

COVID Risk Assessment

School/ Setting	Delamere School	Date of Assessment	2 ^{4th} February 2021
Assessment Completed By	Sally Burston Julie Shelmerdine Barbara Telford		

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
- ✓ For those schools that buy back the Health and Safety and HR SLA's there is additional guidance on the Trafford Services for Education Website.

Employees

Ref	Control Measure	Yes	No	N/A	Additional Action Taken / Further Information
01	All Clinically Extremely Vulnerable (CEV) employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home. An individual risk assessment will be done by the school for staff who are classed as CEV.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No members of staff fall into this category currently

	<p>Shielding should continue, even after vaccination for Covid-19.</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>				
02	<p>All employees who live with a person who is Clinically Extremely Vulnerable <u>should</u> work from home where possible.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable <u>can</u> attend the workplace where home working is not possible, but should ensure they maintain good prevention practice in the workplace and home settings.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
03	<p>All <u>Clinically Vulnerable</u> (CV) employees are able to work in school but should take care to observe social distancing and hygiene controls.</p> <p>Staff who are pregnant Generally, pregnant women are classed as 'clinically vulnerable' although some may have other conditions that may put them in the CEV category.</p> <p>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Arrangements have been made on an individual basis.
04	All employees must not attend school if they	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have, or feel that you have, symptoms of

<p>have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from school for 10 days from the day after the start of their symptoms or their positive test date.</p> <p>If a staff member becomes symptomatic they should arrange to have a test as soon as possible and follow the 'Stay at Home Guidance'</p> <p>If a staff member develops symptoms of Covid-19 whilst at work, they must be sent home immediately and begin a 10-day isolation period.</p> <p>If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p> <p>Staff should also isolate immediately if someone in their household/support bubble becomes symptomatic. The symptomatic household</p>		<p>coronavirus, you must apply for a test to check if you have the virus. NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</p> <p>Information on getting a test is available at: Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk)</p> <p>Up to date information on the mass asymptomatic testing can be found at the link below: Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</p> <p>Also refer to the additional Trafford Public Health Guidelines.</p>
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	<p>member should be advised to book a test. If the test is negative the staff member can return to school, however, if the test is positive the staff member must continue and complete the 10-day isolation. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p>				<p>96% of staff are using Lateral Flow Tests twice a week at home. 86% of staff have been vaccinated.</p>
05	<p>The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Regular communication made by SLT. Home working Risk Assessments have been completed as appropriate.</p>
06	<p>The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required.</p> <p>All staff working from home will be given the use of a school laptop and internet access will be provided where necessary. Additional equipment such as laptop risers, separate mice and keyboards will be provided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes where possible – as stated above its not always easy to provide work at home for someone who may be a personal support worker for example largely involved in personal care for children. Very difficult to find work they could do at home. Additional considerations / RA for BAME employees and employees with moderate risk underlying health conditions such as Asthma who are working in school. Lateral flow tests and vaccination has provided much greater levels of protection.</p>
	<p>Additional Information: Large numbers of children have been attending school throughout the Pandemic. We have not had high case numbers.</p>				

Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school. Parents must notify school of any child who may be registered as clinically extremely vulnerable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This now only applies to one child. We are awaiting medical information about when this is likely to change.
08	All pupils who live with a person who is Clinically Extremely Vulnerable can attend school, but if they do, then stringent covid secure methods must be adhered to.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We do not have any children under this category currently.
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) Parents must notify school of any child who may be deemed clinically vulnerable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discussions with parents/carer informing of measures school is able to take and making it clear that social distancing cannot be enforced within the setting without distressing children.
10	All pupils who have symptoms or have persons within their household that have COVID 19 symptoms, must not attend school until they/their symptomatic household member can be tested. They are required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, the pupil can return to their school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/carers have been reminded of symptoms to look out for. Specific tab created on school website for Coronavirus Updates – communication with parents has been regular and concise – giving clear messages about how to keep themselves safe and how to support their children at home or school as appropriate. Pupils displaying symptoms must not attend school until negative.test/isolation has been completed

	If positive, they must follow the Stay at Home Guidance .				Any pupil becoming unwell with symptoms whilst at school to be sent home asap. PPE provided by Trafford to be used in the event of a pupil becoming symptomatic whilst in school.
11	Where a pupil is unable to attend their school because they are complying with clinical or public health advice, access to remote education will be provided. Schools should monitor engagement with this activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	. Home learning package in place for children not attending school due to Covid reasons such as self-isolation etc. Details of Home Learning available on school website.
12	To reduce the risk of transmission, schools should maintain distinct groups (bubbles) of pupils that do not mix with other groups. The size of the groups should be of an appropriate size to achieve the greatest reduction in contact and mixing. Teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maximum class size is 12 As per government guidelines Special Schools with around 100 pupils on roll can be considered to be one bubble. School Attendance for the year to date standing at 90% Interventions will be increased gradually as capacity allows. Some class mixing may begin but for clear reasons that outweigh the risks. Any class mixing that you are planning should be agreed with your Head of Dept. Class groups should continue to use the playground separately. Children to return to eating in the dining room wherever possible and appropriate from 14th April.

School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	<p>Where a staggered arrival time is in operation and a pupil is late, the pupil must go to 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> <p>Parents who accompany children to school must not enter the school site without a pre-arranged appointment.</p> <p>Entrance and exit points to school will be staffed to assist and ensure social distancing takes place and to ensure the safeguarding of pupils and staff.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>During the national Lockdown transport buses have arrived slightly earlier and buses loaded by 3pm.</p> <p>On 15th March – the school day returns to normal hours – Children will be loaded onto buses for 3.20pm, parents can pick children up from the playground from 3.25pm.</p> <p>Parents will still be asked to wait outside the gate (socially distanced) until Easter when we will review the situation. Parents requested to wear masks when dropping off/picking up.</p> <p>This has to be balanced with pupil/staff safety as many pupils have transitional issues linked to learning difficulties and have limited awareness of danger / how to keep themselves safe. Our priority</p>

					is to transfer children into school as quickly and calmly as possible. Any change in their routine during transition can lead to confrontational situations
14	Large gatherings such as collective worship or assemblies with more than one bubble should be avoided.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delamere only has 112 children on roll in total. Assemblies are restarting but by Department rather than whole school and not more than once a month. This does not constitute a large gathering.
15	<p>There should be restrictions on access to school by third parties (parents, members of the public, visitors etc).</p> <p>Supply teachers, peripatetic teachers and temporary staff can move between schools but they must ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p><u>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</u></p> <p>Procedures are in place 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>If parents need to communicate with the school, they must telephone or email school. If a face-</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>8th March - Social care meetings can take place in person at school. These meetings are concerning our most vulnerable families.</p> <p>Volunteers will return to school from 8th March by arrangement with class teams as appropriate.</p> <p>Annual Review meetings will continue over the phone until 14th April when they will resume face to face (after the Easter holiday). However parents will still be given the choice as they may still feel anxious.</p> <p>Staff training resumes.</p> <p>Contractor visits planned outside of school day unless urgent</p>

	<p>to-face meeting is required, this must be planned in advance and an appointment made.</p> <p>Other visitors e.g., contractors necessary for safety checks and essential maintenance must report to the main office. Where possible contractors should visit site before or after school. Contractors will only enter the areas of the school where work is being carried out.</p>				
16	<p>Staggered break and lunch times should be considered to avoid creating busy corridors.</p> <p>Procedures for these staggered lunchtimes and break times will be discussed with staff and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staggered end to school day with 2 exits – 1 for children travelling by transport and 1 for those being collected by parents.</p> <p>Class groups should NOT be outside together at playtimes / lunchtimes.</p> <p>Return to the dining hall from 14th April – class groups sit separately.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
17	<p>Class rooms should, where possible, be organised to maintain space between people.</p> <p>The school should make small adaptations to the classroom to support distancing where possible, including seating pupils side by side and facing forwards, rather than face to face or side on, and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Social distancing within classroom is not possible at Delamere due to the needs of the pupils.</p> <p>Parents and staff fully understand this.</p> <p>Screening used in some classrooms – TEACCH.</p>

	<p>also move unnecessary furniture out of classrooms to make more space.</p> <p>It is recognised that social distancing is not possible 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>Classroom based resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Children are required to 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. 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 in school.</p>				<p>Consideration of children’s needs has been taken on an individual basis.</p> <p>Soft toys have been removed from classrooms. Review of resources has been undertaken in regard to essential / non- essential use and also ease of cleaning.</p> <p>Clinell wipes https://gamahealthcare.com/latest/clinell-efficacy-against-wuhan-coronavirus-wn-cov) and safe sanitiser spray available in all classrooms to support cleaning of shared resources.</p> <p>Students do not bring stationary into school.</p> <p>Children often bring their own drinking bottles to school, but otherwise cups are cleaned between use. There are no drinking fountains at Delamere.</p>
<p>18</p>	<p>Social distancing message will be re-enforced 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.</p>	<p><input checked="" type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p>As appropriate with children’s level of understanding.</p>

<p>19</p>	<p>The playground will be zoned and timetabled as appropriate and staff and children must adhere to this timetable and zone.</p> <p>For organised sport activities, pupils will be kept within their bubbles and where possible, outdoor sports activities will be prioritised over indoor.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>One class group in a play area at any one time. Fixed play equipment in outdoor areas cannot be cleaned effectively between sessions. Good hand hygiene is reinforced both before and after outdoor play.</p>
<p>20</p>	<p>Where possible, bubbles should be kept apart and movement around the school kept to a minimum. It is acknowledged that while passing briefly in the corridor or playground is low risk, the school should avoid creating busy corridors, entrances and exits.</p> <p>The school should consider timetabling, staggered times and one-way corridors to reduce the risk of 'bubbles' of children interacting.</p> <p>Areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children to remain in class groups for majority of their timetable.</p> <p>Regular sanitisation of balls in soft play</p> <p>Any staff member who feels more comfortable wearing a mask in communal areas is permitted to do so with the understanding that they provide their own mask and ensure it is stored safely when not in use.</p> <p>The high risk times when staff may wish to consider wearing masks are at the start and end of the day when corridors are particularly busy, but staff are permitted to wear their mask at any time when transitioning between rooms.</p> <p>Masks will not be used in the classroom as the official guidance states this is detrimental to children's learning and is not necessary.</p>
<p>21</p>	<p>Communal spaces such as dining room or assembly hall to be used at reduced capacity.</p> <p>Lunchtimes will be staggered and each bubble will be supervised by an adult from their bubble.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Delamere is acting as one social bubble although there would rarely be more than one class group using these spaces at any one time.</p> <p>Children to resume using dining room from 14th April – lunches are organised in 2 sittings.</p>

	<p>After each bubble has used the dining hall, midday staff will clean and disinfect all surfaces of tables and chairs using standard cleaning products. 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 cleaned and disinfected.</p>				
22	<p>The use of the staff room and PPA room will be minimised and organised so that staff may socially distance adequately. Use of these rooms will be timetabled.</p> <p>The school office will be reorganised to enable staff to work at a safe distance from each other.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff lunches staggered Teachers take PPA at home wherever possible to limit staff in office areas.</p> <p>All meeting rooms can accommodate 3 -4 people social distancing Essential meetings for vulnerable children will resume face to face.</p>
23	<p>Kitchen staff will observe social distancing where possible.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>2 members of kitchen team to co-ordinate this between themselves where possible</p>
24	<p>Non-essential repair or contracted works in buildings will be carried outside school hours.</p> <p>The school's procedures for social distancing and hygiene will be explained to all visitors.</p> <p>A record of all visitors will be kept, even if the visit is outside of school hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Site Manager to arrange all non-urgent works outside of school hours</p>
<p>Additional information regarding safe use of space to detailed below.</p>					

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Staff and pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school.</p> <p>They will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p> <p>If positive, they must follow the Stay at Home Guidance.</p> <p>Staff and parents must fully engage with the NHS Track and Trace process.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff to be reminded of guidelines regarding self isolation.</p> <p>School has registered access to online portal for referring staff/family members with symptoms for testing.</p> <p>Staff to be informed that that they can book their own test by visiting: https://www.gov.uk/coronavirus</p>
26	<p>Staff who experience symptoms as above whilst at work to immediately go home and follow the Stay at Home Guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff to be reminded of guidelines and provided with details of how to access testing facilities</p>
27	<p>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.</p> <p>Whilst awaiting collection, they should be moved,</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents are advised that pupils displaying symptoms will need to be collected ASAP</p> <p>It may not be possible for staff to keep 2m apart from pupil but pupil with symptoms kept away from</p>

	<p>if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. The room should be well ventilated by opening a window, if safe to do so.</p> <p>If a pupil needs direct personal care or the 2m distance cannot be maintained until they can return home, staff should wear the appropriate PPE.</p> <p>Once the pupil has been collected, the staff member should dispose of their PPE safely then wash their hands thoroughly for 20 seconds.</p> <p>The affected area will then be cleaned with normal household disinfectant to reduce the risk of passing the infection on to other people.</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>The pupil will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p>				<p>other pupils, outside if possible</p> <p>Gloves/aprons are available for staff to use when carrying out intimate care routines as normal.</p> <p>Other specialist PPE (e.g. masks) available from 8th June – ONLY to be used if a child becomes symptomatic.</p> <p>Site Manager to check stock levels of PPE regularly and reorder as necessary.</p> <p>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</p> <p>Where the child or staff member tests positive, the school will contact the local health protection team who will work with the school and guide the school through the actions needed and will provide will provide advice on who requires to be sent home.</p>
28	<p>Hand sanitisers will be available at all entrances to the school and throughout the school and will be regularly monitored and maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Handwashing facilities available in all bathrooms and classrooms</p> <p>Stock levels of soap/hand towels to be checked during school day.</p>

					Site Manager to undertake regular stock checks and order additional supplies as necessary Staff advised to consider keeping arms bare below the elbows, remove false nails, rings, bracelets and watches to enable effective hand washing and trim nails short.
29	<p>All staff and pupils will be encouraged to regularly wash their hands with soap and water for 20 seconds, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing).</p> <p>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>As per routine hygiene. Increased handwashing routines have been put in place after outside play / before bedtime etc Most staff have received hand hygiene training through CPD in previous academic year – high hygiene standards have always been a priority at Delamere due to vulnerability of pupils and levels of close support they require.</p>
30	<p>Different hand wash facilities should be available for each cohort/group within school/setting where possible, for example each bubble may have access to their own handwashing facilities (sinks in their classroom).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>In classrooms – shared facilities in toilets Sharing of toilets / bathroom facilities between groups is minimised.</p>
31	<p>Unnecessary items and items that are hard to clean such as soft toys should be removed from classrooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Soft toys to be removed from classrooms. Review of resources been undertaken in regard to essential / non- essential use and also ease of cleaning. Clinell wipes</p>

					https://gamahealthcare.com/latest/clinell-efficacy-against-wuhan-coronavirus-wn-cov) and safe sanitiser spray available in all classrooms to support cleaning of shared resources.
32	<p>Sharing of pencils / pens and other items of stationery is avoided where possible.</p> <p>For individual and very frequently used equipment, staff and pupils will have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, are able to be used and shared within bubbles. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>As above.</p> <p>Not at a viable option at this time.</p> <p>Students do not bring stationary into school.</p>
34	<p>Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use.</p> <p>Cleaning materials will be available throughout the school to allow cleaning of shared materials.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This equipment is only accessed by adults who follow frequent handwashing guidelines. Infection control / hand hygiene training has been provided through our regular CPD inservice.</p> <p>Clinell wipes provided next to the photocopier to be cleaned before & after use.</p>

<p>35</p>	<p>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)</p> <p>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Tissues provided in all classrooms</p>
<p>36</p>	<p>The school will ensure there are adequate lidded bins available throughout the school and in each classroom.</p> <p>The bins will be monitored frequently and emptied frequently.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lidded bins already provided where necessary</p>
<p>37</p>	<p>All working areas within the building will be well-ventilated (Windows and Doors open) where safe and appropriate to do so and a comfortable teaching environment should be maintained by increasing the heating where necessary.</p> <p>Standalone air-conditioning units may be used as normal.</p> <p>Where it is difficult to maintain a comfortable temperature, the school will consider allowing pupils to wear additional items of clothing in addition to the school's uniform.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Windows open where possible unless pupil safety compromised</p>

<p>38</p>	<p>There should be increased frequency of cleaning of communal areas and areas with high contact points (using detergent and hot water followed by a chlorine based disinfectant solution). This includes:</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>Public Health (PH) have published guidance on cleaning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>School has deep clean every holiday. Site Manager carrying out additional cleaning of high touch areas during the school day Site Manager to undertake additional cleaning of water dispensers/kitchen equipment during school day Cleaning contractor paying additional attention to high touch areas Class staff have responsibility to keep classroom equipment clean Extra cleaning of resources by class staff as required. Children have individual risk assessments regarding their potential to spread a virus.. Extra vigilance around the cleaning of equipment with children who spit, drool or smear. High standards of hygiene are routine in this setting. Site Manager to regularly check stocks of Clinell Wipes & Safe Sanitiser and reorder as necessary Water dispensers not available for children – the only one is in the staffroom.</p>
<p>39</p>	<p>The use of staff rooms should be minimised and set up to allow for social distancing.</p> <p>The use of kitchen equipment in the staff room is permitted but all equipment must be wiped down with standard cleaning products before and after use by individuals.</p> <p>Staff should use designated crockery/cutlery and cups/mugs. These should be cleaned thoroughly each day.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staffroom too small for social distancing – staff have been advised to use the many outside areas around school for their lunch especially with good weather. Also advised not to share equipment such as mugs, cutlery and to bring in their own.</p> <p>Most Staff have received food hygiene training through online CPD as a minimum standard anyway so things like washing hands before food preparation etc are routine practice. Staff advised around how to keep themselves</p>

	Staff should store their personal belongings in their classrooms or offices where possible. Staff should avoid using communal coat storage areas.				safe by using their own equipment / not sharing etc. Lockers are not provided. Coats & Bags are kept in cupboards within classrooms. This is not an office environment – it is not possible for teachers & other staff to leave their coats and bags on the back of their chairs.
40	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>
41	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and will be provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office staff to be advised of guidance. Hand sanitiser available for admin staff to use throughout the day when they may not be able to access other handwashing facilities as frequently as they might like.
42	There is an increased frequency of toilet inspections and checks to ensure sufficient supplies of soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site manager to undertake additional checks throughout school day.
43	Suppliers and contractors who attend the school will be advised infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors visits to be arranged outside of school hours wherever possible. Site Manager to inform/advise contractors
	Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)				

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
44	Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full staffing in place from September 2020. ALL staff to resume normal working hours by 15 th March latest.
45	Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site staff
46	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is always a full first aider available in addition to those staff who have undertaken 1 day first aid training
47	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. New advice of fire doors and fire evacuation drills has been issued to schools: Revised Fire Guidance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	From September planned drills are being scheduled to allow for both new staff and new children to get used to the routine, but in a controlled way that does not risk exposure to the virus through groups mixing at evacuation points for extended time.

Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
48	<p>PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety) including:</p> <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 <p>All PPM will be undertaken taking into account the schools social distancing and hygiene arrangements.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Essential tasks are scheduled in liaison with Amey. Site Manager to arrange outside of normal school hours wherever possible
49	Defect Reporting arrangements are in place and all staff are aware of the arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site issues are reported to Site Manager by staff using the template. Jobs are prioritised and completed by site staff if appropriate. Where site staff cannot complete the task Site Manager will log with Amey and arrange an appropriate time for visit, outside of school hours wherever possible.
	Additional Statutory Compliance and Maintenance issues.				

Any Additional Information and Control Measures (Detail Below)

96% of staff are using Lateral Flow Tests twice a week at home.
86% of staff have been vaccinated.

There have only been 2 occasions since March 2020 where a class group has had to be sent home to self-isolate.

Approved by (Head Teacher/ Chair of Governors)	Sally Burston	Date of Approval	25 th February 2021
Date shared with all staff	24 th February 2021		
Date shared with Parents/Carers	3 rd March 2021	Date shared with LA	3 rd March 2021