This risk assessment is heavily based on the Manchester City Council's Model. Nothing has been removed from the Manchester Model and any items added to this document in following versions are highlighted in yellow.

This then forms the basis of the Risk Assessment for all CLIC Schools. Some '*actions taken*' by individual schools can be added but these additions could be useful to other schools and must therefore be shared and highlighted in yellow. Some '*actions taken*' will not be relevant to some schools and this text will not be deleted but ~~struck through~~ so that they are visible should they become relevant at a later stage.

This is a live document and needs to be under constant review, therefore in the first instance the Trust will convene a full review at the end of each week in which provision has substantially altered. All working Risk Assessments will be retained with version controls.

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 consult on its contents

✓ We will listen to concerns staff have about Risk Assessments and how they work in practice and expect staff to practice Self Responsibility in line with our values.

✓ We will continue to comply with all relevant Health and Safety Legislation.

We recognise there is an increased risk nationally and have been monitoring the local data and will continue to do so. This Risk Assessment has been reviewed and amended in light of this increased risk.

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
01	Any employee or persons within their household that has coronavirus (COVID-19) symptoms, should not attend school / setting. They should self-isolate immediately and arrange to have a test.	☐	☐	☐	• Staff made aware of symptoms • All staff must notify the HTs immediately if they or a member of their family become unwell • **HTs must follow 'Step by Step' guidance (Appendix 1)** • All staff that become unwell must have a COVID-19 test and not return to school until negative result received • Staff must inform the HTs of results immediately • All staff must comply with quarantine guidelines • Staff to notify HTs of end of quarantine period 2 working days prior to the end of the period • Staff to keep HTs informed of their condition weekly **POSTER - symptoms**
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 14 days from the date of the test. Engage in the asymptomatic testing from the council, as and when it is available.	☐	☐	☐	• Staff must inform the HTs of results of the test immediately • Staff must engage with the Track and Trace system • **HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1)** • **HTs must inform the Community Infection Control Team** • All staff must comply with quarantine guidelines • Staff to keep HTs informed of their condition • Staff to engage in asymptomatic testing when it is available from the council, if they have concerns about transmission in their bubble.
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test. Cold symptoms such as a runny nose, sneezing etc are not the same as Covid-19 symptoms	☐	☐	☐	• Staff made aware of symptoms • All staff must notify the HTs immediately if they become unwell • **HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1)** • All staff that become unwell must have a COVID-19 test and not return to school until negative result received • Staff must inform the HTs of results immediately • All staff must comply with quarantine guidelines • Staff to notify HTs of end of quarantine period 2 working days prior to the end of the period • Staff to keep HTs informed of their condition weekly **POSTER - symptoms**
04	Some emerging symptoms of COVID are stomach ache, sickness and diarrhoea. Whist these symptoms could be linked to something other than COVID staff need to act with caution	☐	☐	☐	• Staff should not to turn up to work when feeling under the weather with these symptoms.

05	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. Sample assessment template provided by Directorate for Children and Education Services January update: All staff individual risk assessments should be reviewed and updated regularly. This is particularly important due to the increasing number of cases and the national lockdown. As in the first national lockdown, schools should follow the government guidance regarding Clinically Extremely Vulnerable and Clinically Vulnerable staff.	☐	☐	☐	• Circulate the COVID-19: review of disparities in risks and outcomes report • HTs to do the risk assessment in Week 1 of the Autumn term • Follow all guidance as it is updated relating to tiers/lockdown measures (guidance relating to pregnant women and clinically extremely vulnerable). • Review individual Risk Assessments each time there is a change in tier.
06	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	☐	☐	☐	• HTs/AHTs/TLRs to maintain contact with colleagues not in school • Offer Health works support if needed • Signpost to other services • Staff have a self-responsibility to seek appropriate medical advice from GP
07	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	☐	☐	☐	• All staff receive regular staff updates on staff mail • Review tasks staff being asked to carry out in line with equipment available
08	Staff to be as socially distant as possible				• No more than 2 people to work at computers in reprographics room during PPA/management time • Staff lunchtimes on rota to avoid overcrowding in staff room • Maximum of 9 people in upstairs staffroom, maximum of 4 in downstairs staffroom with furniture set for strict social distancing
09	To improve infection control, face coverings should be worn as appropriate (see details to the right)				• **The guidance below does not apply to those staff who are exempt from wearing face coverings.** • School leaders support all staff in wearing face coverings, including whilst working directly with pupils (in the classroom or in groups). • Staff can choose to wear face coverings or remove them whilst teaching, and should assess their own risk in doing so (providing they are maintaining a 2 metre social distance). • Staff who are office-based can choose to wear face coverings or remove them whilst are their desk and should assess their own own risk in doing so (providing they are maintaining a 2 metre social distance). • Face coverings are mandatory for all staff in all communal areas of the school, whilst there are other people (adults or children) present. This will be reviewed in line with new government guidance and local infection rates/alter and risk levels and individual exemptions.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
		☐	☐	☐	• Staff can remove face coverings whilst eating and drinking in communal areas, but safe social distance must be maintained. • All staff to be provided with guidance about the safe use of face coverings. Link to poster distributed in the school: Face Masks Dos and Don'ts Cloth Face Coverings Dos and Don'ts
10	**05/01/2021-12/02/2021** With effect from 5th January 2021, schools are to open to Keyworker and Vulnerable pupils only, as part of a national lockdown (initially confirmed until 15th February 2021).	☐	☐	☐	• Smaller groups of key worker/vulnerable children will be arranged in school, with teaching from a teacher or teaching assistant. • Children should be kept in consistent groups/ bubbles. Bubbles should be kept as small as possible to reduce the number of contacts. • Teaching in school will align with the teaching for those at home accessing remote learning, to ensure equity of opportunity/experience. • Facilities set up for 'live' online teaching • Training offered by CLIC IT lead in the use of Teams • Remote Learning - three hours EYFS/KS1 and four hours KS2 of responsive core teaching and assessment (in line with statutory requirements) • Named member of SLT responsible for remote learning (ensuring support for staff, infrastructure/materials in place and quality of remote learning aligns with the statutory requirements) • During the lockdown period, staff should work from home, where they can. If this is not possible, social contact must be kept to the minimum whilst in school. • Free school meals to be provided to all eligible pupils (local arrangements – vouchers, food parcels, packed lunches)

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
11	If a pupil has anyone within their household that has coronavirus (COVID-19) symptoms, should not attend school/ setting. They should self-isolate immediately and arrange to have a test.	☐	☐	☐	• Parents informed of the latest guidance **'Step by Step' guidance (Appendix 1)** • **HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1)** • Families asked to comply with quarantine guidelines • Parents to inform school of test results • Records to be made of notification and quarantine periods checked prior to children being re-admitted to school. **Poster - Symptoms**
12	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms.	☐	☐	☐	• **HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1)** • **HTs must inform the Community Infection Control Team** • Families asked to comply with quarantine guidelines

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	If the test is positive but the pupil has not had symptoms, they should self-isolate for 14 days from the date of the test.				• Parents to inform school of test results • Records to be made of notification and quarantine periods checked prior to children being re-admitted to school.
13	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test	☐	☐	☐	• **HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1)** • Families asked to comply with quarantine guidelines • Parents to inform school of test results and children return to school
14	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ bubble closure during any local COVID 19 outbreak.	☐	☐	☐	• Class teachers will retain the use of online learning and upload information to class stories to maintain contact and links with parents. • Oak National Academy lessons/BBC bitesize and other learning platforms will be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed. • The ICT lead will investigate different remote learning platforms
15	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. At primary school, schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended. Children are kept in their groups for most of the classroom time but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.	☐	☐	☐	• See September School Organisation Guidance (**Appendix 2**)
16	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	☐	☐	☐	• **Addendum to the Behaviour Policy before to reflect Covid-19 measures (work with SLT on Insets)**
17	Some children require extra control measures in place, for example Down Syndrome children are not clinically extremely vulnerable but are at higher risk	☐	☐	☐	• **Liaise with families on any additional measures necessary**

Our School

	Capacity, Access and Egress				
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Designated Entrance and Exit Points to the Building (for each bubble of pupils where possible or where not possible for	☐	☐	☐	• Entrance/exits established using the physical distancing criteria • Parents informed on the individual year group letters and websites • Ground markings and signage to assist families and staff

	certain bubbles to avoid all pupils using the same entrance/ exit).				• SLT will monitor the site to ensure parents and children adhere to guidance
19	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	☐	☐	☐	• All entrance and exits utilised • One-way systems established **SWPs in place**
20	Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).	☐	☐	☐	• Develop a drop off/collection protocol • Each year group will have a designated entrance • Each year group will be advised of protocol prior to the start of school and again as they are admitted • All gates labelled and sign posted. • Staff will be positioned on gates • Each year group will be reminded of protocol on return
21	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	☐	☐	☐	• Notify all parents that they must not enter the school – reopening letter • Any enquiries to the office must be emailed or phoned. • Contractors kept to a bare minimum • Where Parents are invited into school for specific reasons, physical distancing measures will be in place. Timing of this will be outside drop off/collection times
22	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for **Primary** EYFS & KS1/ KS2 This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	☐	☐	☐	• See September School Organisation Guidance (Appendix 2) • Where appropriate in large sites stagger rotas for all year groups smaller schools to lengthening drop off time and admitting family groups at one time to reduce concentration of parents/carers on site. • See timetable for playtime and lunchtime breaks (Appendix 2) **SWP in place**

Travel to and from School (including Public Transport and School Buses)

23	All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport- see below).	☐	☐	☐	• Older pupils encouraged to walk to school or cycle. • Children instructed to wear face masks if travelling by public transport.
24	Pupils on dedicated school buses should wherever possible: - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group.	☐	☐	☐	N/A
25	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	☐	☐	☐	N/A
26	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	☐	☐	☐	N/A
27	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.	☐	☐	☐	Safer travel guidance circulated to all families Monitor impact of travel on public transport at the end of the first week, particularly to measure impact on attendance.
28	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	☐	☐	☐	• Any family using wider public transport to be referred to the safer travel guidance for passengers
29	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.	☐	☐	☐	• Face masks to be taken off and put away into a plastic bag or disposed of in a lidded bin. • Text from Trust on guidance on face masks for parents and staff

	Physical / Social Distancing in the Building				
Ref	**Control Measure**	**Yes**	**No**	**N/A**	**Actions Taken** **Details / Further Information**
30	Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on.	☐	☐	☐	• Desks spaced appropriately in classrooms • Space around desks allowing for movement of pupils and staff • Fire exits and safe egress considered • Children consistently using the same individual desk from Years 1 to 6 • EY will be social distancing within the Early Years model.
31	Reduced movement around school- - Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.	☐	☐	☐	• Communal spaces to have no more than one bubble at a time with the exception of dining halls or other large spaces. Different areas of these larger spaces are identified for each bubble with clear routes in and out of the room. • Where appropriate, communal spaces will be sanitised following use • Hygiene procedures in place for children having used equipment in communal spaces • Reduced numbers in the dining room at any one time, tables sanitised between use • Wrap around care see separate risk assessments
32	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	☐	☐	☐	• Regular reminders for children to socially distance • Posters around classrooms and corridors/ general spaces
33	Communal gatherings of more than one-year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one bubble / class where possible. If not possible for each year group, consider; for **Primary** EYFS & KS1/ KS2 Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their classroom/ zone reducing numbers in the dining hall.	☐	☐	☐	• All communal spaces to have no more than one bubble at a time • Where appropriate, communal spaces will be sanitised following use. • Hygiene procedures in place for children having used equipment in communal spaces • Assemblies only in bubbles or technology used remotely in classrooms.
34	Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side. Music lessons can still continue during the lockdown (05/02/2021-12/02/2021). Music Mark have competed detailed guidance regarding singing and music lessons- please see link here; https://www.musicmark.org.uk/wp-content/uploads/Literature-Review-August-2020.pdf	☐	☐	☐	• Follow guidance issued by Manchester Music Service • Singing not to take place inside and outside singing will be done socially distancing • Music peripatetic lessons to be in groups of 15 or less • Playing wind or brass instruments, provision back to back or side to side • Lessons should be conducted in a well-ventilated space or outside • All shared musical instruments to be cleaned immediately after use See separate Risk Assessments.
35	Other musical tuition; eg steel pans, African drumming and strings	☐	☐	☐	• Instruments will be placed at least 1 meter apart. • Groups should not enable children to cross their bubble

		☐	☐	☐	• Cleaning areas the instrument and beaters can be thoroughly cleaned prior to each person using it
36	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not. During lockdown (05/01/2021-12/02/2021 - Outdoor sports should continue to be prioritised wherever possible. However, as we move into the winter months, it is more likely that some PE sessions will be indoors. Considerations for indoor PE: - Ensure indoor PE session takes place in a large well-ventilated space. Windows and doors should be open (where it is safe and appropriate to do so). - Consider PE activities that use limited equipment, such as dance, yoga, circuits. - If equipment is used, try to keep this to a minimum and pupils are given their own equipment and use only this during the lesson. - Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses.	☐	☐	☐	• PE to be held in playground pitch space wherever possible. • In bad weather the large indoor spaces to be used with the greatest distancing possible • Where appropriate children will be instructed to come to school in PE kits • Maintain hygiene routines • Swimming can go ahead for schools not using transport – see separate risk assessment
37	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. **Jan 2021 Update** **CRITICALLY IMPORTANT** It is vitally important that measures to ensure social distancing between staff are robust and monitored to ensure adhered to: - Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs. - Consider moving one member of office staff to a different location to ensure office work stations 2m apart and to ensure business continuity if there is a confirmed case within Admin staff. If this is not possible due to lack of available space, work stations should be adapted with screens.	☐	☐	☐	• During the lockdown (05/01/2021-12/02/2021) – limit numbers using staff room at any one time, to reduce transmission. Provide alternative locations for break times to reduce human traffic around school and numbers in the staff room. • Ensure that the staff room remains well ventilated (windows open/ventilation systems on) • Restrict some seating and socially distance • Rooms of limited space will indicate safe number • Staff restricted from office spaces • Measured wait here floor sign outside areas people may be queuing to enter • Staff reminded to take responsibility for cleaning facilities – see point 52 • Staff encouraged to use and keep with them their own mug and water bottle **Poster – Max in Rooms**

	- Ensure contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. There have been instances where a confirmed case within Admin staff has meant the entire SLT has had to isolate and the school has had to close. If possible contact should be via phone, on-line or through the office 'hatch' if available. - Ensure if staff are car-sharing (ONLY AS A LAST RESORT) face masks are worn and car windows are open to ensure appropriate ventilation. - Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).	☐	☐	☐	
38	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19). **Jan 2021 Update** Consideration should be given to having two separate kitchen teams/ bubbles, with 2m social distancing maintained at all times between the bubbles, to ensure continuity of school meal provision. A rota has been drafted and will be updated regularly.	☐	☐	☐	• Restrict access of other staff from kitchen • Reduced numbers in dining room, maintaining physical distancing • One-way system in place where possible • Limited number of staff dealing with delivery and stock **Poster – Number of People in Rooms** **Poster – Keep your Distance**
39	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	☐	☐	☐	• Rooms of limited space will indicate safe number • All meetings should take place on Zoom/telephone, even when in the same building • Hand sanitiser available in the room • Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use). **Poster – Max in Rooms** **Poster – Keep out of the Office** **Poster – Keep your Distance**
40	Non Essential repair / contracted works in buildings to be carried outside school hours.	☐	☐	☐	• D. Ellison and School Business Manager are in control of all bookings • All contractors on site must adhere to the measure outlined in this Risk Assessment • Any visits should ideally happen outside of school hours.
41	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	☐	☐	☐	• Limited space will indicate safe number • Lift reserved for individuals that require this and portering • Hand sanitiser available **Poster – Max in Lift**

		☐	☐	☐	
42	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	☐	☐	☐	N/A
43	Staff using the Track and Trace App being inaccurately tracked due to the location of their phones	☐	☐	☐	• Staff should keep their phones locked away close to them or Keep phones turned off when not on their person
44	No School trips during the lockdown period.	☐	☐	☐	•
45	Extracurricular clubs or supplementary schools and wraparound childcare (before and after-school clubs) will only be available to those children currently attending the school setting. Existing control measures will remain place.	☐	☐	☐	•
46	**05/01/2021-12/02/2021:** Teaching staff, including Teaching Assistants, in primary/ special schools, should limit working across bubbles, wherever possible. Although it is recognised that this may not be possible to enable the full educational offer. SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff. Consideration should be given to having two separate SLT teams/ bubbles to ensure continuity of school leadership and management.	☐	☐	☐	• Each school consider their SLT and maintaining two bubbles, if size of SLT would necessitate. • Staff allocated to one bubble of children, wherever possible.

Additional Physical / Social Distancing Measures applied (Please detail below)

Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms, should not attend school/ setting. They should arrange to have a test.	☐	☐	☐	• Parents informed of the latest guidance **'Step by Step' guidance (Appendix 1)** • **HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1)** • Families asked to comply with quarantine guidelines • Parents to inform school of test results • Records to be made of notification and quarantine periods checked prior to children being re-admitted to school. **POSTER - Symptoms**
48	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test.	☐	☐	☐	• Staff made aware of symptoms • All staff must notify the HTs immediately if they become unwell • **HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1)** • All staff that become unwell must have a COVID-19 test and not return to school until negative result received • Staff must inform the HTs of results immediately • All staff must comply with quarantine guidelines • Staff to notify HTs of end of quarantine period 2 working days prior to the end of the period • Staff to keep HTs informed of their condition weekly
49	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, where possible. 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.	☐	☐	☐	• HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1) • PPE available; visors, goggles, face masks, aprons and gloves • PPE available in all cabins/staffroom/reception • Staff using this PPE must have read the guidance on "donning and doffing" PPE on the wall in the isolation room and watched the video on applying and removing a face mask. **https://www.youtube.com/watch?v=f6mjqbtonG4**

	Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.				**POSTER – Putting On/Taking Off PPE NHS** • There is a designated Isolation room: ROOM • once this room has been used for its designated purpose, a do not enter sign needs to go on door that is only removed by the cleaner once cleaning is complete **POSTER – DO NOT ENTER** • Main stock of PPE is to be kept secure and stock monitored by 2 people
50	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain, they will get a test for their child or may struggle to get a test.	☐	☐	☐	• HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1) • Families must agree to have a COVID 19 test • Families asked to comply with quarantine guidelines • Parents to inform school of test results and children return to school
51	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	☐	☐	☐	• HTs must follow 'Step by Step' guidance and follow the protocol (Appendix 1) • HTs must inform the Community Infection Control Team • Families asked to comply with quarantine guidelines • Parents to inform school of test results • Records to be made of notification and quarantine periods checked prior to children being re-admitted to school.
52	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	☐	☐	☐	• Ensure the following is available: soap, hand sanitiser, spray sanitiser in all classrooms and toilets is re-stocked daily by the D. Ellison • Where appropriate supervision by staff to ensure hand washing is carried out • Children and staff are advised and reminded on the safe use of hand sanitiser that has ignition potential and must be worked into the skin to the point that hands are tacky but dry to reduce the risk of ignition. • Display hand washing, 'catch it-bin it-kill it' posters **Poster – Hand Washing**

Ref	Control Measure	Yes	No	N/A	Actions Taken • Details / Further Information
53	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	☐	☐	☐	• All staff to wash their hands as soon as they enter the building • Hand sanitiser used frequently throughout the day • Groups are escorted to wash their hands • Where appropriate supervision by staff to ensure hand, washing is carried out • Display hand washing, 'catch it-bin it-kill it' posters
54	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	☐	☐	☐	• Handwashing facilities are on rota and cleaned between groups • Ensure soap & Hand sanitiser and spray sanitiser in all classrooms and toilets is stocked daily - D. Ellison • Toilets cleaned at regular intervals though out the day. Cleaning staff on duty at lunchtime to do a thorough clean. **POSTER – Catch it, bin it kill it**
55	Educational Resources; - For frequently used resources such as pens and pencils, staff and pupils should have their own items - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned /quarantined regularly as part of school's enhanced cleaning regime. - Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, 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. - Outdoor play equipment should be frequently cleaned following use by each group. - Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided and rules on hand cleaning and cleaning of the resources or placing them in quarantining for 72 hours in a sealed container, should apply.	☐	☐	☐	• Pupils will have own chair, after day one only a jacket and lunch box, bottle may be brought to school, limited bags that are brought in. • Ensure each child has their own set of stationery in their pencil case • Reading books can be given out and collected back in on timetabled days • Teachers can mark children's exercise books, but should try to do so in school as much as possible to avoid taking offsite. • Classrooms to be cleaned regularly • All pupils to bring own water bottle which stays on their table • Water fountains will be taped up to avoid use • Water will be run off by the D. Ellison or caretaker on a weekly basis for any water fountain that is out of action.
56	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).	☐	☐	☐	• Any equipment brought in from home should be kept in child's tray or on their desk • Children's mobile phones will be locked in the office/classroom in a lockable space
57	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	☐	☐	☐	• Tissues available around the bubbles • All bins to have lids • Children to be reminded regularly of the 'Catch it, Kill it, Bin it message)

Ref	Control Measure	Yes	No	N/A	Actions Taken • Details / Further Information
58	Additional lidded bins and increased emptying / replacement are provided / in-place.	☐	☐	☐	• All bins to have lids • All bins to be emptied daily • Bin emptying to be reviewed to avoid overfilling if routines insufficient
59	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	☐	☐	☐	• Remind staff at INSET day of necessity to open windows. • D. Ellison to open some windows/doors at the beginning of the day (Maintaining Safeguarding)

60	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
	  • Play Equipment
	  • Shared resources
		☐	☐	☐	• Regular cleaning rota to be established by the D. Ellison and the School Finance Officer
					• Regular wipe down of handles, buttons and key contract areas during the day
					• All cleaners are aware of new cleaning protocols
					• Children to have their own pack of equipment including whiteboards
					• Children will not share any equipment without disinfecting first
					• Baskets of play equipment to be established for each 'bubble'
					
					Refer to highlights in the link:
					Cleaning Policy: Cleaning Schedule and Safe Working Practices

61	Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.	☐	☐	☐	• Hot water taps and kettles to be wiped down BEFORE and AFTER use • Tops of coffee and tea canisters to be left open during the day • Fridges to be wiped down BEFORE and AFTER they have been used. • Each member of staff to provide their own cup and keep it with them. • Clear resources away from work spaces • Keep surfaces and desks clear • Cleaning resources available in classrooms and offices **Poster – Clear & Clear Your Desk**
62	Staff should consider the storage of their personal items to ensure they are Covid secure.	☐	☐	☐	• Staff to take their own bags/coats etc to their 'bubbles' and store on chairs and under desks. • Staff should not leave items e.g. handbags, phones, wallets and keys unattended • Equipment brought into school will be kept to a minimum
63	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**

Ref	Control Measure	Yes	No	N/A	Actions Taken • **Details / Further Information**
64	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	☐	☐	☐	• Office staff reminded to wash hands regularly • Where stock can be decanted from a box before being distributed across school, this should be undertaken • Cardboard should be disposed of immediately in the appropriate bin
65	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	☐	☐	☐	• Toilets to be monitored regularly • Clear timetable of who is responsible for each area and time • Toilet rota to be established • Liquid soap in all toilets
66	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	☐	☐	☐	• Ensure that contractors have their own infection control guidelines • Give all contractors an infection control protocol • Contractors will not have access to 'bubbles' unless they are able to be cleaned after use

Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)

Response to an Infection					
Ref	**Control Measure**	**Yes**	**No**	**N/A**	**Actions Taken** **Details / Further Information**
62	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: - Those with symptoms book a test (as above schools will be provided with a limited number of tests) - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days.	☐	☐	☐	• Share 'Step by Step' Guidance with staff • HTs to follow 'Step by Step' Guidance in response to a confirmed case • Staff/parents to be given a test if necessary • HTs to follow the steps and inform all relevant stakeholders • All staff and bubbles to follow the School Organisation protocol so that contact is limited. • Named person to keep a record of all visitors to school via InVentry • Named person to collate and secure contact details where no InVentry System available • Posters up around school highlighting the symptoms
63	If an outbreak is confirmed (2 or more cases within a 14-day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreaks.	☐	☐	☐	• Class teachers will retain the use of on-line learning platform and upload information to class stories to maintain contact and links with parents. • Oak National Academy lessons/BBC Bitesize or other learning platforms and sites will be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
Key Roles and Responsibilities					
64	Sufficient staffing / resources in place to maintain the security of the building and its occupants.	☐	☐	☐	• D. Ellison is on site every day and will have overall responsibility for site security • D. Ellison is on site every day and will lock up at the end of the day • Head teachers are also able to open up/lock up/set alarms etc.
65	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).	☐	☐	☐	• D. Ellison will oversee the cleaning team and rotas. • D. Ellison/S. Dunworth are responsible for maintaining sufficient cleaning stocks • D. Ellison/S. Dunworth are responsible for distributing sufficient cleaning stocks including tissues to all relevant places • D. Ellison/S. Dunworth are responsible for maintaining sufficient PPE stocks • D. Ellison/S. Dunworth are responsible for distributing sufficient PPE stocks including tissues to all relevant places • D. Ellison/S. Dunworth will inform the HTs on issues with staffing or consumables • D. Ellison/S. Dunworth will ensure cleaning staff have access and are aware of latest Government advice (Covid-19 Cleaning for Non- Healthcare settings)
66	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance. (See link).	☐	☐	☐	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm. • Review expiry dates on training records • First Aiders to read the updated guidance (Guidance for first aiders :Appendix 3)
67	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	☐	☐	☐	• Headteachers to ensure that evacuation procedures are up to date • Headteachers to ensure sufficient staff are on-site • Fire Evacuation Plan to be displayed in every room

Statutory Premises Compliance and Maintenance

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
68	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management	☐	☐	☐	• D. Ellison will be responsible for critical building systems • D. Ellison to do a 'run off' of all taps and outlets weekly for legionella control • Maintenance visits will be done out of school hours where possible • Contractors will share safe working practices and risk assessments for physical distancing prior to coming on site. • Concerns about how contractors are socially distancing are raised with Headteachers and their activity will cease immediately if there are concerns.
69	Defect Reporting arrangements are in place.	☐	☐	☐	• As per usual protocol all defects will be flagged up to D. Ellison • Maintenance visits will be done out of school hours where possible • Contractors will share safe working practices and risk assessments for physical distancing prior to coming on site. • Concerns about how contractors are socially distancing are raised with Headteachers and their activity will cease immediately if there are concerns.

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
70	All staff to recognise their responsibility to feedback about risk assessments, safe working practices and actual practice in schools	☐	☐	☐	It is important your voice is heard… • All staff can feedback directly to their manager or headteacher • If staff have concerned their views are not being listened to, they can use the Trust's Whistle Blowing Policy on the CLIC Website
71	All staff to recognise the importance of following Government Guidelines and local lockdown guidance at all times in order to keep colleagues, children and families as safe as possible	☐	☐	☐	• All staff to keep up to date of guidelines • All staff to keep up to date with local lockdown guidelines
72	Signing off Risk Assessments and Risk Assessment Revisions	☐	☐	☐	• LGBs to be included in planning and concerns • Board of Directors to sign off the Risk Assessments • Board of Directors to sign off on the process for reviewing and revisions of risk assessment • Heads to be responsible for safe working practice in their school

				• Heads to be responsible for overseeing and supporting the safe working practices and risk assessments for all 3rd party providers on site, for example wrap around provision and clubs. • Heads to be responsible for communicating, monitoring, and reinforcing the risk assessment and safe working practice. • EH and COO will review arrangements in line with this Risk Assessment and using the Coronavirus Health and Safety Checklist

Additional Response to an Infection / Statutory Compliance and Maintenance measures.

Further Information via: Health and Safety Team, Internal Audit & Risk Management, 6th Floor, Town Hall Extension

Health.and.safety@manchester.gov.uk

Guidance on NHS COVID-19 App

https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges

The NHS COVID-19 APP https://covid19.nhs.uk/pdf/introducing-the-app.pdf.

Guidance and further information on the app, https://covid19.nhs.uk/

Safe Physical distancing:

- ➲ Be a role model of safe working practices

- ➲ Communicate – let others know when you do not feel comfortable with safe distancing

- ➲ Listen to others about how they feel with sensitivity and without taking offence

- ➲ Stop and think about whether conversations can be hand over Teams, email or other non-face to face methods

- ➲ Be aware of others who want to use the space you are in

- ➲ Plan ahead to reduce the time you spend in communal areas, for example accumulate a number of photocopying tasks for one trip

- ➲ Avoid walking down corridors in groups of any kind

- ➲ Don't hold doors open for people

- ➲ Be proactive, if things concern you, raise them with Heads

Each school has developed their own safe working practices specific to their setting

Appendix 1 – Step by Step Guidance – Separate Document

Appendix 2 – School Organisation Guidance and Safe Working Practices – Separate Document

Appendix 3 Guidance for First Aiders

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
  - a fluid-repellent surgical mask
  - disposable gloves
  - eye protection
  - apron or other suitable covering
- Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible