

Organisation: Changing Lives in Collaboration Trust	School: All CLIC Schools: Chorlton Park, Dane Bank, Old Moat & Rolls Crescent Primaries	
Date Risk Assessment Carried Out: 16/07/2020	Risk Assessment Carried Out by: MLT	
Version: V1.0	Start Date: 1/09/20	Review Date: 26/08/2020
Date Board Approved: 17/07/20	Date shared with LGB:	Date Shared with Unions: 20/07/20
Date shared with all staff: 20/07/20 for consultation	Method of sharing with staff: Email in Jul and Aug face to face update in Sep INSET	
The review date in August is to review considering emerging guidance, current local data and consultation responses		

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.

Our Employees

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
o1	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 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
o2	Any employee who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
o3	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 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
o4	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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



o5	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
o6	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All staff receive regular staff updates on staff mail Review tasks staff being asked to carry out in line with equipment available

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
o7	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 .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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. <p>Poster - Symptoms</p>
o8	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
o9	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
o10	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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



11	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, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended. In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> See September School Organisation Guidance (Appendix 2)
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Behaviour Policy amended to reflect Covid measures

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/exit).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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 SLT will monitor the site to ensure parents and children adhere to guidance
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All entrance and exits utilised One-way systems established <p>SWPs in place</p>
15	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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Develop a drop off/collection protocol Each year group will have a designated entrance Each year group will be advised of protocol 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
16	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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



17	<p>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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 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
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Travel to and from School (including Public Transport and School Buses)					
18	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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Older pupils encouraged to walk to school or cycle. Children instructed to wear face masks if travelling by public transport.
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
21	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
22	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Any family using wider public transport to be referred to the safer travel guidance for passengers
24	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Face masks to be taken off and put away into a plastic bag or disposed of in a lidded bin.

Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	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, In secondary schools, teachers should stay at the front and maintain 2m distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 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. Poster – Number of People in Rooms
26	Reduced movement around school- <ul style="list-style-type: none"> - 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • All communal spaces to have no more than one group at a time • 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
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Regular reminders for children to socially distance • Posters around classrooms and corridors/ general spaces
28	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 year group/ 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • All communal spaces to have no more than one group 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 year groups or technology used remotely in classrooms.
29	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 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.
30	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • PE to be held in playground pitch space wherever possible. • In bad weather the large indoor spaces to be used. • Where appropriate children will be instructed to come to school in PE kits • Maintain hygiene routines
31	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Restrict some seating and socially distance • Rooms of limited space will indicate safe number • Staff restricted from office spaces

					<ul style="list-style-type: none"> Measured wait here floor sign outside areas people may be queuing to enter Poster – Max in Rooms
32	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) .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Restrict access of other staff from kitchen Reduced numbers in dining room, maintaining physical distancing Poster – Number of People in Rooms Poster – Keep your Distance
33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Rooms of limited space will indicate safe number Hand sanitiser available in the room Poster – Max in Rooms Poster – Keep out of the Office Poster – Keep your Distance
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Site Manager and School Business Manager are in control of all bookings
35	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Limited space will indicate safe number Lift reserved for individuals that require this and portering Hand sanitiser available Poster – Max in Lift
36	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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

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
37	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
39	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. 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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=f6mjgbtonG4 POSTER – Putting On/Taking Off PPE NHS <ul style="list-style-type: none"> There is a designated Isolation room: 2OT 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 <ul style="list-style-type: none"> Main stock of PPE is to be kept secure and stock monitored by 2 PEOPLE

40	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 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
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 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.
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Ensure the following is available: soap, hand sanitiser, spray sanitiser in all classrooms and toilets is re-stocked daily by the site manager • Where appropriate supervision by staff to ensure hand washing is carried out • Display hand washing, 'catch it-bin it-kill it' posters <p>Poster – Hand Washing</p>

Ref	Control Measure	Yes	No	N/A	Actions Taken • Details / Further Information
43	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
44	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Handwashing facilities are on rota and cleaned between groups Ensure soap & Hand sanitiser and spray sanitiser in all classrooms and toilets is stocked daily - site manager 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
45	Educational Resources; <ul style="list-style-type: none"> - 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 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 should apply. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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. No carpet time unless physical distancing can be adhered (only in small groups) Classroom equipment to be cleaned regularly during the day All pupils to bring own water bottle which stays on their table Water fountains will be taped up to avoid use
46	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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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 with a lockable space
47	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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All bins to have lids All bins to be emptied at end of the day and lunchtime Bin emptying to be reviewed to avoid overfilling if routines insufficient
49	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Remind staff at INSET day of necessity to open windows. Site manager to open some windows/doors at the beginning of the day (Maintaining Safeguarding) Check types of air con in RC and OM and the new guidance
50	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: <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 Shared resources 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Regular cleaning rota to be established by the site manager 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' <p>Refer to highlights in the link: Cleaning Policy: Cleaning Schedule and Safe Working Practices</p>
51	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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 <p>Poster – Clear & Clear Your Desk</p>
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
53	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Hand-Washing Guidance</p> <p>Hand-Washing Video</p>

Ref	Control Measure	Yes	No	N/A	Actions Taken • Details / Further Information
54	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
55	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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
56	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
57	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - 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. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 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 Inventory
58	<p>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.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreaks.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 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.

Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Sufficient staffing / resources in place to maintain the security of the building and its occupants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Site manager is on site every day and will have overall responsibility for site security Deputy site manager 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.
60	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).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Named staff will oversee the cleaning team and rotas. Named staff are responsible for maintaining sufficient cleaning stocks Named staff are responsible for distributing sufficient cleaning stocks including tissues to all relevant places Named staff are responsible for maintaining sufficient PPE stocks Named staff are responsible for distributing sufficient PPE stocks including tissues to all relevant places Named staff will inform the HTs on issues with staffing or consumables Named staff will ensure cleaning staff have access and are aware of latest Government advice (Covid-19 Cleaning for Non- Healthcare settings)
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance. (See link).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm <ul style="list-style-type: none"> When setting rotas HTS will ensure there is a member of Emergency First Aid trained staff on the premises during the school day Review expiry dates on training records First Aiders to read the updated guidance (Guidance for first aiders :Appendix 3)
62	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 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
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Named staff will be responsible for critical building systems • Site manager / caretakers 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.
64	Defect Reporting arrangements are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • As per usual protocol all defects will be flagged up to Phil Singh • 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.
65	All staff to recognise their responsibility to feedback about risk assessments, safe working practices and actual practice in schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	It is important your voice is heard... <ul style="list-style-type: none"> • 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
66	Signing off Risk Assessments and Risk Assessment Revisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • 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

See the individual Schools' Risk Assessments based on the MCC LA/Chorlton Park Model, you will see additions and exclusions and more details in the Safe Working Practices at the end.



Safe Physical distancing:

- ➡ Be a role model of safe
- ➡ Communicate – lets other know when you do not feel comfortable with safe distancing
- ➡ Listen to others about how they feel with sensitivity and with taking offence
- ➡ Stop and think about whether conversations can be hand over Teams, email or other methods
- ➡ Be aware of others 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 2 – based on LA with Chorlton Park as an example in this instance (each school will have specific detail to their school in this individual appendix based on MCC Guidance)

School Organisation Guidance

In line with the Department for Education’s instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term – Thursday 3rd September 2020 (1st/ 2nd Sept/Staff INSET).

Our planning is underpinned by the Department for Education’s advice on effective infection protection and control. These are an adapted form of the system of protective measures that will be familiar from the summer term.

Essential measures include

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Within the government guidance, the systems of control that schools should adopt are clearly listed. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

System of controls

Prevention:

1. minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
2. clean hands thoroughly more often than usual
3. ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
4. introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
5. minimise contact between individuals and maintain social distancing wherever possible
6. where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.



Number 6 applies in specific circumstances.

Response to any infection:

7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community
9. Contain any outbreak by following local health protection team advice
10. Numbers 7 to 9 must be followed in every case where they are relevant.

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Seating plans

EYFS/Y1, classes to reflect an early years environment. Y2 – Y6, tables and chairs have been set up in rows so that no pupils are facing each other. Individual class teachers have reviewed where pupils will sit. Those pupils who have had low levels of engagement during lockdown and may require additional support will be seated nearer to the front. Each pupil will have their own set of resources in an individual tray/pencil case/pot on their desk space, to limit movement around the class.

Children will line up when coming into class in the morning and from break times, in the order of back row to front row to ease movement into classrooms and avoid children having to pass each other once seated.

Where staff need to work with individual children or small groups of children from more than one bubble, care will be taken to maintain distancing.

Specialist intervention

The school has made plans for specialist staff providing 1:1 support (e.g. as part of an EHCP) as follows:

- Staff wash hands before and after working with a pupil
- Staff to wear a visor if in close proximity
- A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart
- All equipment needed for the child is set up in the space before the start of the session
- Staff go to the child's classroom, standing at the entrance to collect the pupil (not entering the classroom)
- The child follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way
- The intervention is provided at a distance
- After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil

Staff providing interventions to work across a given year group and (if necessary) only one other year group, to reduce potential contacts. Staff will wash their hands between each group.

Measures elsewhere

Assemblies will be limited to year group assemblies. Children will be required to distance during these assemblies rather than lining in tight rows. Children are not to sing during assembly.

Use of the staff room should be minimal. The staff room will remain open to adults; however strict social distancing must be in place. It is important for your own wellbeing that you see colleagues and we encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.

Planning, Preparation and Assessment time

Will continue as normal

The PPA room will be available but numbers will be limited.

Beginning and end of the day

The school has five entrances to the school site:

- Gate 1 – Reception,
- Gate 2 – Y1, Y4
- Gate 3 – Y2, Y3
- Gate 4 – Nursery
- Gate 5 - Y5, Y6

Gate 1 – Barlow Moor Road gate **G1**

Gate 2 – Yellow Y1 Playground gate **G2**

Gate 3 – Yellow Main Playground gate **G3**

Gate 4 - Front of school pedestrian gate **G4**

Gate 5 – Front of school drive entrance **G5**

Playgrounds

The main playground will be split into 4 areas

The Y1 playground will be split into 2 areas

The nursery/reception outdoor provision will be used on a rota

Timings

Groups	Start	Playtime	Lunch time	Finish
Nursery G4	9am		11.45 – 1pm	3pm
	9am			3pm
Reception G1	R1	8.40	12 – 1pm	3pm
	R2	8.50		3.10pm
	R3	9am		3.20pm
Y1 – G2	8.50am	10:10 – 10:25am	11.45 – 12.45pm	3.10pm
Y2 – G3	8.50am	10:10 – 10:25am	11.45 – 12.45pm	3.10pm
Y3 – G3	9am	10:30 – 10.45am	11.45 – 12.45pm	3.20pm
Y4 – G2	9am	10:30 – 10.45am	12.45 – 1.45pm	3.20pm
Y5 – G5	8.50am	10:50 – 11.05am	12.45 – 1.45pm	3.20pm
Y6 – G5	8.40am	10:50 – 11.05am	12.45 – 1.45pm	3.10pm

Lunchtime

Lunchtime	Time	Eating	Eating in	Play
Nursery	11.45 – 1pm	11.45 – 12.15	Small hall	12.15 – 1pm
Reception	12 – 1pm	12.20 – 12.50	Small hall	12 – 12.20/12.50 – 1pm
Y1	11.45 – 12.45pm	11.45 – 12.15	Dining Room	12.15 – 12.45
Y2	11.45 – 12.45pm	12.15 – 12.45	Dining Room	11.45 – 12.15
Y3	11.45 – 12.45pm	11.45 – 12.15	Classroom	12.15 – 12.45
Y4	12.45 – 1.45pm	12.45 – 1.15	Classroom	11.45 – 12.15
Y5	12.45 – 1.45pm	12.45 – 1.15	Classroom	11.45 – 12.15
Y6	12.45 – 1.45pm	1.15 – 1.45	Classroom	12.45 – 1.15

Beginning and end of the day

Staggering entrance/collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles.

Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds. We know that lots of children bike to school but unfortunately due to the limited space on site in September we will not have the facilities to store them during the day. Once the new build is completed bike racks and storage will be available again.



Nursery – Year 4 arrangements

Parents are to enter through their designated gate and must exit via the same gate, please ensure that social distancing is maintained. Parents must arrive on time for entry to school, they must not arrive early or late. In the instance that parents have children in more than one-year group, parents may wait with their children either at the front of school or in the park, strictly following social distancing from other parents and children. Parents will be asked to drop off and leave, rather than remain on school grounds.

Parents mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart.

At the end of the school day, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst waiting, we ask that parents form a queue in their classes designated area. Staff will be on hand to help you with this. Whilst parents are waiting, social distancing must be adhered to.

Year 5 and Year 6

Year 5 and Year 6 children will drop off at the drive gate at the front of school, they will be met there by a member of staff; parents will not be allowed on site. We recognise that some of the older children make their own way to and from school, please let us know if your child will be travelling without an adult, you will need to fill in the permission form and return it to school. Your children will receive these on the first week back.

At the end of the day any child walking home by themselves will be dismissed first and the remainder if the children will be brought to the drive area to be collected. Whilst parents are waiting, social distancing must be adhered to as this is a smaller space.

Communication

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through Class Dojo if they have queries about the day or they can call to make a phone appointment.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.

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