

School/ Setting	Davyhulme Primary School	Date of Assessment	4th December 2020
Assessment Completed By	Patrick McDowell Kate Brookes DPS SLT (LM,EB,ST,CD).		

Staying COVID Secure – Our Commitment - Latest Updates in November will be in Red Ink.

- ✓ 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	<p>All <u>Clinically Extremely Vulnerable</u> employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.</p> <p>Where providers apply the full measures in the guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care as community transmission rates fall.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff have confirmed that they are fit to work now .Staff attendance will be affected by seasonal challenges - (School has arranged for flu jabs for all staff who opt in for October 8th 2020 , Covid19 testing and looking after children sent home by their schools.</p> <p>All pupils from Rec-Y6 have had flu vaccinations on 21st September . Some staff have made their own arrangements for a flu jab because of individual medical conditions.</p>

	covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19				
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"/>	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace Return to work – individual RA for those concerned.
03	<p>All <u>Clinically Vulnerable</u> 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)</p> <p>Staff who are pregnant As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</p> <p>If people with significant risk factors are concerned, we recommend settings discuss their concerns and explain the measures the school is putting in place to reduce risks. Education leaders should try as far as practically possible to accommodate additional measures where appropriate.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In order to fairly assess risk to any member of staff who is deemed clinically extremely vulnerable, the headteacher and the employee will complete the accompanying risk assessment sheet provided via HR.</p> <p>No one on the staff falls into this category at this point (pregnant or clinically vulnerable).</p> <p>Individual RAs have been completed for staff on request and for a number of pupils who have individual health care plans.</p>

	People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace				
04	<p>All employees, themselves or persons within their household who have COVID-19 symptoms, should not attend school/ setting until they can be tested. If test is negative they can return to work. Ensure that pupils, students, staff and other adults do not come into the setting if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the day is sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. This is called an antigen test. The most up-to-date information available can be found on the link below:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>REFER TO THE TRAFFORD PUBLIC HEALTH TEAM (TPHT) SUBSIDIARY GUIDANCE When in doubt school will seek advice from Trafford Public Health.</p> <p>School has a small number of test kits for staff on request from a senior member of staff.</p>
05	We will 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"/>	The headteacher/line manager/office manager maintains contact and supports employees who are self-isolating.

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"/>	<p>At present we do not have any staff who require additional aids and adaptations, however, if the need arises, we ensure that:</p> <ul style="list-style-type: none"> • All staff are fully aware of their work schedule if working from home • All staff working from home requiring to use a computer, and who do not have one will be given the use of a school laptop and internet access will be additionally provided • If any additional aids and adaptations are required for the home worker, then the school will do all it can to provide these within a home working environment. In the event that such modifications cannot be made in a reasonable time due to availability, etc., then an assessment of tasks will be carried out by the employees line manager or headteacher in conjunction with the employee to ensure that safe working practices can be strictly adhered to.
	There is no advice re Individual Risk Assessments but the LA would advise that those should be completed for the extremely clinically vulnerable and updated for those clinically vulnerable.				

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken
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					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"/>	<p>Parents must notify school of any child who may be registered as clinically extremely vulnerable. We have no pupils in this category at present.</p> <p>It is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms.</p>
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"/>	The small number of pupils and students who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding.
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"/>	Parents must notify school of any child who may be deemed clinically vulnerable.
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>Parents are reminded of this requirement. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly.</p> <p>All children who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</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"/>	Where a pupil is unable to attend their setting because they are complying with clinical or public

					health advice, we will be able to immediately offer them access to remote education. We will monitor engagement with this activity on 'Seesaw'.
12	Nursery - 52 Bubble (26am - 26pm) EYFS Bubble 70 - Corridor 50Y1 s . Upper Corridor Y1/Y2 (90) Y3 (70) Y4(70) Y5(70) Y6 (70) 8 Extended Bubbles across school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Following Advice from TPHT School can continue to use LBs from an organisational POV but if there are positive cases then SLT should conduct internal tract and trace procedures to avoid sending entire LBs home. All T&T will take account of any contact with the principal source/s including staff who cross LBs.

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 or Bubble of pupils where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will be accompanied by one adult member of their family or one carer. The parent/carer will not enter school at all.</p> <p>Staff,pupils and visitors will be encouraged to either Sanitise or wash their hands on entry to school and at strategic times during the school day.</p> <p>Entrance and exit points to school will be staffed to: assist in social distancing; to ensure the safeguarding of pupils and staff; and to promote the efficiency of the systems in place.</p>

					Each 'bubble' will enter and exit the building through the same door. These bubbles will have their entrance and exit times staggered. These arrangements may be ' tweaked 'to allow smoother , safer entries and exits by the various bubbles.EG - Y3 waiting area to be used by Y6 when Y3 have entered the building.
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"/>	Where classrooms have external doors, these are utilised. Information provided to all staff by SLT
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"/>	After the child receives their entry and exit times: <ul style="list-style-type: none"> •Pupils must adhere to their given timeslot for drop off and pick up. •If the morning timeslot is missed, the pupil need to arrive at the school's main entrance at a given designated time after all the other pupils have been admitted. This entry will be administered by the office staff. The staggered drop off and pick up protocol for the different groups of children have been shared with parents and staff and will be shared if any adjustments are made.
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Fabulous Friday Staff - Supply teachers, peripatetic teachers and/or temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If parents need to communicate with the school, please telephone or email school. Any information on Covid19 should use Covid19@davyhulmeprimary.com We do encourage parents and carers to telephone school if they wish to inform us of any changes to their child's weekly pattern of attendance due to illness etc.

	<p>Schools will consider how to manage other visitors to the site, such as contractors and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>We plan to have our visiting specialists and teachers on Fridays to provide PPA and enhance the curriculum.</p>				<p>Other visitors e.g. contractors necessary for safety checks and essential maintenance report to the main office. Where possible contractors should visit our site before or after school.</p> <p>In the event of outside agency workers such as SEND support workers, we will follow the advice provided by the support team manager and communicate our strict procedures to any visiting agency staff member.</p>
17	<p>Stagger drop off and collection times, lunch and break times for each cohort/group.</p> <p>Consider staggered starts/ adjusting start and finish times to keep groups apart as they arrive and leave school.</p> <p>The School gate will be closed to all traffic from 8.45am to 9.15am to allow the carpark to be used as an exit and entry point for parents and pupils to promote SD and smoother footfall flow. Entry to carpark by vehicles will be limited and strictly controlled to exceptional traffic by HT or staff member on gate duty.</p> <p>This will be extended to the afternoons from 2.45 - 3.30pm to create a 'safe zone within the carpark area.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staggered times have been planned for each bubble of children. Detailed plans have been drawn up by the SLT circulated to staff and and may be adjusted in response to changing circumstances.</p> <p>Break and lunchtimes are also staggered – a timetable of which is available from the school office if requested (this has been subject to change on Fridays).</p> <p>Procedures for these staggered lunchtimes and break times will be discussed with staff prior to opening and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.</p> <p>Information to be provided to all staff once confirmed.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information

<p>18</p>	<p>Class rooms organised maintaining space between seats/ desks where possible.</p> <p>Settings should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p>When staff, children or young people cannot maintain distancing, the risk can also be reduced by keeping pupils and students in the smaller, class-sized groups described above.</p> <p>Both pupils and staff will continue to be reminded of SD - washing of hands how to use soap dispensers and paper towels sensibly.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>As the DfE has stated, social distancing within schools 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 bubble.</p> <p>Where appropriate, desks will be placed facing forwards. (Y1 -Y6)where age/developmentally appropriate.</p> <p>Resources, such as stationery items, to be used by each child have been allocated to each child.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble and these will be cleaned/wiped down regularly, along with all frequently touched surfaces. By Staff who agree to.</p> <p>Procedures have been created and established between staff and will continued to be shared with the children. Children will be reminded of these procedures regularly.If staff have to move to another Bubble then parallel staff will inform them or point them to any changes in detail for that Bubble.</p> <p>Staff should attempt to limit their close interaction with children as much as possible and should maintain a 2m distance from other adults.</p>
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					<p>Children should limit items brought into school to essential items such as lunch boxes, outdoor coats, etc. School only asks that pupils bring in a water bottle , coat and snack / lunchbox</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. This may not always be possible , coats may be hung on the back of chairs.</p> <p>Children can bring two name-labelled water bottles for their own use (in addition to any brought in for their lunch), one for the morning and one for the afternoon , if they wish. These must be taken home each afternoon and cleaned and refilled at home ready for the following day, as no communal-use drinking fountains are available now in school. Bottles may be refilled by an adult if required.</p>
19	Social distancing message is reinforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children will be instructed on maintaining social distancing from other bubbles and staff will be reminded about maintaining distance between each other regularly (Parents will also be reminded).</p> <p>Posters highlighting social distancing rules will be placed around to school and around the approach paths where we can.</p>

				<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"> •avoiding contact with anyone with symptoms •frequent hand cleaning and good respiratory hygiene practices •enhanced cleaning of settings and frequently touched surfaces (with the support and cooperation of staff) otherwise Trafford Cleaning Services will do. •minimising contact and mixing <p>This ensures that the “risk of transmission will be lowered”, as stated by Public Health England.</p> <p>The guidance adds that “brief, transitory contact, such as passing in a corridor, is low risk”.</p>
<p>20</p>	<p>Outside space is used wherever possible for learning.</p> <p>Following the latest advice from Trafford Public Health Team (TPHT) it is clear that they consider our LBs too high (at 70) to be sending all pupils home when there is a positive case which is why I have spent most of the weekend doing our own version of ‘ Track</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p>Our outside areas will be utilised to maximise outdoor learning. This will be zoned and timetabled as appropriate. Staff and children must adhere to this timetable and zone.</p> <p>Staff will need to consider timetable of playground use when opening doors and windows out onto the playground. Information to be provided to staff by SLT.</p>

	<p>and Trace ‘ to limit the impact on the numbers of pupils being asked to isolate.</p> <p>This has resulted in all of 6a being isolated and some from 6b as TPHT believe that shared playtimes with 6a and 6b and shared dining room time are low risk when it comes to an isolation case . SO in the meantime I suggest the following :</p> <p>We keep our LBs for organisational purposes , however classes should avoid CONTACT as much as possible.</p> <p>CONTACT is considered to be LESS THAN 2M DISTANCE FOR MORE THAN 15 MINUTES OF TIME.</p> <p>I would ask all staff to consider and adhere to this as well until further notice. SLT would also encourage those staff who can , to wear face masks in highly populated areas such as the dining halls , corridors and cloakroom areas. It would also be advisable to wear a visor if supporting a child 1-1 particularly in an enclosed space.</p>				<p>Pupils will be kept within their bubbles and where possible, outdoor sports activities will be prioritised over indoor. Where indoor facilities have to be used, maximum social distancing will be adhered to.</p> <p>Any equipment used will be thoroughly cleaned between each use by different bubbles. Sharing of equipment will be discouraged each LB will have their own sets of equipment No activities involving physical contact will take place.</p>
21	<p>Reduced movement around school - ensure each LB moves around school together and limits the contact with other LBs within the school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Timetabling and staggered times will reduce the risk of ‘bubbles’ of children interacting and will avoid creating busy corridors</p>

	<p>Classes playing together outside are a low risk so they can continue to share spaces.</p> <p>Classes in the dining room should sit together with perhaps 2m between the two groups if we can manage it . This has been introduced in KS2 and is particularly successful.</p>				<p>The main corridor of the school now has a controlled system in place where children keep to the left of the space.</p> <p>The school will do all it can to prevent children from different 'bubbles' coming into contact with each other. There will be a continued discussion, and on-going dynamic risk assessments to enable procedures to be created and followed. All staff will adhere to these procedures. Information to be provided to all staff .</p> <p>The school has been set up in a more COVID-19 friendly way, for example the removal of non-washable equipment and extraneous furniture from learning areas.</p> <p>Identified areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place.</p>
<p>22</p>	<p>Communal spaces such as dining room or assembly hall to be used at reduced capacity</p> <p>Large groups continue to be kept apart, meaning that settings should avoid large gatherings such as assemblies or collective worship with more than one group.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The hall will only be used for children eating their lunch. Periodic use of hall may take place to facilitate some small group interventions.</p> <p>All doors to the hall will remain open so that staff and children do not need to touch these surfaces. Lunchtimes will be staggered and each bubble will be supervised by an adult from their bubble.</p>

	<p>Providing a hot meal to all pupils has been extremely challenging this may not be possible now for all of Y6 as they are the last cohort to be served. Y6 will continue to be served packed lunches - this will be reviewed before the end of term in December.</p> <p>Ventilation - In the context of Davyhulme Primary School might be ; The Site Manager will put the heating on first thing when he opens up with a normal / reasonable level of ventilation. By 11am most windows across the site , in shared areas and corridors can be opened to allow vigorous ventilation over the staggered lunchtime period . From 1.30pm to 2pm we can return to a reasonable level of ventilation until 3.30pm when the majority of pupils will have departed then ventilation can be increased as and when needed depending on the individuals or the working environment required eg two members of staff working socially distanced in a classroom will not require all the windows to be open mid-winter. We need to be safe , practical , sensible with a huge ‘ dollop ‘ of common sense in how we approach the winter months in the shadow of Lockdown2.</p>			<p>A ‘controlled access and exit system applies to the D hall with a number of doors in use. Children will be taken to the lunch hall by their staff bubble lead to ensure social distancing. We have decided to keep classes as separate as possible as often as is manageable across the school to contain and restrict entire LBs being sent into a 14 day isolation period.</p> <p>Children will continue to use the inclusive trays for all of their meal including cup holder for beaker with water.</p> <p>After each bubble has used the dining hall, midday staff, in teams of two, will clean all surfaces and undersides of tables and stools with equipment as stated by Trafford Cleaning Services. The cleaned areas will be allowed to dry before any other bubble may enter the hall.</p> <p>At the end of the lunch break, the hall floor will be thoroughly cleaned and disinfected.</p> <p>If the computer suite is used, all equipment must be thoroughly cleaned between use by a different bubble, in addition to the room.</p> <p>Centralised ventilations system that remove and circulates air to different rooms must have the</p>
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					<p>recirculation turned off and must use a fresh air supply.</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#:~:text=by%20fresh%20air-,Air%20conditioning,of%20fresh%20air%20and%20ventilation.&text=You%20should%20still%20however%20maintain,air%20ventilation%20in%20the%20room.</p>
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"/>	<p>The use of the staff room should be minimised, therefore the PPA room and staffroom will be used and timetabled for use , this will be strictly adhered to by all staff.</p> <p>The school office will be reorganised to enable staff to work at a safe distance from each other.</p> <p>Photocopying may be carried out by staff .</p>
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"/>	<p>Kitchen staff will observe social distancing where possible.</p> <p>Some staff may collect their lunch from the serving area NOT the kitchen as this is out of bounds to all but kitchen staff.</p>
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited Interventions - We will try and keep these to a minimum and phase leaders will decide on how these will be conducted and delivered in detail.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Our small meeting rooms may only be used by one person and only exclusively by that person for the same day. These rooms will be timetabled, so that only one person can use it on one day.</p>

26	Non-essential repair / contracted works in buildings to be carried outside school hours Ensure site guidance on physical distancing and hygiene is explained to visitors. Maintain a record of all visitors even when outside of school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Should any non-essential works be required we will try to have them carried out outside of school hours.
	Additional information regarding safe use of space is detailed below. N/A				

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 employees / pupils who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation. Staff and parents must fully engage with the NHS Track and Trace process (although staff may choose whether or not they have the app on their personal phone) - it remains a challenge for staff to engage with the process but not have the app. See separate RA guidance for the NHS app.

					<p>All such incidents will be recorded and the employee's line manager will be in regular contact with the staff member. If an employee requires longer than the statutory length of self-certification, then they will require to provide a doctor's sickness note.</p> <p>This information is shared with staff and parents so they are aware of these procedures.</p> <p>Staff and parents/carers are reminded of this requirement.</p> <p>Please refer to reference 7 – 10 for further details.</p>
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"/>	<p>Staff are reminded of this requirement.</p> <p>Please refer to reference 7 – 10 for further details.</p>
29	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. If a pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There is emergency PPE for staff where 2m distance cannot be maintained. Children who experience COVID-19 symptoms would be cared for by an appropriate member of staff or a nominated deputy, either outside school (in good weather) or the Medical Room until a parent or carer arrives.</p> <p>What happens if someone becomes unwell in our school?</p> <p>If anyone in our school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste of</p>

				<p>smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use toilet for disabled. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by the staff member 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).</p> <p>In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone with symptoms, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>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</p>
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	<p>Update on steps to take following a confirmed case of covid19 including weekend disclosures.</p> <p>As a result of our discussions and recent experiences we would now like staff to be aware of and adopt the following approach in the event of a confirmed case within a class or bubble:</p> <ul style="list-style-type: none"> ● Report all confirmed or suspected cases to SLT immediately . ● SLT will conduct an internal ‘ track and trace ‘ assessment before determining what portion of the LB should be sent into isolation after consulting with TPHT for the latest advice. ● SLT will inform whole classes that may need to isolate using ‘ Parent Pay .‘ ● SLT may then ask teachers to contact their classes using Seesaw to inform individuals to isolate. ● Weekend emergencies will also follow the procedure above of Parent Pay for large 			<p>infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>What happens if there is a confirmed case of coronavirus in a setting?</p> <p>When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, and will be told to get tested immediately and to inform school of the subsequent outcome.</p> <p>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</p> <p>Where the child or staff member tests positive, the school will contact the local health protection team who will work with the school and guide the school through the actions needed and will provide advice on who requires to be sent home.</p>
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	groups and Seesaw as backup and for smaller groups or individuals.				
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"/>	Hand sanitizers are available at the entrances to school as outlined in reference 13 above. All classrooms have sinks and hand washing materials - Pupils will be directed here or to nearest toilets to wash their hands rather than sanitise when they enter school.
31	All staff and pupils are encouraged to regularly wash their hands with soap and water OR SANITISE 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"/>	<p>All children will be seen to wash their hands with soap and water on a regular basis – on entry to and prior to exit from school, prior to eating, after going to the toilet, following break and lunchtime, pupils do not have to wash their hands going straight onto the playground for a play. They are also encouraged to practise good respiratory hygiene, involving washing hands after sneezes or coughs.</p> <p>Teachers are advised to wash their hands before and after handling any materials shared with pupils, in addition to washing on entry, prior to exit, after toileting, after sneezing or coughing, etc.</p> <p>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that if the box of tissues in their room is less than half full then they must</p>

					telephone the school office and further purchases will be made. A stock of tissues is always available in the school office. When this runs to less than ten, then a new order will be placed. It is the responsibility of the caretaker to check each room for its supply of tissues on a daily basis.
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"/>	<p>Each bubble of children has access to their own hand washing facilities i.e. the sink in their classroom. This is where regular hand washing will take place. The toilets will only be used for handwashing when a child has been to the toilet. For example, handwashing as a child enters school will take place at the classroom sink.</p> <p>In addition, foot-operated pedal bins for paper towels are now located in each toilet area, as well as in each classroom and staff shared area.</p>
33	Remove unnecessary items from classrooms and soft toys/ toys that are hard to clean. , it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers will organise their rooms, removing any soft toys and furnishings and any resources not needed by the children.
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"/>	All children will have their personal items of stationery and items of essential equipment. Children will have their own books and folders in their tray.

	<p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles</p>				<p>Procedures for drop-zones, books, etc will be discussed with departments and adhered to.</p>
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Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	<p>Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Cleaning materials with appropriate PPE are available throughout school to allow for the cleaning of shared resources between use. Employees clean items before/after use. By staff who agree to do so.</p> <p>Cleaning items are also available in the photocopying room, the PPA room and the Staff Room.</p> <p>Signage in these areas are to remind staff of the need to clean equipment after use.</p>

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"/>	<p>'Catch it, Kill it, Bin it' will be discussed with pupils regularly and posters displayed around school.</p> <p>Tissues are available in each room and all children have been encouraged to bring in tissues from home to have in their tray for their own personal use.</p>
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Additional foot-controlled lidded bins have been delivered for classrooms.</p> <p>Bubble lead members of staff ensure that all class bins are emptied at lunchtime and are deposited outside their classroom in the corridor before the children go outside during the lunch hour where they will be collected. Replacement bin bags are available in each classroom.</p>
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"/>	<p>Internal classroom doors will remain closed all day Each class has windows.</p> <p>External doors will be open whenever possible.</p>
39	<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"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>There is now an increased frequency of cleaning of communal areas and high contact points.</p> <p>This will be carried out by staff who are responsible for additional cleaning. The correct cleaning equipment and any associated PPE will always be available in classrooms for cleaning purposes for use by staff who agree to clean otherwise it will be cleaning staff.</p>

	<ul style="list-style-type: none"> • White Boards • Play Equipment <p>Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes</p> <ul style="list-style-type: none"> •more frequent cleaning of rooms or shared areas that are used by different groups •frequently touched surfaces being cleaned more often than normal <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>				
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"/>	If staff choose, at their own risk, to use the microwave oven or toaster in the staffroom, then they must clean the surfaces of these items immediately after use.
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"/>	All cups, cutlery, plates, etc., are cleaned within a dishwasher Not after single use. No, as and when - staff can have their own cup and mugs to be used exclusively by individuals.
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 store their belongings in their own classrooms or within their office.
43	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u>

	example, in the form of posters, written guidance and videos clips etc.				<u>Hand-Washing Poster</u>
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"/>	Office staff have been instructed to wash hands more frequently, using the facilities within the entrance area of school. Parcels will be wiped down prior to use with an antiviral cleaner or gloves will be worn when removing the outer packaging. Following removal of the gloves, staff will wash their hands.
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"/>	Staff will report shortages to the Caretaker , Line Manager , Deputy or Headteacher.
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"/>	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'.
	Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)				
	N/A				

Key Roles and Responsibilities

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"/>	<p>Each 'bubble' of children will be supervised by at least one adult. Children and staff will then be re-familiarised with the school's fire evacuation procedures.</p> <p>Fire drills will be postponed as practised previously but ' walk throughs ' will be conducted to familiarise everyone with the drill during the year. Should an alarm activation take place, all pupils and staff will exit via their nearest fire exit and assemble in their allocated place.</p>
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"/>	All planned preventative maintenance will continue to be carried out taking into account social distancing and hygiene arrangements.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff are aware to report defects to the caretaker or headteacher. Already in place through Google reporting system for Sitemanager also Business Manager plus Head or Deputy.

	Additional Statutory Compliance and Maintenance issues.
	None

Approved by (Head Teacher/ Chair of Governors)	Approval after discussions in November 2020 following Lockdown2 and Y6a cases , consultation of staff , govs and unions agreed on Friday 4th December 2020.	Date of Approval	4th December 2020
Date Provided to Unions	20th November 2020	Date of Review	Dependent on Covid19 measures and Gov advice.
Date shared with all staff	27th November 2020		
Date shared with Parents/Carers	7th December 2020	Date shared with LA	7th December 2020

Davyhulme Primary School Risk Assessment following Lockdown2 , Latest Advice from TPHT, staff and union consultation December 2020.