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| **School/ Setting** | Davyhulme Primary School | **Date of Assessment** | 3.06.2020 |
| **Assessment Completed By** | Patrick McDowell  **This is a working Document which may have to change at short notice in responding to the fight against Covid19.** | Consulted - SLT  Governors - All Staff and Unions Together. |  |

**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**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **01** | All [Clinically Extremely Vulnerable](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) employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home. | ☒ | ☐ | ☐ | All staff with shielding letters working from home. Staff who are pregnant (unknown at this time) also working from home. |
| **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. | ☒ | ☐ | ☐ | All staff have been asked to consult with relevant GPs to check if they fall into this category. Staff must report to HT if they are living with someone who is extremely vulnerable. |
| **03** | All [Clinically Vulnerable](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults) 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) | ☒ | ☐ | ☐ | All staff asked to check and declare if they fall into this category so necessary arrangements can be made. |
| **04** | All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work. | ☒ | ☐ | ☐ | All staff informed.  '**There is some emerging evidence that someone may still have the virus even if testing negative - in such cases ( if they are still displaying symptoms but have tested negative ) they may still have to stay at home until symptoms have resolved - this will be dealt with on a case by case basis.** |
| **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 | ☒ | ☐ | ☐ | HT, Line Managers or Office Staff to contact colleagues who are self-isolating once a week by phone. |
| **06** | We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. | ☒ | ☐ | ☐ | All teaching staff working from home have laptops which have been updated to allow all staff to access shared drives to enable staff to plan remote learning- tablets may be used for support staff ( TAs ) to support learning. |

**Our Pupils**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **07** | All [Clinically Extremely Vulnerable](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) pupils are required to self-isolate and must not attend school/ setting. | ☒ | ☐ | ☐ | Children identified as clinically extremely vulnerable to remain at home until further notice  Clinically vulnerable children – parents must refer to GP for confirmation that their child is safe to come in before they return to school –specific Risk Assessments maybe completed on a case by case basis to gauge whether or not school will accept pupil where risks are high.  School to share information with parents/ carers informing them of how the provision is organised and reminding them that social distancing cannot be guaranteed and that children will be sharing certain resources and toilets  Information and resources to support children’s emotional well-being and mental health, including those with SEND, available to parents on school website  Home learning resources to continue to be provided- Family / Pastoral care leader to support families. |
| **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 | ☒ | ☐ | ☐ | Parents informed. |
| **09** | All [Clinically Vulnerable](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#shielded-and-clinically-vulnerable-adults) 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) | ☒ | ☐ | ☐ | Children identified as clinically extremely vulnerable to remain at home until further notice  Clinically vulnerable children – parents must refer to GP for confirmation that their child is safe to come in before they return to school  School to share information with parents/ carers informing them of how the provision is organised and reminding them that social distancing cannot be guaranteed and that children will be sharing certain resources and toilets  Information and resources to support children’s emotional well-being and mental health, including those with SEND, available to parents on school website –SEE REF 07 above. |
| **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. | ☒ | ☐ | ☐ | Any child who becomes ill at school will be sent home and cannot return until they have had a negative test or 7 days isolation … 'once symptoms have resolved'. **There is some emerging evidence that someone may still have the virus even if testing negative - in such cases ( if they are still displaying symptoms but have tested negative ) they may still have to stay at home until symptoms have resolved - this will be dealt with on a case by case basis.**  Parents will be informed that a member of their child’s Learning Bubble ( LB ) group has become unwell and Trafford’s protocol for these circumstances will be followed. |
| **11** | We provide on-line/distance learning for all pupils who are not in school/ setting using our main learning platform Seesaw as well as a variety of other resources. | ☒ | ☐ | ☐ | On-line learning resources are posted on school website – teachers will also direct learning using our platform ( SeeSaw ) |
| **12** | All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher).  Where this is not possible, adjustments will be made. | ☒ | ☐ | ☐ | Children have been organised into “bubbles” each containing a maximum of 10 children. Number of children in each bubble determined by capacity of the classroom in which they are based. 2 adults to be attached to each group. Same adults to remain with the same group of children to minimise the number of children they come into contact with. Each bubble to use the same indoor and outdoor space. Children to eat lunch in classroom where they are based.  The use of PPE by staff has been discussed by the headteacher and governing body. We note that the DfE guidance <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>  States that “wearing a face mask in schools or other settings is not recommended”. However, each member of staff has been provided with a visor which they can use if they wish in particular circumstances such as dealing with first aid. A full set of PPE has been provided by the LEA for the specific purpose of dealing with a child or adult with COVID 19 symptoms. There are strategic depots of PPE positioned around the school for use by staff in an emergency response to Covid19 episodes. |

**Our School Site**

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| **Capacity & Access** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **13** | Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible). | ☒ | ☐ | ☐ | Different “bubbles” of children using different entrances and exits. Parents have been informed of arrangements by email. Where an entrance or exit needs to be used by more than one group of children, there will be staggered start and finish times. |
| **14** | Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). | ☒ | ☐ | ☐ | All entrance and exit points to be used. |
| **15** | Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. | ☒ | ☐ | ☐ | Staggered start and finish times to reduce number of parents at gates at any one time.  Only one adult to accompany child to school. unless stated on an individual child’s risk assessment  Signs left at entrances to remind families entering the site to observe social distancing.  Children to enter building via the doors that go most  directly into their groups’ areas |
| **16** | Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). | ☒ | ☐ | ☐ | Deliveries to be handed over at main doors only  Staff taking in deliveries to wash hands immediately after handling anything that has come in  Contractors to only be admitted on site to carry out urgent repairs – contractors not to be in areas where children or staff are (where possible come outside of school hours). One member of staff to sign contractors in and out/ show them to area and social distancing to be maintained at all times. Contractors to use hand sanitiser on entry and wear masks and gloves whilst on site, (school to ask them to bring their own but if none we will provide).  No other visitors to be admitted on site – meetings with other professionals etc to be done over the phone or online |
| **17** | Stagger drop off and collection times, lunch and break times for each cohort/group. | ☒ | ☐ | ☐ | See above |
| **Physical / Social Distancing in the Building** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
| **18** | Class rooms organised maintaining space between seats/ desks where possible. | ☒ | ☐ | ☐ | All tables arranged so pupils sitting 2m apart. Tape placed on floor to mark off teacher’s table. |
| **19** | Social distancing message is reinforced to pupils at regular intervals. | ☒ | ☐ | ☐ | Children regularly reminded verbally about social distancing. Posters in classrooms and around school. Tape markings on floor in appropriate places to reinforce SD. |
| **20** | Outside space is used wherever possible for learning. | ☒ | ☐ | ☐ | Rotas for use of outdoor spaces in place. Each group to use the same outdoor space and equipment to minimise risk of infection – no mixing with other LBs. |
| **21** | Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting. | ☒ | ☐ | ☐ | Joint toilet visits – single pupil visits discouraged. |
| **22** | Communal spaces such as dining room or assembly hall to be used at reduced capacity | ☒ | ☐ | ☐ | Lunches will be served from trollies to pupils in classrooms / LBs to protect dinner staff. Lunch boxes from home permitted in exceptional circumstances. |
| **23** | Stagger the use and limit the occupancy of staff room and offices by employees. | ☒ | ☐ | ☐ | Staff to observe SD  at all times in staffroom and other available spaces for lunch and break times. Staff encouraged to eat lunch outside wherever possible and utilise extra space in dining rooms. |
| **24** | Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible. | ☐ | ☐ | ☐ | Use of trollies around school to serve lunches ( hot and cold ) to each LB in classrooms. |
| **25** | Use of Small Meeting Rooms and Confined Areas by more than one person prohibited. | ☒ | ☐ | ☐ | Medical rooms to be reserved for ‘ holding area’ for pupils waiting to be collected by parents. |
| **26** | Non-essential repair / contracted works in buildings to be carried outside school hours | ☒ | ☐ | ☐ | No major work planned for term time – only at weekends or when children are not in school over summer break. |
|  | **Additional information regarding safe use of space to detailed below.** | | | | |

**Infection Control, Cleaning and Hygiene Arrangements**

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| **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](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) | ☒ | ☐ | ☐ | Staff advised. |
| **28** | Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above. | ☒ | ☐ | ☐ | Staff advised – also LB if staff are supporting or leading one. |
| **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 pupil needs direct personal care until they can return home, staff should wear the appropriate PPE. | ☒ | ☐ | ☐ | If a child becomes unwell at school parents to be contacted immediately. While waiting to be collected, if weather permits child can wait outside the main entrance with an adult. Adult to wear protective clothing, which is stored in office in box, marked **PPE COVID 19** .If weather does not allow, child to be kept in medical room or KS2 front meeting room with windows open, again accompanied by adult. |
| **30** | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained). | ☒ | ☐ | ☐ | Sanitising stations available at key points of entry around school monitored and maintained by Site Manager daily am and pm. |
| **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). | ☒ | ☐ | ☐ | Children and staff wash hands thoroughly as they enter the school and at regular intervals throughout the day.  Everyone to plan in as much time as possible outdoors for staff and children (including having lunch outdoors) – staff to coordinate this with others to organise who uses what outdoor areas and when  Children to only use indoor areas that have good ventilation – windows must be kept open and (if possible) doors to playgrounds - to be kept open during the school day  Hall to only used for emergency purposes due to being an area with limited ventilation |
| **32** | Different hand wash facilities should be available for each cohort/group within school/setting where possible. | ☒ | ☐ | ☐ | Where  this is not possible and groups are required to share hand-washing facilities, staff will liaise to ensure only 1 group using those facilities at once. Sinks to be cleaned by member of staff before use by next group of children. Only 2 children from any group to be in each area at any given time. Staff to be informed of hand-washing area assigned to their LB and ensure children use that area unless there is an emergency. |
| **33** | Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean. | ☒ | ☐ | ☐ | Any such items have either been removed, taken out of reach or covered so children do not have access to them. |
| **34** | Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case). | ☒ | ☐ | ☐ | Each child has their own tray at their individual work station. This contains all the equipment they need and will not be shared with any other child. Water bottles to be brought into school must be named. Children are allowed to wear own clothes to facilitate them wearing a clean set every day. |

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/a** | **Actions Taken**  **Details / Further Information** |
| **35** | Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use. | ☒ | ☐ | ☐ | Staff have been informed of this and appropriate cleaning materials have been place in staff room for this purpose. |
| **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) | ☒ | ☐ | ☐ | Tissues are available in each classroom. There is also a pedal bin with a lid in each classroom for correct disposal. Posters in each class and around school reinforcing Catch it, Kill it, Bin it message. |
| **37** | Additional lidded bins and increased emptying / replacement are provided / in-place. | ☒ | ☐ | ☐ | Additional pedal bins will be provided and strategically placed around the site ( indoors ). |
| **38** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. | ☒ | ☐ | ☐ | Site manager to open all windows in the morning on opening up school. Staff informed that windows are to remain open throughout the day. |
| **39** | Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including:   * Toilets * Door Handles/ Access Buttons * Kitchen areas and associated equipment * Water dispensers/ coolers * Printers/ Photocopier * White Boards | ☒ | ☐ | ☐ | Instructions shared with site manager and cleaning supervisor – also daily verbal report given to help direct targeted areas for extra attention with cleaning priorities. |
| **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. | ☒ | ☐ | ☐ | Staff informed |
| **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. | ☒ | ☐ | ☐ | Staff informed SD to be observed at all times staffroom and other shared areas. |
| **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. | ☒ | ☐ | ☐ | Staff instructed to bring minimum personal belongings into school. All belongings to be kept in area where member of staff is based. |
| **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. | ☒ | ☐ | ☐ | Children to be reminded daily about the importance of handwashing. Children also shown how to wash hands correctly using DfE resources below:  [Hand-Washing Guidance](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)  [Hand-Washing Video](https://www.youtube.com/watch?v=aGJNspLRdrc)  [Hand-Washing Poster](https://drive.google.com/open?id=1u_xyo4yaQYqZp6t4XFyU09LvZZCQJdjL) |
| **44** | Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. | ☒ | ☐ | ☐ | Office staff advised. |
| **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. | ☒ | ☐ | ☐ | Toilets  to be checked  by a member of staff at break and lunchtimes to confirm that there are sufficient supplies of soap and paper towels. Staff supervising hand washing to be vigilant and report if supplies are running low. |
| **46** | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. | ☒ | ☐ | ☐ | Advised at main office – ALL visitors now directed to Main office in Junior Department. |
|  | **Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)**   Trafford Cleaning SLA have measures , strategies and specialist equipment in place to use in specific areas if required. Communication between Site Manager , SLT and Trafford Cleaning supervisor to adjust interventions on a daily basis if necessary. | | | | |

**Key Roles and Responsibilities**

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| **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. | ☒ | ☐ | ☐ | All ‘ fit ‘ staff that report for work are utilised in school on the site while some are held in reserve in emergency scenarios. |
| **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). | ☒ | ☐ | ☐ | Trafford Cleaning Service SLA  School Site Manager and SLT. |
| **49** | Sufficient numbers of trained staff are in place to provide Emergency First Aid. | ☒ | ☐ | ☐ | Paediatric first aiders available at all times children are on site. |
| **50** | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. | ☒ | ☐ | ☐ | In most cases we are planning to have two members of staff for each LB. |
| **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:   * Fire Alarm and Detection * Powered Doors / Gates * Legionella and Water Testing * Electrical Safety * Gas Safety * PAT Testing * Asbestos Management | ☒ | ☐ | ☐ | Coordinated , planned by Site Manager , Business Manager and HT. |
| **52** | Defect Reporting arrangements are in place. | ☒ | ☐ | ☐ | Site manager to report defects as normal to HT as reported by staff on ‘ ground level ‘. |
|  | **Additional Statutory Compliance and Maintenance issues.** | | | | |

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| **Any Additional Information and Control Measures (Detail Below)** | | | | | |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken**  **Details / Further Information** |
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| **Approved by (Head Teacher/ Chair of Governors)** | Mr P McDowell     Mr Mike Cornes | **Date of Approval** | 05/06/2020 |
| **Date Provided to Unions** | AllStaff and All Unions   02/06/2020  Revised version 05/06/2020 | **Date of Review** | On-Going |
| **Date shared with Parents/Carers** | 05/06/2020 | **Date shared with LA** | 05/06/2020 |