

Davyhulme Primary School Risk Assessment for the Re-Opening in September 2020 Part 2 as this form is a generic one adapted for our setting at DPS.

This document is to be read along side Covid19RASept20Part 1

School/ Setting	Davyhulme Primary School	Date of Assessment	14th July 2020
Assessment Completed By	Patrick McDowell Kate Brookes DPS SLT (LM,EB,ST).		

This generic document was shared by Trafford initially and WE (Unions ,SLT,GOVs Staff and Parents)will make it our own as it applies to our context here at Davyhulme Primary School prior to September 2020. It should be read along side Part 1 , Part 3 (Joint Union Advice) , Part 4 detail for KS2, KS1 and EYFS.

Key to Notations on this document.

Red,Blue and Yellow - LA advice and suggestions.

Green - Advice and suggestions from Unions.

Purple - Response Direction from SLT - For Clarity ,This is what School has decided and what will be followed at DPS until further notice.

Black - This is from the original template and should be followed as it remains untouched by all of the above groups for now.

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	<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-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff have confirmed that they are fit for a return to work now in time for September 2020.
02	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</p> <p>Return to work – individual RA for those concerned</p>
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</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</p>

	<p>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/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> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</p>				<p>accompanying risk assessment sheet provided via HR. No one on the staff falls into this category at this point.</p>
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>	<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>

	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.				REFER TO THE TRAFFORD PUBLIC HEALTH SUBSIDIARY GUIDANCE
05	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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"/>	At present we do not have any staff who require additional aids and adaptations, however, if the need arises, we ensure that: <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.
	<p>The latest guidance in relation to Shielding states that from 1st August 2020 shielding is 'paused' and staff can return to the work place if it is COVID safe and they cannot work from home.</p> <p>The guidance published yesterday in relation to the workforce states that it recognises that working from home is not applicable to the majority of school staff. Schools should be flexible and where possible those that are extremely clinically vulnerable/clinically vulnerable should be given roles where social distancing can be maintained. Most staff should be returning to school.</p> <p>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.</p> <p>In relation to those reluctant to return we have not had any update from the LGA/DfE. At present the advice is for schools to look at individual cases and have the discussion with them about why they are reluctant and address their fears through individual risk assessments if necessary. Although we have not advised implementing the Disciplinary Procedure to date this is also an option. It's a balance of understanding the member of staff's concerns and the need for the school to be fully staffed.</p>				

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	<p>All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.</p> <p>Schools should note that:</p> <ul style="list-style-type: none"> • 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 • if rates of disease rise in local areas — children and young people (or family members) from that area, and that 	<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.</p> <p>It is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms.</p>

	<p>area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent</p> <p>•some pupils and students are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September</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	<p>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.</p> <p>A small number of pupils and students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</p>	<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. Settings should monitor engagement with this activity.
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"/>	Government guidance has now stated that maintaining consistent groups remains important, but given the decrease in the prevalence of COVID19 and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.

Our School Site

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible). 1. Lidded bins at each entrance? Why ? 2. Hand sanitiser and each entrance? Only for adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children will be accompanied by one adult member of their family or one carer. The parent/carer will not enter school at all. Entrances and exits to and from school will be: 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. Each 'bubble' will enter and exit the building through the same door. These bubbles will have their

					<p>entrance and exit times staggered. Information to be provided to all staff.</p> <p>Pupils arriving by public transport who are required to wear face coverings, or those who choose to wear face coverings for the journey to school, will be instructed to remove them and either dispose of them in a lidded bin, or place re-usable face coverings in a plastic bag to take home with them</p>
14	<p>Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Where classrooms have external doors, these are utilised.</p> <p>Information provided to all staff</p>
15	<p>Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child.</p> <p>Schools should consider how to communicate this to parents and remind them about the process that has been agreed.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>After the child receives their entry and exit times:</p> <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. <p>The staggered drop off and pick up protocol for the different groups of children will be shared with parents and staff well in advance of children returning to school.</p> <p>(A list of this information at each entrance may prove beneficial) The SLT do not see this as necessary really.</p>
16	<p>Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).</p> <p>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.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If parents need to communicate with the school, please telephone or email school.</p> <p>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>

	<p>Schools should 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 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>	<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 discussed at Inset days before the restart in September.</p> <p>Break and lunchtimes are also staggered – a timetable of which is available from the school office if requested.</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>
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>EYFS group size? As above</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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) (Including guidance for the DfE children to sit side by side?)</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 regularly, along with all frequently touched surfaces. By whom? Staff who agree to.</p> <p>Procedures have been created and established between staff and will be shared with the children during their return to school. Children will be reminded of these procedures regularly. (It maybe beneficial to provide all staff with this information in case staff are need to support in different LB.)</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>
------------------	--	-------------------------------------	--------------------------	--------------------------	--

					<p>Children should limit items brought into school to essential items such as lunch boxes, outdoor coats, books, necessary stationery items etc. These may be brought in bags. School only asks that they 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 will 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>
<p>19</p>	<p>Social distancing message is re-enforced to pupils at regular intervals.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></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 (Parents will also be reminded).</p> <p>Posters highlighting social distancing rules will be placed around to school.</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”. However, we have maintained a one-way system within the school building.</p>
20	<p>Outside space is used wherever possible for learning.</p> <p>Outdoor playground equipment should be more frequently cleaned.</p> <p>Settings have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment</p>	☒	<input type="checkbox"/>	<input type="checkbox"/>	<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>thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p> <ol style="list-style-type: none"> 1. Will the nursery setting be cleaned AM & PM? No 2. By whom? Standard Cleaning by Trafford Cleaning 				<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.</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 . (By whom? PPE provided?)</p> <p>No activities involving physical contact will take place.</p>
21	<p>Reduced movement around school - ensure each bubble moves around school together and limits the contact with other bubbles 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>The main corridor of the school now has a one-way 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</p>

				<p>adhere to these procedures. Information to be provided to all staff re; procedures.</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. More information required. See SLT detailed plans .</p>	
22	<p>Communal spaces such as dining room or assembly hall to be used at reduced capacity</p> <p>Groups should 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. Provide a time table to all staff</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>A one way system applies with one door in to the hall and one door out of it. Children will be taken to the lunch hall by their staff bubble lead to ensure social distancing. The hall is demarked with movement in the hall being one-way and not allowing for cross-over points.</p> <p>Once lunch has been eaten, children stack their plates on a separate table beside the table they have been eating at. These plates are then collected by staff wearing gloves, to return to be washed.</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>Stand alone air-conditioning units may be used as normal. Centralised ventilations system that remove and circulates air to different rooms must have the recirculation turned off and must use a fresh air supply. Add in the HSE link https://www.hse.gov.uk/coronavirus/equipment-and-machine-ry/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"/>	<p>The use of the staff room should be minimised, therefore the PPA room and staffroom will be timetabled for use and this will be strictly adhered to by all staff. Information to be provided to staff. The school office will be reorganised to enable staff to work at a safe distance from each other.</p>

					Photocopying will only be carried out by named staff. Information to be provided to staff. Discuss with staff
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"/>	Kitchen staff will observe social distancing where possible. Are other members of staff allowed in to the kitchen other than the kitchen staff? If yes, they will be provided with the kitchen's risk assessment. Some staff may collect their lunch from serving area NOT the kitchen as this is out of bounds to all but kitchen staff.
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Remind staff
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 to 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	<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

	instructed not to attend the school/ setting and to refer to current advice and guidance				<p>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> <p>Staff and parents must fully engage with the NHS Track and Trace process.</p> <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.	<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 the headteacher, or their nominated deputy, either</p>

	<p>If a pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.</p>			<p>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 or 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 disabled toilet. 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</p>
--	---	--	--	--

				<p>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 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</p>
--	--	--	--	--

					through the actions needed and will provide will provide advice on who requires to be sent home.
30	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand sanitizers are available at the entrances to school as outlined in reference 13 above. <i>Will this include new entrances? There are no new entrances</i></p> <p>All classrooms have sinks and hand washing materials - <i>Pupils will be directed here or to nearest toilets to wash their hands rather than sanitise when they enter school.</i></p>
31	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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. They are also encouraged to practise good respiratory hygiene, involving washing hands after sneezes or coughs.</p> <p>Pupils will be required to wash or sanitise their hands if they change rooms. Where wash facilities do not exist in each classroom, additional sanitiser points will be available in each classroom and pupils must sanitise their hands on exiting or entering the room.</p> <p>Teachers are advised to wash their hands before and after handling any materials shared with pupils,</p>

					<p>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 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 other room for its supply of tissues on a daily basis.</p>
32	<p>Different hand wash facilities should be available for each cohort/group within school/setting where possible.</p>	<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	<p>Remove unnecessary items from classrooms and soft toys/ toys that are hard to clean.</p> <p>During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Teachers will organise their rooms, removing any soft toys and furnishings and any resources not needed by the children.</p>

	(COVID-19) has decreased and because they are so important for the delivery of education. 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				
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case). 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	<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. Procedures for drop-zones, books, etc will be discussed with departments and adhered to. Information to be provided to all staff. Contact with books by staff will be minimised , self marking encouraged use of seesaw to mark and give feedback.

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. Cleaning items are also available in the photocopying room, the PPA room and the Staff Room.

					Signage in these areas are to remind staff of the need to clean equipment after use.
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. <i>Have these staff been trained and will PPE be provided? I would suggest that everything is doubled bagged.</i></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 open all day <i>Discuss ??</i> Each class has windows.</p> <p>External doors will be open whenever possible.</p> <p><i>AC in ICT room to be used under advisement HSE ?</i></p>

<p>39</p>	<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 ● 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>	<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. <i>I would advise staff who these members are? Only by agreement otherwise it is regular cleaning staff from Trafford Cleaning Services.</i></p> <p>The correct cleaning equipment and any associated PPE will always be available in classrooms for cleaning purposes <i>for use by staff who agree to clean otherwise it will be cleaning staff.</i></p> <p>Outdoor play equipment will be cleaned after its use. <i>By whom? No it will not eg large EYFS or trim trail will not - pupils will wash hands before and after use - this is a reasonable and practical approach.</i></p>
<p>40</p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p>
<p>41</p>	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All cups, cutlery, plates, etc., are cleaned within a dishwasher <i>after a single use. No, as and when - staff can have their own cup and mugs to be used exclusively by individuals.</i></p>

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 example, in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u>
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 anti-viral 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"/>	Not practical nor possible for HT to inspect toilets 3 times daily. Staff will report shortages to the Caretaker , Line Manager , Deputy or Headteacher. Will this include the nursery setting and whom will inspect in your absence?
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'.

	<p>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</p> <p>N/A</p>
--	--

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrangements are in place for a supply caretaker should our caretaker become unwell.
48	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consumables are maintained and ordered by the caretaker. Cleaning is provided by Trafford Cleaning Services who are responsible for ensuring cleaner staffing levels.
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are five named First Aiders of which three are also paediatric First Aid trained. <i>Information to be provided to all staff.</i>
50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. <i>In a meeting back in May 2020 that K Gallimore was privy to this was the fire services statement. The fire service is opposed to propping open fire doors and have advised this is a potential hazard and extremely dangerous.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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. <i>Fire doors and occupied classroom doors may be held open and procedures are in place to close these doors in the event of an alarm activation. This will be reviewed in 6 months' time. Discuss</i>

	It may invalidate your liability insurance and leave you open to being sued under negligence. We would suggest that you invite the fire service in to school to help and advise a way forward on the fire evacuation/ drills as postponing them is also not an option. We are happy to help and assist in this if you would like us to.				Fire drills will be postponed as practised previously but 'walk throughs' will be conducted to familiarise everyone with the drill in September. Should an alarm activation take place, all pupils and staff will exit via their nearest fire exit and assemble in their allocated place. The fire procedure will be amended to reflect this and the assembly points will be distanced appropriately to allow social distancing. Staff and pupils will be made aware of these arrangements. The arrangements will be reviewed in 6 months' time.
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.

Davyhulme Primary School Risk Assessment for the Re-Opening in September 2020 Part 2 as this form is a generic one adapted for our setting at DPS.

					We suggest that a system is put in place for all staff maybe; email subject defects cc either yourself or the site manager. These then can be prioritised by yourself or the site manager.
	Additional Statutory Compliance and Maintenance issues.				
	None				



Approved by (Head Teacher/ Chair of Governors)		Date of Approval	All shared with Governors on 17th July in preparation for September.
Date Provided to Unions	Union Reps had this 8th July - Responses are marked in Green ink.	Date of Review	1st and 2nd September 2020
Date shared with all staff	Friday 17th July with Part 1 , Part 2 , KS2 , EYFS and KS1 detail plans for September 2020 but could all change again following the summer to be discussed and confirmed on 1st and 2nd Inset days by staff.		

Davyhulme Primary School Risk Assessment for the Re-Opening in September 2020 Part 2 as this form is a generic one adapted for our setting at DPS.

Date shared with Parents/Carers	17th July	Date shared with LA	Not required as directed by Karen Samples on original of this document before we applied it to our setting.
--	-----------	----------------------------	---