School/ Setting	Davyhulme Primary School	Date of Assessment	18th JAN 2021 21 <sup>st</sup> Jan 2021
Assessment Completed By	Sarah Thompson		

# Staying COVID Secure – Our Commitment - Latest Update on 10th January 2021 will be in Red Ink.

#### Nursery updates in Green ink 18<sup>th</sup> Jan 2021 Nursery updates ORANGE ink 21<sup>st</sup> Jan

- The latest variants (from London, South Africa etc) present combined threats which cannot be underestimated particularly taking account of the pressure on the NHS hospitals and ICU units.
- While we do not fully understand all the aspects of these variants what we do understand is that this new variant rapidly spreads by close contact from person to person hence the 'Closure' of schools announced on Monday 5th January at 8pm.
- At DPS we will seek to limit the numbers of people (staff and pupils) coming into and remaining on site on a case by case basis. We will be referring to government guidance, advice from unions, parents, governors, staff and SLT but ultimately decisions will be taken on the Health and Safety threat from the virus by the head teacher supported by the governing body.
- School accepts that there is a reduced threat from the virus from pupil to pupil but we do not underestimate the threat to staff and therefore we remain committed to reducing the numbers of pupils admitted to DPS.
- Unlike the government advice School believes that there must be a limit to the total admitted to the site. These quotas will be reviewed regularly as will each application on a case by case basis but there will be no whole school opening of 'floodgates ' to everyone and anyone claiming Key Worker/Critical worker status.
- School regrets that parents have been misinformed by government advice which suggests that anyone on their suggested Key Worker lists is entitled to an unchallenged school place - this has been most unhelpful and undermines the whole aim of fighting the virus within a school environment.

In order to maintain our Learning Bubble Integrity at school we have to insist that any Wrap Around Care (Breakfast ,After School Clubs and Childminders) also maintain this 'Bubble Integrity" by keeping pupils in the same groups otherwise there is no point in reducing numbers or having separate LBs on site - WE MUST REDUCE THE THREAT TO STAFF ON SITE - Every breach of LB Integrity increases those risks.

Everything else that follows in this RA is a 'sound approach' as long as everyone applies the measures seriously and consistently across the school as many of the measures have proven very effective at DPS since March 2020.

#### New information from the LA & DFE

"Early years provision should continue to remain open and should continue to allow all children to attend full time or their usual timetable hours. This includes early years registered nurseries and childminders, maintained nursery schools, as well as nursery classes in schools and other pre-reception provision on school sites. Only vulnerable children and children of critical workers should attend on-site reception classes. This is the default position for all areas irrespective of national lockdown restrictions."

- ✓ 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	Actions Taken Details / Further Information
01	All <u>Clinically Extremely Vulnerable</u> employees are required to self-isolate and must not attend	$\boxtimes$		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

	school/ setting. Where possible they are required to work from home. 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. https://www.gov.uk/government/publications/guidance-on-s hielding-and-protecting-extremely-vulnerable-persons-from- covid-19/guidance-on-shielding-and-protecting-extremely-v ulnerable-persons-from-covid-19		October 8th 2020 , Covid19 testing and looking after children sent home by their schools. 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. All Nursery staff have confirmed they are fit to work
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.		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. As above
03	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) <b>Staff who are pregnant</b> As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance.		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. No one on the staff falls into this category at this point ( pregnant or clinically vulnerable ). Individual RAs have been completed for staff on request and for a number of pupils who have individual health care plans.

	https://www.gov.uk/government/publications/staying-alert-a nd-safe-social-distancing/staying-alert-and-safe-social-dista ncing-after-4-july#clinically-vulnerable-people 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. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace		
04	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. 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		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 <u>https://www.nhs.uk/conditions/coronavirus-covid-19/te</u> sting-and-tracing/ask-for-a-test-to-check-if-you-have-c oronavirus/ REFER TO THE TRAFFORD PUBLIC HEALTH TEAM (TPHT) SUBSIDIARY GUIDANCE When in doubt school will seek advice from Trafford Public Health. School has a small number of test kits for staff on request from a senior member of staff. <b>As above – LA also providing LFT for school staff</b>

	days from when the symptomatic person first had symptoms.				
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				The headteacher/line manager/office manager maintains contact and supports employees who are self-isolating. As above
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. Decisions on working at home will be made on a case by case basis.				<ul> <li>At present we do not have any staff who require additional aids and adaptations, however, if the need arises, we ensure that: <ul> <li>All staff are fully aware of their work schedule if working from home</li> <li>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</li> <li>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.</li> </ul> </li> </ul>
	I here is no advice re Individual Risk Assessments but the LA updated for those clinically vulnerable.	A would	advise i	that thos	se should be completed for the extremely clinically vulnerable and

## **Our Pupils**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	Pupil numbers have been significantly reduced from 520 to 100 approx across the school to reduce the risk to staff primarily.				Parents and Carers of KWVP children have been granted a place - once capacity(90 places) has been reached we have introduced a waiting list - All evidence , documentation and appeals should be made to <u>Keyworker@davyhulmeprimary.com</u> Parents must notify school of any child who may be
	All <u>Clinically Extremely Vulnerable</u> pupils are required to self-isolate and must not attend school/ setting.				registered as clinically extremely vulnerable. We have no pupils in this category at present. It is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms. Due to LA/DFE guidelines Nursery is fully open to all pupils - 34 (9 KW/V) It remains the responsibility of parents and carers to inform Nursery as soon as their child presents COVID
					19 symptoms After a review of the RA and consultations with staff and unions. Nursery is now opening to 9 KW/V chn and 6 chn each day for 2.5 days. (15 hrs) Chn will be in bubbles of 15 maximum

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.	$\boxtimes$		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. As above
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)	$\boxtimes$		Parents must notify school of any child who may be deemed clinically vulnerable. As 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.			Parents are reminded of this requirement. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly. 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. As above
11	We provide on-line/distance learning for all pupils who are not in school/ setting.	$\boxtimes$		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'. As above

12	Nursery – <b>34</b> EYFS Bubble (16) plus Lower Corridor <b>15 x Y1 s</b> Upper Corridor Y1/Y2 (18) Y3 (14) Y4(14) Y5(14) Y6 (18) These pupil numbers are under constant review and are dependent on our response the latest threat presented by Covid19.	$\boxtimes$			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. If a positive case – all bubble sent home following guidelines If a positive case, guidelines will be followed and the relevant bubbles sent home
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### **Our School Site**

Сара	Capacity & Access							
Ref	Control Measure	Yes	No	N/	Actions Taken			
				Α	Details / Further Information			
13	Designated Entrance and Exit Points to the Building (for each cohort or Bubble of pupils where possible).				Children will be accompanied by one adult member of their family or one carer. The parent/carer will not enter school at all. 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. 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 LBs may have the same 'normal entry and exit times as normal - 8.50am and 3.15pm. 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. Nursery will enter and leave through the KS1 playground gate, timings will be 8:30-11:30 12:30-3:15. One adult member will be permitted on site. Preferably with no other children unless KW/V bubble. 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. As above - timings on Wed am differ to allow for cleaning between bubbles
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	$\boxtimes$		Where classrooms have external doors, these are utilised. Information provided to all staff by SLT N/A
15	Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child.	$\boxtimes$		Normal times will be adhered to as much as possible : Nursery 8.45am - 3.15pm KS1 and KS2- 8.50am - 3.15pm Timings changed 8:30-11:30 / 12:30-3:15

				Timings 8:45-3.15
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. 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. We plan to have our visiting specialists and teachers on Fridays to provide PPA and enhance the curriculum.			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. 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. 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. As above
17	Stagger drop off and collection times, lunch and break times for each cohort/group. Consider staggered starts/ adjusting start and finish times to keep groups apart as they arrive and leave school. 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	$\boxtimes$		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. Break and lunchtimes are no longer staggered – a timetable of which is available from the school office if requested ( this has been subject to change on Fridays ).

Phy	strictly controlled to exceptional traffic by HT or staff member on gate duty. This will be extended to the afternoons from 2.45 - 3.30pm to create a 'safe zone within the carpark area. <b>sical / Social Distancing in the Building</b>				Information to be provided to all staff once confirmed. FT Nursery will eat lunch in the Nursery building, reducing contact with main school.
Ref	Control Measure	Yes	No	N/	Actions Taken
				Α	Details / Further Information
18	Class rooms organised maintaining space between seats/ desks where possible. 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. 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.				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. Where appropriate, desks will be placed facing forwards. (Y1 -Y6) where age/developmentally appropriate. Resources, such as stationery items, to be used by each child have been allocated to each child. 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. Procedures have been created and established between staff and will continue to be shared with the children. Children will be reminded of these procedures regularly.If staff have to move to another

Both pupils and staff will continue to be reminded	Bubble then parallel staff will inform them or point
of SD - washing of hands how to use soap dispensers and paper towels sensibly.	them to any changes in detail for that Bubble.
	Staff should attempt to limit their close interaction
	with children as much as possible and should
	maintain a 2m distance from other adults.
	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
	Children must not bring any toys or teddies to
	school.
	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.
	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.
	Bottles may be remied by an addit in required.
	Nursery chn are not expected to SD. Staff need to
	manage risks and keep themselves safe as much
	as possible. This is personal to each staff member. PPE is provided for those who want it.

			Staff are encouraged to wear masks in all communal areas and when letting children in and out. Cloakroom etc self contained in N building therefore creating a self contained bubble.
19	Social distancing message is reinforced to pupils at regular intervals.		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). Posters highlighting social distancing rules will be placed around to school and around the approach paths where we can. 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: •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.

			This ensures that the "risk of transmission will be lowered", as stated by Public Health England. The guidance adds that "brief, transitory contact, such as passing in a corridor, is low risk". Nursery Children should not be in contact with any other bubbles due to the nature of the Nursery building. Regular handwashing, good respiratory practice – children reminded about using tissues, putting them in bin, washing hands. Hand sanitiser provided. Cleaning fluid provided for regularly touched surfaces.
20	Outside space is used wherever possible for learning. We will keep our LBs and insist on LB integrity with contact kept to a minimum particularly between staff and pupils. We keep our LBs for organisational purposes , however classes should avoid CONTACT as much as possible. CONTACT is considered to be LESS THAN 2M DISTANCE FOR MORE THAN 15 MINUTES OF TIME.		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. Staff will need to consider the timetable of playground use when opening doors and windows out onto the playground. Information to be provided to staff by SLT. 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. 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

	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.		No activities involving physical contact will take place. Nursery have their own facilities which need to be utilised as much as possible. LB integrity must be adhered to.
21	Reduced movement around school - ensure each LB moves around school together and limits the contact with other LBs within the school. Classes playing together outside are a low risk so they can continue to share spaces. 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.		Timetabling and staggered times will reduce the risk of 'bubbles' of children interacting and will avoid creating busy corridors The main corridor of the school now has a controlled system in place where children keep to the left of the space. 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 . 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.

			Identified areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place. N/A for Nursery
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity 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. Providing a hot meal to all pupils will now be possible now for all pupils who order one as we have reduced numbers across school. 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		<ul> <li>The hall will only be used for children eating their lunch. Periodic use of hall may take place to facilitate some small group interventions.</li> <li>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.</li> <li>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.</li> <li>Children will continue to use the inclusive trays for all of their meals including cup holders for beakers with water.</li> </ul>
	windows across the site , in shared areas and corridors can be opened to allow vigorous ventilation over the staggered lunchtime period .		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

	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.			stated by Trafford Cleaning Services. The cleaned areas will be allowed to dry before any other bubble may enter the hall. At the end of the lunch break, the hall floor will be thoroughly cleaned and disinfected. If the computer suite is used, all equipment must be thoroughly cleaned between use by a different bubble, in addition to the room. Centralised ventilations system that remove and circulates air to different rooms must have the recirculation turned off and must use a fresh air supply. https://www.hse.gov.uk/coronavirus/equipment-and-machine ry/air-conditioning-and-ventilation.htm#:~:text=by%20fresh%2 Oair,Air%20conditioning,of%20fresh%20air%20and%20ventil ation.&text=You%20should%20still%20however%20maintain,a ir%20ventilation%20in%20the%20room. Nursery will not use the hall. They are self-contained in the Nursery building. Staff will use Nursery facilities
23	Stagger the use and limit the occupancy of staff room and offices by employees.	$\boxtimes$		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. The school office will be reorganised to enable staff to work at a safe distance from each other. Photocopying may be carried out by staff .

				As above – Nursery staff not to use areas
24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	$\boxtimes$		Kitchen staff will observe social distancing where possible. Some staff may collect their lunch from the serving area NOT the kitchen as this is out of bounds to all but kitchen staff. As above Nursery staff not to use areas
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.			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. As above Nursery staff not to use areas
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 Additional information regarding safe use of space i	S detai	ed be	Should any non-essential works be required we will try to have them carried out outside of school hours. As above
	N/A	Suetai		

## Infection Control, Cleaning and Hygiene Arrangements

Ref       Control Measure       Yes       No       N/A       Actions Taken
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			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 <u>current advice and guidance</u>		Details / Further InformationAll 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 
			As above

28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.		Staff are reminded of this requirement. Please refer to reference 7 – 10 for further details. As above
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.		There is emergency PPE for staff where 2m distance cannot be maintained. Children who experience COVID-19 symptoms would be cared forby 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. <b>What happens if someone becomes unwell in our school?</b> 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 smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. If the child needs to go to the bathroom while waiting to be collected, they should use the toilet for disabled. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else. 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).
	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.
	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.
	They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.
	What happens if there is a confirmed case of coronavirus in a setting?
Update on steps to take following a confirmed	When a child or staff member develops symptoms compatible with coronavirus, they will be sent home
case of covid19 including weekend disclosures.	and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.
As a result of our discussions and recent experiences	All staff and pupils who are attending school will
we would now like staff to be aware of and adopt the	have access to a test if they display symptoms of coronavirus, and will be told to get tested

	<ul> <li>following approach in the event of a confirmed case within a class or bubble:</li> <li>Report all confirmed or suspected cases to SLT immediately .</li> <li>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.</li> <li>SLT will inform whole classes that may need to isolate using ' Parent Pay .'</li> <li>SLT may then ask teachers to contact their classes using Seesaw to inform individuals to isolate.</li> <li>Weekend emergencies will also follow the procedure above of Parent Pay for large groups and Seesaw as backup and for smaller groups or individuals.</li> </ul>			<ul> <li>immediately and to inform school of the subsequent outcome.</li> <li>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</li> <li>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.</li> <li>As above – confirm where N to use – an area in N to isolate</li> <li>Nursery to decide on an area – back storage cupboard or outdoor storage cupboard – Nursery staff to confirm</li> </ul>
30	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).	$\boxtimes$		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. As above – Nursery will wash hands when entering and before leaving.
31	All staff and pupils are encouraged to regularly wash their hands with soap and water OR	$\boxtimes$		All children will be seen to wash their hands with soap and water on a regular basis – on entry to and

	SANITISE especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).		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.
			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. 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 room for its supply of tissues on a daily basis. As above – ensure PH is checking each day
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.		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.

				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. As above – extra pedal bin? Extra pedal bin requested 20-01-21
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	$\boxtimes$		Teachers will organise their rooms, removing any soft toys and furnishings and any resources not needed by the children. As above – Nursery is already operating as a bubble of 9, the room is set up satisfactory for operation. Nursery will operate as bubbles of 15 (2.5 days a week x 4 bubbles)
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	$\boxtimes$		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. Nursery children do not have personal items, resources are shared. Children wash hands more frequently and resources are rotated, cleaned and restocked regularly.

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		

Ref	Control Measure	Yes	No	N/	Actions Taken
				а	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.				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. As above – this might not be happened in Nursery – check about resources? Lifting resources to wipe under – check remit CHAIRS
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)				<ul> <li>'Catch it, Kill it, Bin it' will be discussed with pupils regularly and posters displayed around school.</li> <li>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.</li> <li>As above</li> </ul>

37	Additional lidded bins and increased emptying / replacement are provided / in-place.		Additional foot-controlled lidded bins have been delivered for classrooms. 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. As above – bags are emptied at the end of the day
38	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.		Internal classroom doors will remain closed all day Each class has windows. External doors will be open whenever possible. As above – external door to outside area open whenever possible and classroom windows open
39	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards		There is now an increased frequency of cleaning of communal areas and high contact points. 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.

	<ul> <li>Play Equipment</li> <li>Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes</li> <li>more frequent cleaning of rooms or shared areas that are used by different groups</li> <li>frequently touched surfaces being cleaned more often than normal</li> <li>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</li> </ul>		As above – points raised re cleaning
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.		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. As above – nursery staff will not 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.		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. As above Nursery not using
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		Staff store their belongings in their own classrooms or within their office.

	coats on the back of their chairs and bags safely under their desks.		
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.		Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster As above
44	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.		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. As above
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.		Staff will report shortages to the Caretaker , Line Manager , Deputy or Headteacher. As above
46	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.		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'.

				As above
Additional Infection Control, Cleaning and Hygiene	Measur	res ap	plied (I	Please detail below)
N/A				

### Key Roles and Responsibilities

Any Additional Information and Control Measures (Detail Below)					
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.	$\square$		Arrangements are in place for a supply caretaker should our caretaker become unwell.  As above
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).			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.			There are five named First Aiders of which at least three are also paediatric First Aid trained. First Aiders in Nursery bubble, if serious staff from main school can be called for – they will wear PPE if appropriate
50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.			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. 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. As above

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information				
51	<ul> <li>PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:</li> <li>Fire Alarm and Detection</li> <li>Powered Doors / Gates</li> <li>Legionella and Water Testing</li> <li>Electrical Safety</li> <li>Gas Safety</li> <li>PAT Testing</li> <li>Asbestos Management</li> </ul>				All planned preventative maintenance will continu to be carried out taking into account social distan- and hygiene arrangements. As above				
52	Defect Reporting arrangements are in place.				All staff are aware to report defects to the caretak or headteacher. Already in place through Google reporting system for Sitemanager also Business Manager plus Head or Deputy. As above				
	Additional Statutory Compliance and Maintenance issues.								

Approved by (Head Teacher/ Chair of Governors)	Date of Approval	
Date Provided to Unions	Date of Review	
Date shared with all staff		
Date shared with Parents/Carers	Date shared with LA	