across phase bubbles. The policy will identify for children, families and staff where risks are increased, and subsequent actions need to be taken to protect everyone, children and adults.</p> <p>Teaching staff to communicate changes in behaviour policy and procedures to children in an age appropriate manner and these will be regularly revisited as appropriate for the needs of the children.</p>
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**Our School Site**

<b>Capacity &amp; Access</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
14	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"/>	<p>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 during the period of national lockdown. Only 1 parent/carer to drop off or pick up. Parents must be prompt on drop off and pick up. Late arrivals to go to the main entrance, where a member of staff will take the child to their external classroom door.</p> <p>Staggered arrival and pick up for all children:</p> <p>8:45am to 8:55am (drop off) 3:05pm to 3:15pm (pick up)</p>



					<p>Drop off and collection times must be adhered to.</p> <p>Parents are asked to wear face masks when on site dropping off and collecting children.</p> <p>Signage in operation for each entrance/ exit. The back gate near the Reception classrooms will not be used at this time.</p> <p>SLT to reinforce systems and social distancing of parents on the school site. As many parents as possible to be encouraged to keep moving rather than congregating on the school site. SLT available for families. Families provided with alternative means of communicating with class teacher i.e. via email to reduce face to face contact.</p>
<b>15</b>	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 sanitise/ 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.
<b>16</b>	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 during the period of the national lockdown. Drop off and collection at identified school entrances and exits. <b>Only one adult to be present on site per family</b> unless stated on an individual child's risk assessment. Signs at entrances and throughout the site to remind families entering the grounds to observe social distancing. Signage will indicate social distancing expectations inside. Children will be informed/reminded on a daily basis by teachers.
<b>17</b>	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.



	<p>*Supply teachers, peripatetic teachers and/or other temporary staff can move between schools Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p>			<p>Only necessary and planned visitors allowed. All visitors sign in (track and trace). <b>Contractors not to be in areas where children or staff are and must wear a mask whilst on site</b> (where possible come outside of school hours). One member of staff (office staff) to sign contractors in and out/ show them to area and social distancing to be maintained at all times. Contractors to use hand sanitiser on entry. Any Contractor showing signs of COVID 19 will be asked to leave the school immediately and inform the school of the outcome of any test.</p> <p>No parents/ carers to come into the building. All communication with school to be done via email or phone. Off site visits by pupils continue to be suspended.</p> <p>Support staff for pupils with SEND are permitted on site.</p> <p>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.</p>
<p><b>18</b></p>	<p>Stagger drop off and collection times, lunch and break times for each cohort/group.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p>Parent and staff protocol issued with details of entrance and exit points.</p> <p>Staggered arrival and pick up for all children:</p> <p>8:45am to 8:55am (drop off) 3:05pm to 3:15pm (pick up)</p> <p>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 regularly</p>



					reviewed and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.
<b>Physical / Social Distancing in the Building</b>					
<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Actions Taken Details / Further Information</b>
<b>19</b>	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p> <p>In Early Years and Key Stage One (Year 1 and Year 2), social distancing will not be possible. Resources will be minimised and rotated so that hygiene measures are easier to implement. All equipment used to be cleaned regularly and thoroughly.</p> <p>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).</p> <p>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.</p> <p>Children in Year 1 and Year 2 will bring in a pencil case from home containing their own individual resources.</p> <p>Children must limit items brought into school to essential items - outdoor coats, reading books, library books and a pencil case. These may be brought in book bags.</p> <p>Children may bring a labelled water bottle for their own use. This must be taken home each afternoon and cleaned and refilled at home ready for the following day.</p>



					<p>Children must not bring any toys or teddies to school.</p> <p>Children will use the cloakroom nearest their bubble classroom to deposit coats on pegs.</p> <p>Children must wear school uniform each day, except on their allocated P.E. days, when they must wear a P.E. kit to school.</p> <p>Singing is not permitted on site at this time, although this will be subject to review based on Government guidance.</p>
<b>20</b>	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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:</p> <ul style="list-style-type: none"> <li>•avoiding contact with anyone with symptoms.</li> <li>•frequent hand cleaning and good respiratory hygiene practices.</li> <li>•enhanced cleaning of settings and frequently touched surfaces.</li> <li>•minimising contact and mixing.</li> </ul> <p>This ensures that the "risk of transmission will be lowered", as stated by Public Health England.</p> <p>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 masks/ visors in communal areas and when working 1:1 with children. Staff undertaking intimate care will be required to wear full PPE. Posters and signage reminding of keeping a distance are prominent throughout school building.</p>



<p><b>21</b></p>	<p>Outside space is used wherever possible for learning.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>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.</p> <p>PE to be delivered within class bubbles by class teacher or specialist coach.</p> <p>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.</p> <p>Daily Mile to support PE and outdoor games to take place.</p> <p>Children are required to arrive at school wearing their P.E. Kit. on their allocated P.E. day.</p>
<p><b>22</b></p>	<p>Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>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.</p> <p>Intervention spaces assigned to specific groups.</p> <p>Nursery to have their lunch in classrooms. Staff serving lunches must wear full PPE equipment.</p> <p>Reception, Year 1 and Year 2 to have their lunch in the hall. Screens used to separate year group bubbles.</p> <p>Designated Playground areas for each cohort/year group bubble utilising school grounds.</p> <p>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.</p>



<p><b>23</b></p>	<p>Communal spaces such as dining room or assembly hall to be used at reduced capacity</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>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.</p> <p>No assemblies to take place in the hall.</p> <p>Staggered break and lunch times.</p> <p>There will be no whole school events where children and adults are required to congregate (i.e. class assemblies, concerts, performances).</p>
<p><b>24</b></p>	<p>Stagger the use and limit the occupancy of staff room and offices by employees.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Staff to socially distance from each other as much as possible.</p> <p>Staffroom is not permitted to be used for breaks or lunchtimes. Staff have been allocated own areas for breaks. Hot water for drinks can be obtained in staffroom kitchen- staff to maintain social distancing in this area.</p> <p>Main school office to be staffed by max 1 person only.</p> <p>Staffroom pods to be used by max 1 person only.</p> <p>Photocopier- this will be situated, in the main corridor. Staff must ensure that they wait before using and ensure they are maintaining social distancing.</p>
<p><b>25</b></p>	<p>Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Kitchen staff on site must try to maintain social distancing as much as possible. Kitchen have their own specific risk assessment.</p>
<p><b>26</b></p>	<p>Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>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. Heads Office to be used by max two people at a time. Masks or visors 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</p>



					staff member is to use phone, it must be wiped before and after use.
27	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. 17)

**Infection Control, Cleaning and Hygiene Arrangements**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
28	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to <a href="#">current advice and guidance</a>	<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. <b>Under no circumstance must staff or children return to school if they are still feeling unwell.</b> Positive result means self-isolation of entire group - staff and pupils for 10 days, if directed by Public Health.
29	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. <b>Under no circumstance must staff return to school if they are still feeling unwell.</b> Positive result means self-isolation of entire group - staff and pupils for 10 days.
30	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All pupils who develop Covid 19 symptoms whilst on site will: <ul style="list-style-type: none"> <li>• 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 10 days and their fellow</li> </ul>



	<p>If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.</p>			<p>household members should self-isolate for 10 days. All pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. School has a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.</p> <ul style="list-style-type: none"> <li>• 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 or inside in the old staffroom). Pupils will be supervised whilst this takes place.</li> <li>• If a distance of 2m cannot be maintained, then full PPE must 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).</li> </ul> <p>When a pupil displaying symptoms has left the site:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Core areas that those staff or pupils have been in will be cleaned with Trafford supplied cleaners / disinfectants.</li> <li>• 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.</li> </ul> <p>If a pupil is tested and it is <b>negative</b>, they will be advised:</p>
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					<ul style="list-style-type: none"> <li>they can return to their setting, providing that they are fit and well enough, and the fellow household members can end their self-isolation. <b>Under no circumstance must children return to school if they are still feeling unwell.</b></li> </ul> <p>If the test is <b>positive</b>:</p> <ul style="list-style-type: none"> <li>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 10 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. On the advice of Public Health, a deep clean of the class area is not required to be undertaken.</li> <li>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.</li> </ul>
<p><b>31</b></p>	<p>Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored &amp; maintained).</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>Alcohol gel hand sanitiser available at all entrances. Caretaker to ensure dispensers are full at the start of each day. All children to sanitise/ 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</p>



					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.
<b>32</b>	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, 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 ensure own keyboards and smart boards are wiped down before and after use each day.
<b>33</b>	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"/>	<p>Regular timetabled handwashing. Handwashing can occur in individual groups' classrooms, so facilities are separate. Children to only use the toilets they are assigned to.</p> <p>Lunchtime cleaning procedure in place.</p> <p>Signage around school to support procedures. – NB child friendly 'how to' hygiene posters in all classrooms, shared areas and toilets.</p> <p>Daily reminders to children.</p> <p>Public Health reminder posters displayed prominently throughout school building.</p> <p>Meet with cleaning staff to review cleaning arrangements and make any necessary changes. –</p> <ul style="list-style-type: none"> <li>• Cleaning team do all toilets end of each day</li> <li>• Replenish soap and paper towels and toilet tissue</li> <li>• 1 additional lunchtime toilet clean and check done by caretaker.</li> </ul> <p>Increase focus cleaning on high contact points and tables.</p> <p>Door handles to be cleaned at mid points during the day.</p>



					Wipes next to each piece of equipment (i.e. photocopier, telephones).
<b>34</b>	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"/>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Outdoor play equipment to be cleaned at end of each day.</li> <li>• Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources should apply.</li> <li>• Resources kept to a minimum and out of reach / put away if not in use.</li> <li>• All equipment used in Early Years and within KS1 provision to be cleaned regularly and thoroughly.</li> <li>• Laptops and iPads can be used, but must be wiped down after individual use using sterilised wipes.</li> <li>• Soft toys/ soft furnishings are not to be used at this time.</li> <li>• Children are not permitted to bring in any resources from home, except a coat, book bag, reading book, clearly labelled water bottle. Parent protocol and guidance has asked children to not bring other items in from home.</li> <li>• The climbing frame and trim trail are permitted to be used at this time, except at lunchtimes. These areas must also be assigned to one year group only.</li> </ul>



<b>35</b>	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.  Children's equipment will be kept in their individual trays.
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<b>Ref</b>	<b>Control Measure</b>	<b>Yes</b>	<b>No</b>	<b>N/a</b>	<b>Actions Taken Details / Further Information</b>
<b>36</b>	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.
<b>37</b>	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
<b>38</b>	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 pedal bins. Bins to be emptied by cleaning staff every day, and if needed during the day by staff within each group.
<b>39</b>	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is important to ensure that the school is <b>well ventilated, and a comfortable teaching environment</b> is maintained. Therefore: <ul style="list-style-type: none"> <li>• Internal doors <b>must</b> be kept open all day.</li> <li>• Windows should remain open. <b>However</b>, 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.</li> <li>• 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.</li> </ul>



					<ul style="list-style-type: none"> <li>• Heating should be used as necessary to ensure comfort levels are maintained.</li> <li>• Suitable indoor clothing should be worn.</li> </ul>
<b>40</b>	<p>Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopiers</li> <li>• White Boards</li> <li>• Play Equipment</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Meet with cleaning staff to review cleaning arrangements and make any necessary changes.</p> <ul style="list-style-type: none"> <li>• Increase focus cleaning on high contact points and tables.</li> <li>• 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.</li> <li>• Wipes next to each piece of equipment.</li> <li>• Staff to wipe down computer keyboards if used by another member of the team.</li> <li>• Each member of staff in each bubble has their own equipment to use throughout day so these are not shared.</li> <li>• Toilets to be cleaned midway through the day (as a minimum) by the school caretaker.</li> <li>• Each area in use to be cleaned thoroughly at the end of each day using DFE/ Trafford approved cleaning products.</li> <li>• Classrooms to have unnecessary furniture removed to ensure surface points are reduced.</li> </ul>
<b>41</b>	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"/>	The use of the microwave oven is not permitted at this time.
<b>42</b>	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 bring their own cup and cutlery.
<b>43</b>	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 work areas and use no other space to do this.



44	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"/>	<a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a> <a href="#">Hand-Washing Poster</a>
45	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.
46	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. Daily reviews by the senior leadership team of toilets to take place. Staff will report shortages to the Caretaker or SBM.
47	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"/>	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
48	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"/>	Staff expected to be onsite for their normal contracted hours, unless when directed to work from home. 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.
49	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 is provided by Trafford Cleaning Services who are responsible for ensuring cleaner staffing levels. Cleaning stock regularly checked to allow for future demand.



50	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.
51	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"/>	<p>Staffing ratios adhered to.</p> <p>Fire doors should remain closed at all times.</p> <p>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.</p>

**Statutory Premises Compliance and Maintenance**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
52	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SBM/ HT to arrange. Protocol outlined in Ref. 16.



<b>53</b>	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
<b>57</b>	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"/>	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.
<b>58</b>	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.



					<p>All staff to have contact numbers for SLT so they can check in with them if struggling.</p> <p>SLT and Staff Meetings to be arranged remotely via Google Meet.</p> <p>Reduction in the number of staff meetings.</p> <p>Staff to be encouraged by senior leaders to leave earlier after school has finished, at the latest 4:30pm.</p> <p>Random acts of kindness shared around.</p> <p>Staff wellbeing board in staffroom.</p>
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