



MELLOR PRIMARY SCHOOL

Updated Risk Assessment Covid -19 September 2020

Overarching Guidance for all staff:

With the aim to open school to all children in September, we have revised our risk assessment to be in line with the latest guidance.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- 2) Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered
- 3) Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including clean frequently touched surfaces.
- 5) Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- 6) Where necessary, wear appropriate PPE.

Key Information for Covid Symptoms

School **must** ensure that we know the NHS Test & Trace process and how to contact the local Public Health England protections team.

Greater Manchester HPT

Public Health England North West
2nd Floor
3 Piccadilly Place
London Road
Manchester
M1 3BN

Email: Gmanchpu@phe.gov.uk; PHE.gmhpt@nhs.net

Telephone: 0344 225 0562 **Out of hours advice:** 0151 434 4819 **DfE** 0800 046 8687

If anyone becomes unwell with a new, continuous cough or a high temperature, loss of taste and smell and exhaustion in school, showing signs of possible COVID-19 they will be sent home and advised to follow the guidance '[COVID-19: guidance for households with possible coronavirus infection guidance](#)'. As instructed by the DfE, all members of the school community should be ready and willing to [book](#) a test if they are displaying symptoms. See also [NHS guidance](#) or dial 119.

Staff Principles

1. Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your school leadership team and access a test as soon as possible).
2. Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Use the 'catch it, bin it, kill it' approach, and place tissues in the lidded bins.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products.
6. Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
7. Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
8. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
9. Limit your class from sharing equipment and resources (like stationery).
10. Keep your classroom door and windows open if possible, for air flow.
11. Limit the number of children from your class using the toilet at any one time, and remind the children of personal hygiene.
12. **Limit your contact with other staff members**, and don't congregate in shared spaces, especially if they are in small rooms.
13. Re-familiarise yourself with the school's behaviour policy and know what role in it you're being asked to take.

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 our staff and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Supporting Staff and Children

- ✓ We value our staff and children highly.
- ✓ School has a range of systems for supporting both children and staff well-being. Please approach Mr Nicholson or Ms Parkin in confidence should you feel there is a need for further help.
- ✓ The DfE has also provided extra support. Parents and staff can contact www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers
The Education Support Partnership (www.educationsupport.org.uk) provides a free helpline for school staff.

Our Staff

Ref	Control Measure	DfE guidance	Risks
01	All Clinically Extremely Vulnerable employees as of 1 st August the Government will no longer advise to shield. Staff to undertake a risk assessment with Headteacher if necessary.	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <p>Where schools apply the full measures in this 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 while community transmission rates continue to fall.</p> <p>Advice for those who are <u>clinically-vulnerable, including pregnant women</u>, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>. School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Staff who are pregnant</p>	<p>Individual Risk Assessment not completed with relevant staff.</p> <p>Staff not vigilant on Health and safety</p> <p>Families not truthful about household health</p> <p>Staff not engaged with virtual conferencing could miss latest advice/guidance</p>
02	All employees who live with a person who is Clinically Extremely Vulnerable can attend school.		
03	All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school.		
04	We regularly contact / keep in touch with any colleagues who are self- isolating/ working from home and monitor / support all staff for both their Physical and Mental Health & Wellbeing		
05	Support is available for all staff via Health, Safety and Wellbeing Team; healthandsafety@stockport.gov.uk – 0161 474 3056.		
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.		
07	Health risk assessments to be undertaken with any returning staff. Occupational health Assessment if needed.		
08	Staff to avoid physical contact. Where possible, meeting and training sessions conducted through virtual conferencing		
09	Staff to receive appropriate instruction and training on infection control and the standard procedure and risk assessments within which they will operate.		
10	Following DfE guidance, staff kept up to date with plans e.g. safety measure, timetable changes, staggered arrival and departure		

	times.		
11	Admin team – Limit contact with other adults – parents to contact via email/ telephone.	As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for <u>clinically-vulnerable people</u> .	
12	Staff assigned to different ‘bubbles’ to remain the same for the duration of the term.	Staff who may otherwise be at increased risk from coronavirus (COVID-19)	
13	Staff should only enter the school site between 7.30am and 5.30pm unless covering OOSC for children of key workers and excepting caretaker. OOSC can resume, but staff to be deployed with fixed bubble e.g. 3,4,5,6. 2,1. Rec	Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u> . The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School 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.	
14	All visiting staff, including coaches, supply teachers, peripatetic staff must wash hands, on arrival and when moving between class bubbles.	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. Keep ‘bubbles’ together where possible and: <ul style="list-style-type: none"> ▪ ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days ▪ ensure that the same teacher(s) and 	<p>Peripatetic staff not washing hands on arrival or between sessions.</p> <p>Supply teachers not following procedures or not given the correct information.</p>

		<p>other staff are assigned to each group and, <u>as far as possible</u>; these stay the same during the day and on subsequent days, including OOSC.</p>	
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Our Pupils

Ref	Control Measure	DfE guidance	Risks
15	All Clinically Extremely Vulnerable pupils can now attend school from September.	<p><u>Pupils who are shielding or self-isolating</u></p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none">a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shieldingif rates of the disease rise in local areas, children (or family	<p>Families not truthful about household health</p> <p>Staff mixing with different ‘bubbles’ and cross contamination</p> <p>Lack of space</p> <p>Difficulty of social distancing young children</p>
16	All pupils or persons within their household that have COVID 19 symptoms should not attend school/ setting.		
17	We will provide on-line/distance learning for all pupils who are not in school if capacity allows.		
18	Only children who are symptom free or have completed the required isolation period attend school.		
19	All pupils in school are required to be in ‘bubble’. These ‘bubbles’ are groups to limit unnecessary contact. Class ‘bubbles’ will be the main structure during the school day, then OOSC ‘bubbles’ if possible. Desks to be front facing spaced as far apart as possible for Years 5 & 6. And in other classes where space is allowed.		
20	Only children toilet trained to return to school		

21	To minimise distress in under 5's, children who are confident, who can cope with change, will be suited for return.	<p>members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</p> <ul style="list-style-type: none"> • some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people. <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p><u>Pupils and families who are anxious about return to school</u> All other pupils must attend school.</p>	
22	<p>Children who do not follow our clear Behaviour Policy of Safe, Ready, Respect will be given two warnings. If they continue to disobey the strict rules on social distancing and /or hygiene routines then the leadership team may ring parents and that pupil may be sent home.</p> <p>Children are not to be inside the building alone during lunchtime unless they have requested the toilet. (See Behaviour Policy).</p>		
23	<p>P.E. will be taught if access to the outdoor environment is feasible.</p> <p>Non-contact physical activity can take place in the hall if full ventilation is adhered to including the fan system and windows and doors opened.</p>		

Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).

In light of the need for children to behave differently when they return to school, and any new systems you have put in place to support that, you'll need to make changes to your behaviour policy.

		<p>Behaviour policy changes will also need to be communicated to pupils, parents and staff.</p> <p>School has added:</p> <ul style="list-style-type: none"> • altered routines for arrival or departure • instructions on hygiene, such as handwashing and sanitising • instructions on who pupils can socialise with at school • moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing) • expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands • tell an adult if you are experiencing symptoms of coronavirus • rules about sharing any equipment or other items including drinking bottles • amended expectations about breaks or play times, including where children may or may not play • use of toilets • clear rules about coughing or spitting at or towards any other person • clear rules for pupils at home about conduct in relation to remote education • rewards and sanction system 	
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		<p>where appropriate</p> <p>Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</p>	
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School

Capacity, Access and Egress

Ref	Control Measure	DfE guidance	Risks
24	Designated Entrance and Exit Points to the Building (for each class of pupils where possible).		Families not sticking to staggered times or use good time management
25	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). Signage for movement around external building for parents.		Families not following the entrance and exit rules. Families not monitored at exit points due to staff capacity
26	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.		Families not sticking to social distancing Families not truthful about household health
27	Restrictions on access to school by third parties (parents, members of the public, visitors etc.) Unannounced visitors not to be admitted. All peripatetic staff, supply and visitors to wash hands and be reminded of procedures.		Staff not challenging families about health Non-essential travel and social interaction guidelines not followed by staff and families
28	Stagger drop off and collection times, lunch and break times for each group.		Families not advising school if children have had medication
29	Only parents who are symptom free and /or have completed the required isolation period will be able to drop off or collect their child.		Not enough staff to ensure children can adapt easier to routine changes
30	Parents to drop off and collect children at indicated areas for each 'bubble' outside. (Parents not to enter school to avoid any possible contamination.)		
31	Parents to use post box in entrance porch to avoid entering school.		
32	Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid flow of air.		
33	One way circulation to be implemented, where possible.		

Physical / Social Distancing in the Building

Ref	Control Measure	DfE guidance	Risks
34	Class rooms organised maintaining space between seats/ desks where possible.	<ul style="list-style-type: none"> ▪ for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff ▪ although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <p>Keep cohorts together where possible and:</p> <ul style="list-style-type: none"> • ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days • ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible; these stay the same during the day and on subsequent days. <p>ensure that wherever possible children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end</p>	
35	Social distancing message is re-enforced to pupils and staff at regular intervals.		
36	Outside space is used wherever possible for learning.		
37	Reduced movement around school - ensure 'bubble' move around school together. 'Bubbles' are to remain apart from each other for the day in their key zone. Y6 / Yrs 5, 4,3 / Yrs 2 & 1 / Rec & Nur		
38	The hall to be ventilated as much as possible.		
39	Staff room to be used with no more than 8 adults at one time.		
40	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.		
41	The use of communal internal spaces should be restricted as much as possible.		
42	Johnson Room to be used as isolation room for anyone presenting symptoms. OOSC as a second emergency space.		
43	First Aid Room to be used as refreshment station for one of the bubbles and office.		
44	First Aid to take place in 'bubble'. More complex First Aid by Trophy cabinet to ensure good ventilation. (But also see Infection control below)		
45	Non Essential repair / contracted works in buildings to be carried outside school hours		
46	New family show rounds to be outside school hours 9 am – 3.20pm		
47	Children and staff to remain in their designated 'bubble' area for lunch.		

		of the day. You may want to consider seating students at the same desk each day if they attend on consecutive days	
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Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	DfE guidance	Risks
48	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/coronavirus-outbreak-faqs-what-you-can-and-cant-do 1.5 If I have had C19 symptoms, do I need to keep self-isolating if I have received a negative test result? If you and your household are isolating because you are experiencing coronavirus symptoms, you and your household are able to end self-isolation early if you receive a negative test. However, if you are isolating because you live with someone who has symptoms, you must continue to isolate for 14 days even if you receive a negative test. You may only end isolation early if the person with symptoms	Face coverings or face masks should not be worn in any circumstance by those who may not be able to handle them e.g. young children or those with special educational needs or disabilities, as it may inadvertently increase the risk of infection.
49	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.		Staff/ pupils return to school before appropriate isolation
50	If a child or member of staff becomes ill they must be tested. They will only be allowed back into school after a negative test result or appropriate isolation has finished. However, if a child or member of staff lives with someone or has been in contact with someone who has symptoms, they must continue to isolate for 14 days from their first point of contact even if they receive a negative test. It is suggested that all other staff having contact also be tested. If a positive test result all other children and adults in the 'bubble' must be tested and can only return after a negative		Testing shows a false negative PPE supplies not used appropriately by staff PPE supplies being sourced Cleaning and washing not undertaken sufficiently Toileting procedure whilst isolating needs monitoring and cleaning

	result. There is no need to test members of their household unless they have a positive result.	in your household receives a negative test.	Storage issues
51	Pupils who experience COVID-19 symptoms should be collected from school as soon as possible. They should be isolated in the Johnson Room with the internal door closed but with the external door and windows open for ventilation. If not possible to isolate then move them to an area 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 gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/vomiting. (Made up PPE kit bags will be provided.) The area should then be immediately thoroughly cleaned if the area cannot be left unvisited. The person responsible for cleaning the area should wear appropriate PPE.	<p>If you are isolating because you have been contacted by NHS Test and Trace or because you are required to under public health measures at the border, you must continue to isolate for 14 days even if you receive a negative test.</p> <ul style="list-style-type: none"> Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> children, young people and students whose care 	
52	Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage for at least 72 hours and put with normal waste.		
53	If the person displaying symptoms needs to go to the bathroom while waiting to be collected then the bathroom		

	should be cleaned and disinfected using standard cleaning products before being used by anyone else.	routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way	<p>Children from different 'bubbles' using other's stationery.</p> <p>Staff not adhering to self-cleaning regime. e.g. not using wipes on photocopier.</p>
54	If a member of staff has helped someone who has displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	
55	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school. (Regularly monitored & maintained).		
56	All staff and pupils are reminded to regularly wash their hands with soap and water, especially upon arrival at school, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Organise children in order to wash hands.	Equipment and resources are integral to education in schools. During the summer term, the use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	
57	Different hand wash facilities should be available for each 'bubble' within school where possible.	Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It	
58	Remove unnecessary items from class rooms and soft toys/ toys / soft furnishings that are hard to clean. (No toys, teddies or blankets (or similar) to be brought into school. No use of play-dough. Water-play with added washing-up liquid allowed.		
59	Encourage pupils to avoid touching their face, eyes, nose and mouth.		

60	Sharing of pencils/ pens and other items of stationery is avoided where-ever possible. (Pupils have their own stationery packs provided by school for Years 1-6)	is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.	
61	School will return to our usual uniform policy from the Autumn Term, following DfE guidance.		
62	Clean and disinfect frequently touched surfaces throughout the day. Wear one pair of disposable gloves and dispose of immediately after use. Staff will be responsible for cleaning their areas regularly. (Photocopier has its own cleaning materials located by it)		

63	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.		<p>Rota/system of cleaning not adhered to. Hardware used not identified as being used.</p> <p>Tissues not disposed of properly.</p> <p>Insufficient materials.</p>
64	Regularly clean electronics, e.g. tablets, touch screens, keyboards, telephones and remote controls throughout the day.		
65	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)		
66	Bins and cleaning of 'bubble' area to be done by staff working in that area. Staff to be trained on cleaning processes e.g. which bucket, cloth etc. Bins to have liners to limit contact with waste.		
67	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.		
68	Increased frequency of cleaning of communal areas and locations / high contact points, including: <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 		
69	Use of refreshment areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Staff to use own / designated mug, or ensure hands are clean.		
70	Staff not to use shared coat racks, but to store coats on the back of their chairs and bags safely under their desks.		
71	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for		

	<p>example in the form of posters, written guidance and videos clips etc. Hand-Washing Guidance</p> <p>Hand-Washing Video</p> <p>Hand-Washing Poster</p>		
72	Staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.		
73	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to admin office/caretaker		
74	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.		

Key Roles and Responsibilities

Ref	Control Measure	DfE guidance	Risks
75	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.		<p>Insufficient capacity to monitor school grounds.</p> <p>Incidental occurrences affect staff capacity to maintain routine.</p> <p>Staff illness affecting capacity.</p>
76	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).		
77	Sufficient numbers of trained staff are in place to provide Emergency First Aid.		
78	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.		
79	<p>Activities and lessons will be co-designed by all staff during the initial planning phase but will include:</p> <ul style="list-style-type: none"> ▪ PSHE programme to help mental wellness. ▪ Outdoor learning to ensure engaging activity and reduced opportunity for virus spread. ▪ Phased in Maths / English lessons. ▪ Confident approach to self-marking and corrections – considering feedback process. ▪ Physical activity – outside weather permitting. 		
80	<p>Timetable for the day</p> <p>‘Bubbles’ should have staggered break times and lunch times.</p> <p>Parents handover, emotional welfare check in and initial hygiene routine and registration:</p>	<p>refresh the timetable:</p> <ul style="list-style-type: none"> • decide which lessons or activities will be delivered • consider which lessons or classroom activities could take place outdoors <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> • staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • staggering lunch breaks - children and young people should clean their 	

	<p>Times for arrival:</p> <p>8.45am – 8.55am Year 6,5,4,3</p> <p>8.55am – 9.05am: Year 2,1</p> <p>9am – 9.15am: Reception/Nursery</p> <p>Times for collection at the end of the sessions/day:</p> <p>12noon – 12.15pm</p> <p>2.55pm - 3.10pm: Early Years (Rec & Nursery, (Nursery if staying for afternoon sessions.))</p> <p>3.00pm - 3.15pm: Year 3, 4, 5, 2,1</p> <p>3.15pm : Year 6</p> <p>Start and finish times may change depending on the effectiveness of the proposed structure.</p> <ul style="list-style-type: none"> ▪ Lunch to be eaten at the same desk in the classroom area. ▪ Children are not to access the building during lunch time unless for toileting and only then, if it can be assured, that they will be with children from their own bubble. 	<p>hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</p>	
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Statutory Premises Compliance and Maintenance

Ref	Control Measure		Risks
81	<p>PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including:</p> <ul style="list-style-type: none"> • Fire Alarm and Detection • Gates • Sanitary bin collection • Reception mat • Photocopier • Telephones • I.T. • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing <p>https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm?utm_source=hse.gov.uk&utm_medium=referral&utm_campaign=coronavirus&utm_term=working-safely&utm_content=home-page-popular</p>		
82	Defect Reporting arrangements are in place.		

For further Information –

Health, Safety and Wellbeing Team; healthandsafety@stockport.gov.uk – 0161 474 3056

Or Stockport MBC's Covid Team 0161 474 2437



Approved by Head Teacher		Date	
		Date	
Chair of Governors			