

| | | | |
|--------------------------------|------------------------------|-----------------------------------|------------|
| School/ Setting | Oldfield Brow Primary School | Date of Initial Assessment | 21/7/2020 |
| | | Recent Update | 16/10/2020 |
| Assessment Completed By | R Merrell D Moody | | |

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and parents and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation

Our Employees

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|---|-------------------------------------|--------------------------|--------------------------|--|
| 01 | <p>All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.</p> <p>Where providers apply the full measures in the guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care as community transmission rates fall.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Staff have all been asked to complete audit on their suitability to return to work. This was completed on Friday 15th May with 100% completion.</p> <p>Based on information supplied, SMT will check staff descriptions meet eligibility criteria. Suitability for appropriate work is explicit in the Return to Work document. Discussions with individual member of staff will be held if appropriate.</p> <p>Any questions raised will be shared with HR if school staff cannot reach a clear conclusion. Other knowledgeable parties will also be consulted and further discussion held with staff member if appropriate.</p> <p>All staff have been asked to self-declare any medical conditions and</p> |

| | | | | |
|--|--|--|--|---|
| | | | | <p>where they meet the definition of clinically extremely vulnerable are instructed to self-isolate. Additionally, clinically vulnerable employees, whose role means they cannot maintain social distancing are asked to work from home.</p> <p>In order to fairly assess risk to any member of staff who is deemed clinically extremely vulnerable, the headteacher and the employee will complete the accompanying risk assessment sheet provided via TSE website:</p> <p>https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=04693d0a-b201-4830-85cb-c7b9dfa028da&type=PageSectionDocuments</p> <p>When completing this risk assessment, the following guidance available from TSE website will be given to each employee, so that the system is completely transparent:</p> <p>https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=9dda6924-892a-4059-9c44-cbdf88d0ffc&type=PageSectionDocuments</p> <p>All staff have been asked to self-declare if they are living with anyone who is clinically extremely vulnerable and where this is the case, there will be a discussion between the member of staff and the headteacher to ascertain the best course of action which will be fully documented.</p> <p>For all staff who are clinically vulnerable they must self-declare and there will be a discussion between that member of staff and the headteacher to ascertain the best course of action which will be fully documented.</p> <p>In order to fairly assess risk to any member of staff who is deemed clinically extremely vulnerable, the headteacher and the employee will complete the accompanying risk assessment sheet provided via TSE website:</p> <p>https://secure2.sla-online.co.uk/v3/File/DownloadFile?fileGuid=04693d0a-b201-4830-85cb-c7b9dfa028da&type=PageSectionDocuments</p> <p>When completing this risk assessment, the following guidance available from TSE website will be given to each employee, so that the system is completely transparent:</p> |
|--|--|--|--|---|

Oldfield Brow Risk Assessment for the Re-Opening of the school in September 2020: Version 1d: 16/10/2020

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|---|
| 02 | All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</p> <p>To allow a safe and appropriate return to work, an individual Risk Assessment will be held with identified members of staff</p> |
| 03 | <p>All Clinically Vulnerable employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)</p> <p>Staff who are pregnant As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</p> <p>If people with significant risk factors are concerned, we recommend settings discuss their concerns and explain the measures the school is putting in place to reduce risks. Education leaders should try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>In order to fairly assess risk to any member of staff who is deemed clinically extremely vulnerable, the headteacher and the employee will complete the accompanying risk assessment sheet provided via HR.</p> |
| 04 | <p>All employees, themselves or persons within their household who have COVID-19 symptoms, should not attend school/ setting until they can be tested. If test is negative they can return to work.</p> <p>Ensure that pupils, students, staff and other adults do not come into the setting if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the day is sent home. These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. This is called an antigen test. The most up-to-date information available can be found on the link below:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>REFER TO THE TRAFFORD PUBLIC HEALTH SUBSIDIARY GUIDANCE</p> <p>Explicit in current Staff Guidance</p> |

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|--|
| | <p>normal sense of taste or smell (anosmia), they must be sent home. They must be advised to follow 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> | | | | <p>If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus. This is called an antigen test. The most up-to-date information available can be found on the link below:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Please Note:</p> <p>For anyone who lives in our area and feels the need for a child under 12 to be tested, if you are offered a test centre of either the Etihad Stadium (MFCF) or Manchester Airport, please choose the Etihad Stadium, as tests are not yet available for younger children (under 12) at the Airport. There is also a facility Sale Water Park and in the town of Partington.</p> <p>For all School Users:</p> <p>If you, your child, or someone living in your household has symptoms and not yet been tested, or they have been tested positive, then as a reminder, you must inform school. School may already have been informed of a positive test by Trafford Public Health. It is the Headteacher's responsibility (or his deputy's in the event of his absence) to ensure that all the correct procedures are then carried out to inform other members of the 'bubble'. The school may be contacted by Trafford Public Health and will be required to pass on contact information of all those within the 'bubble' as part of the National Test, Track and Trace System.</p> |
| 05 | <p>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</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The headteacher/line manager/office manager maintains contact and supports employees who are self-isolating. We need to utilise Zoom meetings etc to enable staff at home and at school to communicate effectively.</p> |
| 06 | <p>We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>At present we do not have any staff who require additional aids and adaptations, however, if the need arises, we ensure that:</p> <ul style="list-style-type: none"> • All staff are fully aware of their work schedule if working from home • All staff working from home requiring to use a computer, and who do not have one will be given the use of a school laptop and internet access will be additionally provided • If any additional aids and adaptations are required for the home worker, then the school will do all it can to provide these within |

| | | | | | |
|--|---|--|--|--|---|
| | | | | | a home working environment. In the event that such modifications cannot be made in a reasonable time due to availability, etc., then an assessment of tasks will be carried out by the employees line manager or headteacher in conjunction with the employee to ensure that safe working practices can be strictly adhered to. |
| | <p>The latest guidance in relation to Shielding states that from 1st August 2020 shielding is 'paused' and staff can return to the work place if it is COVID safe and they cannot work from home.</p> <p>The guidance published yesterday in relation to the workforce states that it recognises that working from home is not applicable to the majority of school staff. Schools should be flexible and where possible those that are extremely clinically vulnerable/clinically vulnerable should be given roles where social distancing can be maintained. Most staff should be returning to school.</p> <p>There is no advice re Individual Risk Assessments but the LA would advise that those should be completed for the extremely clinically vulnerable and updated for those clinically vulnerable.</p> <p>In relation to those reluctant to return we have not had any update from the LGA/DfE. At present the advice is for schools to look at individual cases and have the discussion with them about why they are reluctant and address their fears through individual risk assessments if necessary. Although we have not advised implementing the Disciplinary Procedure to date this is also an option. It's a balance of understanding the member of staff's concerns and the need for the school to be fully staffed.</p> | | | | |

Our Pupils

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|--|-------------------------------------|--------------------------|--------------------------|---|
| 07 | <p>All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.</p> <p>Schools should note that:</p> <ul style="list-style-type: none"> the small number of pupils and students who will remain on the shielded patient list can also return to their setting, as can those who have family members who are shielding if rates of disease rise in local areas — children and young people (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent some pupils and students are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p> <p>It is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms.</p> |
| 08 | All pupils who live with a person who is Clinically Extremely | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The small number of pupils and students who will remain on the |

Oldfield Brow Risk Assessment for the Re-Opening of the school in September 2020: Version 1d: 16/10/2020

| | | | | | |
|-----------|---|-------------------------------------|--------------------------|--------------------------|---|
| | Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to. | | | | shielded patient list can also return to their setting, as can those who have family members who are shielding. This information has been shared with parents within the document 'September and Beyond'. |
| 09 | All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parents must notify school of any child who may be deemed clinically vulnerable. |
| 10 | <p>All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.</p> <p>A small number of pupils and students will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Parents are reminded of this requirement. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly.</p> <p>All children who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</p> <p>Parents have been made aware that Clinically Extremely Vulnerable pupils should not attend school.</p> <p>We have also shared the information that pupils living with Clinically Extremely Vulnerable family members should also not attend school if possible. In such circumstances of a request for this criteria of child being made, then school would advise parents of the risks associated with this proposal and a fully informed discussion must take place with the Headteacher.</p> <p>Parents must notify school of any child who may be deemed clinically vulnerable as defined by the government.</p> <p>They must seek medical advice for their individual circumstances and notify school.</p> <p>Parents are reminded of this requirement. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly.</p> <p>All children who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre</p> |

| | | | | | |
|----|---|-------------------------------------|--------------------------|--------------------------|---|
| | | | | | <p>immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</p> <p>Clear guidance on these matters needs to be re-emphasised with parents considering a return to school for their child</p> |
| 11 | We provide on-line/distance learning for all pupils who are not in school/ setting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Where a pupil is unable to attend their setting because they are complying with clinical or public health advice, we will be able to immediately offer them access to remote education. Settings should monitor engagement with this activity.</p> <p>At this time, staff wellbeing and workload have to be carefully considered. Reopening will mean that it will be more difficult to maintain the same level of remote learning provision for pupils in the year groups who are not eligible to attend or for pupils who are eligible but cannot attend school. We will use other facilities such as external e-learning platforms such as Oak National Learning Academy to allow our focus to be making provision for our in-school pupils. Staff will need to support other staff by the suitable fair allocation of tasks both in school and away from school. This may involve supporting year groups they may be unfamiliar with.</p> <p>Parents of children not in school need are aware of how the changes will affect them in terms of home learning.</p> <p>If Our School Has To Send a Class or 'Bubble' Home: An overview of work will be sent home on a weekly basis and will be based upon what the children would have been learning in school. Two video lessons prepared by teachers will be posted each day and three activities based upon numeracy, literacy and thematic work will also be posted. Daily feedback will be made to pupils and this will be sent home using the email address that you have provided as your preferred contact for school or by telephone. Work will be posted on your child's page on our school's website and will be password protected. The password to access work for your child will be sent home via email.</p> <p>If Your Child Has To Self-Isolate as an Individual or a Small Group: Three activities will be sent home per day during your child's absence. This will reflect what the other children are learning at school. Feedback by email or telephone will be given but this will probably take place at the end of the day as your child's teacher will</p> |

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|--|
| | | | | | <p>still be busy in the classroom. School will monitor how this work is being received and if necessary, contact parents to review progress. Work will be posted on your child's page on our school's website and will be password protected. The password to access work for your child will be sent home via email.</p> <p><i>When we contact parents in either the above two scenarios, we will use the teacher email addresses that were recently shared with parents in our 'October Newsletter'.</i></p> <p>If We Have a National or Local Lockdown: This is less certain but our intention is to provide work akin to a bubble closing as above. However, if the school has to maintain a provision for Key Workers, we will have to adjust our provision accordingly.</p> <p>Children Awaiting Test Results: In this case, work will not be supplied unless your child has to self-isolate as above.</p> |
| 12 | <p>Government guidance has now stated that maintaining consistent groups remains important, but given the decrease in the prevalence of COVID19 and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Using the concept of bubbles, we will group our children within Year Group bubbles - an average size of around 60. However, teaching will be within class bubbles of around 30, year group bubbles will only be evident at break times. For Breakfast and After School Clubs, children will be within Key Stage Bubbles: EYFS, KS1, LKS2 and UKS2. This approach has been approved by Trafford.</p> |

Our School Site

Capacity & Access

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|---|-------------------------------------|--------------------------|--------------------------|--|
| 13 | Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Children will be accompanied by one adult member of their family or one carer. The parent/carer will not enter school at all.</p> <p>Entrance and exit points to school will be staffed to: assist in social distancing; to ensure the safeguarding of pupils and staff; and to</p> |

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|---|
| | | | | | <p>promote the efficiency of the systems in place.</p> <p>Each 'bubble' will enter and exit the building through the same door. These bubbles will have their entrance and exit times staggered. Pupils arriving by public transport who are required to wear face coverings, or those who choose to wear face coverings for the journey to school, will be instructed to remove them and either dispose of them in a lidded bin, or place re-usable face coverings in a sealable plastic bag to take home with them. Each entry point has plastic bags available and a bin. Stickers are available for labelling if necessary.</p> <p>There have been 5 ways into the building identified. They are:</p> <ul style="list-style-type: none"> • the main entrance to the office • the green gate into EYFS area • the footpath which leads to the canopy entrance • the large path which leads to the playground and therefore playground entrance • the Nursery Gate • the path to the right of the building leading to the canopy <p>If we have THREE start times eg 8.45, 9.00 and 9.15 and THREE finish times eg 2.45, 3.00 and 3.15, there is sufficient space to get children in and out of school safely without compromising social distancing with either children or parents. In addition, our Nursery begins at 8.40 and finishes at 3.00pm</p> |
| 14 | Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Where classrooms have external doors, these are utilised.</p> <p>Traditionally there have been two. In our plan there are four and possibly five.</p> |
| 15 | <p>Develop, share and display drop off/ collection protocols e.g. one-way system and one parent/carer only to drop off/ collect child.</p> <p>Schools should consider how to communicate this to parents and remind them about the process that has been agreed.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>After the child receives their entry and exit times:</p> <ul style="list-style-type: none"> •Pupils must adhere to their given timeslot for drop off and pick up. •If the morning timeslot is missed, the pupil need to arrive at the school's main entrance at a given designated time after all the other pupils have been admitted. This entry will be administered by the office staff. <p>The staggered drop off and pick up protocol for the different groups of children will be shared with parents and staff well in advance of children returning to school.</p> |

Oldfield Brow Risk Assessment for the Re-Opening of the school in September 2020: Version 1d: 16/10/2020

| | | | | | |
|------------------|---|--|---------------------------------|---------------------------------|--|
| <p>16</p> | <p>Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Supply teachers, peripatetic teachers and/or temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> | <p><input checked="" type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p>If parents need to communicate with the school, please telephone or email school.</p> <p>We do encourage parents and carers to telephone school if they wish to inform us of any changes to their child's weekly pattern of attendance due to illness etc.</p> <p>Other visitors e.g. contractors necessary for safety checks and essential maintenance report to the main office. Where possible contractors should visit site before or after school.</p> <p>In the event of outside agency workers such as SEND support workers, we will follow the advice provided by the support team manager and communicate our strict procedures to any visiting agency staff member.</p> <p>Parents have been told that all visitors to the school can only be met after telephone permission. This has been shared with parents via website and individual welcome documents to parents. If parents need to communicate with the school, please telephone or email school.</p> <p>We do encourage parents and carers to telephone school if they wish to inform us of any changes to their child's weekly pattern of attendance due to illness etc.</p> <p>Other visitors e.g. contractors necessary for safety checks and essential maintenance report to the main office. Where possible contractors should visit site before or after school.</p> <p>In the event of outside agency workers such as SEND support workers, we will follow the advice provided by the support team manager and communicate our strict procedures to any visiting agency staff member.</p> <p>Principles for those entering the school are available on entry outside the office. Risk assessments for organisations using our school are also available on request.</p> |
| <p>17</p> | <p>Stagger drop off and collection times, lunch and break times for each cohort/group. Consider staggered starts/ adjusting start and finish times to keep groups apart as they arrive and leave school.</p> | <p><input checked="" type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p>Staggered times have been planned for each bubble of children.</p> <p>Break and lunchtimes are also staggered – a timetable of which is available from the school office if requested.</p> |

| | | | | | <p>Procedures for these staggered lunchtimes and break times will be discussed with staff prior to opening and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.</p> <p>We have THREE main start times eg 8.45, 9.00 and 9.15 and THREE finish times eg 2.45, 3.00 and 3.15. There is sufficient space to get children in and out of school safely without compromising social distancing with either children or parents. An additional start/finish time of 8.40 and 3.00pm is for our Nursery class.</p> <p>Meals will be served in classrooms and lunchtimes will last for 45 minutes. The only exception for this is for our Nursery and Reception children. These will be staggered and at lunchtime play, Year Group bubbles will have to stay in their designated areas suitably supervised by members of the school staff.</p> <p>6 outside play areas have been identified.</p> <ul style="list-style-type: none"> • the large tarmac play area - this can be divided into 2 areas • the courtyard • the MUGA • the veranda area by Y1 • the EYFS area |
|---|---|-------------------------------------|--------------------------|--------------------------|---|
| Physical / Social Distancing in the Building | | | | | |
| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
| 18 | <p>Class rooms organised maintaining space between seats/ desks where possible.</p> <p style="color: red;">Settings should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p style="color: red;">When staff, children or young people cannot maintain distancing, the risk can also be reduced by keeping pupils and students in the smaller, class-sized groups described above.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>As the DfE has stated, social distancing within schools is not possible, especially with younger children. However, children are distanced as far as is reasonably practical and may congregate in a group size no larger than their bubble.</p> <p>Where appropriate, desks will be placed facing forwards and pupils are able to sit side by side.</p> <p>Within EYFS - and within Y1- classrooms should be set up reflecting continuous provision but where ever possible, emphasising the importance of avoiding face-to-face contact.</p> <p>Resources, such as stationery items, to be used by each child have</p> |

| | | | | |
|--|--|--|--|---|
| | | | | <p>been allocated to each child.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Procedures have been created and established between staff and will be shared with the children during their return to school. Children will be reminded of these procedures regularly.</p> <p>Staff should attempt to limit their close interaction with children as much as possible by avoiding close face to face proximity but utilising side-by-side or head above and should maintain a 2m distance from other adults if possible.</p> <p>Children should limit items brought into school to essential items such as lunch boxes, outdoor coats, books, necessary stationery items etc. These may be brought in bags.</p> <p>Children must not bring any toys or teddies to school.</p> <p>Children will use the cloakroom nearest their bubble classroom to deposit coats on pegs.</p> <p>Children are required to bring a name-labelled water bottle for their own use (in addition to any brought in for their lunch), one for the morning and one for the afternoon. These must be taken home each afternoon and cleaned and refilled at home ready for the following day, as no communal-use drinking fountains are available now in school.</p> <p>Before the school opens, all classrooms will be risk-assessed and modified where appropriate for purpose within the current guidance. Tables and chairs should be used that are allocated to particular individual children. Resources can now be returned to classrooms from the hall with the exception of soft furnishings. These requirements have been shared clearly with parents before school opens. Any packed lunches should be stored appropriately where the child can fetch them but away from other children in other groups.</p> <p>Children must have their own clearly named water bottles. The water fountains in school have been switched off. Regarding uniform, we believe that wearing an Oldfield Brow uniform would be appropriate. There is an expectation on parents that a fresh uniform be worn daily</p> |
|--|--|--|--|---|

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|---|
| | | | | | <p>but also an understanding on behalf of the school that parents might find it difficult to access new shoes etc due to shopping restrictions.</p> <p>At all times, staff are expected to show themselves as clear role models reflecting the needs of the guidance we have been given. This will be hard to achieve as many of the patterns of behaviour are based upon custom and tradition. However, we must create new patterns of behaviour. This involves our own inter-personal behaviours too. For example, this would mean minimising contact between staff in communal areas such as the staff room.</p> |
| 19 | Social distancing message is re-enforced to pupils at regular intervals. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Children will be instructed on maintaining social distancing from other bubbles and staff will be reminded about maintaining distance between each other regularly.</p> <p>Posters highlighting social distancing rules will be placed around to school.</p> <p>The official government guidance admits that early years and primary pupils cannot be expected to follow the social distancing rule of remaining two metres apart from each other. Therefore, our school will work through a “hierarchy of measures”, that are:</p> <ul style="list-style-type: none"> •avoiding contact with anyone with symptoms •frequent hand cleaning and good respiratory hygiene practices •enhanced cleaning of settings and frequently touched surfaces •minimising contact and mixing <p>This ensures that the “risk of transmission will be lowered”, as stated by Public Health England.</p> <p>The guidance adds that “brief, transitory contact, such as passing in a corridor, is low risk”. However, we have maintained a one-way system within the school building.</p> |
| 20 | Outside space is used wherever possible for learning. Outdoor playground equipment should be more frequently cleaned. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Our outside areas will be utilised to maximise outdoor learning. This will be zoned and timetabled as appropriate. Staff and children must adhere to this timetable and zone.</p> |

Oldfield Brow Risk Assessment for the Re-Opening of the school in September 2020: Version 1d: 16/10/2020

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|--|
| | <p>Settings have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p> | | | | <p>Staff will need to consider timetable of playground use when opening doors and windows out onto the playground.</p> <p>Pupils will be kept within their bubbles and where possible, outdoor sports activities will be prioritised over indoor. Where indoor facilities have to be used, maximum social distancing will be adhered to.</p> <p>Any equipment used will be thoroughly cleaned between each use by different bubbles.</p> <p>Activities involving physical contact will be minimised and alternatives should be sought.</p> |
| 21 | <p>Reduced movement around school - ensure each bubble moves around school together and limits the contact with other bubbles within the school.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Timetabling and staggered times will reduce the risk of 'bubbles' of children interacting and will avoid creating busy corridors</p> <p>The main corridor of the school now has a one-way system in place where children keep to the left of the space.</p> <p>The school will do all it can to prevent children from different 'bubbles' coming into contact with each other. There will be a continued discussion, and on-going dynamic risk assessments to enable procedures to be created and followed. All staff will adhere to these procedures.</p> <p>The school has been set up in a more COVID-19 friendly way, for example the removal of non-washable equipment and extraneous furniture from learning areas.</p> <p>Identified areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place.</p> |
| 22 | <p>Communal spaces such as dining room or assembly hall to be used at reduced capacity</p> <p>Groups should be kept apart, meaning that settings should avoid large gatherings such as assemblies or collective worship with more than one group.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The hall will be used for Nursery and Reception children eating their lunch. Groups are kept at least 2m apart. In addition to this, both halls will be 'halved' to create 4 distinct areas for each Breakfast Club bubble</p> <p>All doors to the hall will remain open so that staff and children do not need to touch these surfaces.</p> <p>Lunchtimes will be staggered and each bubble will be supervised by an adult from their bubble.</p> |

| | | | | | |
|-----------|--|-------------------------------------|--------------------------|--------------------------|--|
| | | | | | <p>Once lunch has been eaten in the classroom. We are using a 'grab bag' system. And used pots/plates will be stacked on a separate table within the classroom. These plates etc are then collected by staff wearing gloves, to return to be washed.</p> <p>After each bubble has eaten, midday and school staff, will clean all surfaces and undersides of tables and stools with equipment as stated by Trafford Cleaning Services.</p> <p>At the end of the lunch break, the hall floor will be thoroughly cleaned and disinfected.</p> <p>If the computer suite is used, all equipment must be thoroughly cleaned using wipes between use by a different bubble, in addition to the room.</p> <p>Stand alone air-conditioning units may be used as normal. Centralised ventilations system that remove and circulates air to differently bubbled rooms must have the recirculation turned off and must use a fresh air supply.</p> |
| 23 | Stagger the use and limit the occupancy of staff room and offices by employees. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>The use of the staff room should be minimised and be timetabled for use and this will be strictly adhered to by all staff. PPA should be carried out at home where possible. Staff can use the old hall for lunch to avoid distancing issues.</p> <p>The school office will be reorganised to enable staff to work at a safe distance from each other.</p> <p>Photocopiers will be wiped down after use..</p> |
| 24 | Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Kitchen staff will observe social distancing where possible.</p> <p>Agreed to by Trafford Catering services on 19.5.20 and signage installed. Definitely possible in our kitchen. Discussed with Chief cook on 20.5.20</p> |
| 25 | Use of Small Meeting Rooms and Confined Areas by more than one person prohibited. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Our small meeting rooms may only be used by one person and only exclusively by that person for the same day. These rooms will be timetabled, so that only one person can use it on one day.</p> <p>Areas such as photocopier room, electrics room, music room have all been designated as 'small rooms' and staff have been told on single person occupancy. Signs showing this have been put up for these</p> |

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|--|
| | | | | | rooms. |
| 26 | <p>Non-essential repair / contracted works in buildings to be carried outside school hours</p> <p>Ensure site guidance on physical distancing and hygiene is explained to visitors.</p> <p>Maintain a record of all visitors even when outside of school hours</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Should any non-essential works be required we will try to have them carried out outside of school hours.</p> <p>We are not planning any non-essential works but should these be required we will try to have them carried out outside of school hours. This has been clearly communicated to caretaking and cleaning staff.</p> |
| | <p>Additional information regarding safe use of space to detailed below.</p> <p>N/A</p> | | | | |

Infection Control, Cleaning and Hygiene Arrangements

| Ref | Control Measure | Yes | No | N/A | Actions Taken Details / Further Information |
|-----|--|-------------------------------------|--------------------------|--------------------------|---|
| 27 | <p>Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All employees / pupils who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</p> <p>Staff and parents must fully engage with the NHS Track and Trace process.</p> <p>All such incidents will be recorded and the employee's line manager will be in regular contact with the staff member. If an employee requires longer than the statutory length of self-certification, then they will require to provide a doctor's sickness note.</p> <p>This information is shared with staff and parents so they are aware of these procedures.</p> <p>Staff and parents/carers are reminded of this requirement.</p> <p>Please refer to reference 7 – 10 for further details.</p> |
| 28 | <p>Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Staff are reminded of this requirement.</p> |

| | | | | | |
|-----------|---|-------------------------------------|--------------------------|--------------------------|--|
| | | | | | Please refer to reference 7 – 10 for further details. |
| 29 | <p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site.</p> <p>If a pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>There is emergency PPE for staff where 2m distance cannot be maintained. Children who experience COVID-19 symptoms would be cared for by the headteacher, or their nominated deputy, either outside school (in good weather) or the Medical Room until a parent or carer arrives.</p> <p>What happens if someone becomes unwell in our school?</p> <p>If anyone in our school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. Latest guidance was sent home w/c 14.9.20</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use disabled toilet. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE will be worn by the staff member caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> <p>In an emergency, 999 will be called if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone with symptoms, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> |

| | | | | | |
|----|---|-------------------------------------|--------------------------|--------------------------|---|
| | | | | | <p>What happens if there is a confirmed case of coronavirus in a setting?</p> <p>When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days from when symptoms started (or from day of test if no symptoms). Their fellow household members should self-isolate for 14 days. All staff and pupils who are attending school will have access to a test if they display symptoms of coronavirus, and will be told to get tested immediately and to inform school of the subsequent outcome.</p> <p>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms for 48hours. This factor aims to avoid any false negative testing.</p> <p>Where the child or staff member tests positive, the school will contact the local health protection team who will work with the school and guide the school through the actions needed and will provide will provide advice on who requires to be sent home.</p> |
| 30 | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Hand sanitizers are available at the entrances to school as outlined in reference 13 above.</p> <p>All classrooms have sinks and hand washing materials.</p> |
| 31 | 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). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All children will be seen to wash their hands with soap and water on a regular basis – on entry to and prior to exit from school, prior to eating, after going to the toilet, following break and lunchtime. They are also encouraged to practise good respiratory hygiene, involving washing hands after sneezes or coughs.</p> <p>Pupils will be required to wash or sanitise their hands if they change rooms. Where wash facilities do not exist in each classroom, additional sanitiser points will be available in each classroom and pupils must sanitise their hands on exiting or entering the room.</p> <p>Teachers are advised to wash their hands before and after handling any materials shared with pupils, in addition to washing on entry, prior to exit, after toileting, after sneezing or coughing, etc.</p> <p>The school will provide sufficient tissues for use by staff and pupils.</p> |

| | | | | | |
|----|--|-------------------------------------|--------------------------|--------------------------|---|
| | | | | | <p>Staff within classrooms are responsible for ensuring that if the box of tissues in their room is less than half full then they must telephone the school office and further purchases will be made. A stock of tissues is always available in the school office. When this runs to less than ten, then a new order will be placed. It is the responsibility of the caretaker to check each other room for its supply of tissues on a daily basis.</p> <p>This message is reinforced by classteachers and through videos shared across the school.</p> |
| 32 | Different hand wash facilities should be available for each cohort/group within school/setting where possible. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Each bubble of children has access to their own hand washing facilities i.e. the sink in their classroom. This is where regular hand washing will take place. The toilets will only be used for handwashing when a child has been to the toilet. For example, handwashing as a child enters school will take place at the classroom sink.</p> <p>In addition, foot-operated pedal bins for paper towels are located in each toilet area, as well as in each classroom and staff shared area.</p> |
| 33 | Remove unnecessary items from classrooms and soft toys/ toys that are hard to clean. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Teachers will organise their rooms, removing any soft toys and furnishings and any resources not needed by the children. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces</p> |
| 34 | Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All children will have their personal items of stationery and items of essential equipment. Children will have their own books and folders in their tray.</p> <p>Procedures for drop-zones, books, etc will be discussed with departments and adhered to.</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be</p> |

| | | | | | |
|--|--|--|--|--|---|
| | | | | | <p>cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and other equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles</p> <p>Teachers can take resources home eg books for marking that are only within their own Year group bubble. They can be brought back to school and used the next day. Good hand hygiene should be used whilst handling books and other resources. Resources shared over different bubbles should be left untouched for 48 hours if they are paper and 72 hours if they are plastic.</p> |
|--|--|--|--|--|---|

| Ref | Control Measure | Yes | No | N/a | Actions Taken Details / Further Information |
|-----|--|-------------------------------------|--------------------------|--------------------------|--|
| 35 | Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Cleaning materials with appropriate PPE are available throughout school to allow for the cleaning of shared resources between use. Employees clean items before after use.</p> <p>Cleaning items are also available in the photocopying room, the PPA room and the Staff Room. Signage in these areas are to remind staff of the need to clean equipment after use.</p> <p>All shared areas of school and resources are within the daily cleaning brief of school and cleaning staff. This is especially true of areas such as photocopier as this is used by all. Signage is displayed to remind staff of this responsibility.</p> |
| 36 | All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>'Catch it, Kill it, Bin it' will be discussed with pupils regularly and posters displayed around school.</p> <p>Tissues are available in each room and all children have been encouraged to bring in tissues from home to have in their tray for their own personal use.</p> |
| 37 | Additional lidded bins and increased emptying / replacement are provided / in-place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Additional foot-controlled lidded bins are provided in all classrooms.</p> <p>Bubble lead members of staff ensure that all class bins are emptied at</p> |

Oldfield Brow Risk Assessment for the Re-Opening of the school in September 2020: Version 1d: 16/10/2020

| | | | | | |
|----|---|-------------------------------------|--------------------------|--------------------------|--|
| | | | | | <p>lunchtime and are deposited outside their classroom in the corridor before the children go outside during the lunch hour where they will be collected. Replacement bin bags are available in each classroom.</p> <p>Discussed and agreed with caretaker. Explicit in opening guidance and training with staff on 8th June.</p> |
| 38 | <p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Internal classroom doors will remain open all day. Each class has roof skylights which open, as well as windows.</p> <p>External doors will be open whenever possible.</p> <p>Stand alone air-conditioning units may be used as normal. Centralised ventilations system that remove and circulates air to different rooms must have the recirculation turned off and must use a fresh air supply.</p> |
| 39 | <p>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:</p> <ul style="list-style-type: none"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment <p>Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes</p> <ul style="list-style-type: none"> •more frequent cleaning of rooms or shared areas that are used by different groups •frequently touched surfaces being cleaned more often than normal <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>There is now an increased frequency of cleaning of communal areas and high contact points.</p> <p>This will be carried out by staff who are responsible for additional cleaning.</p> <p>The correct cleaning equipment and any associated PPE will always be available in classrooms for cleaning purposes.</p> <p>Outdoor play equipment will be cleaned after its use.</p> <p>Explicit in staff guidance and discussed in detail with caretaker. I have requested written guidance from Trafford Cleaning Services so all cleaning staff are aware of standard required and definition of 'thorough' clean.</p> <ul style="list-style-type: none"> ● Hand sanitizers in every room and by every nominated external door. Check morning and afternoon to see that these are full ● Lidded bins to be placed in corridors outside classrooms, collected by cleaning staff, emptied and returned during both morning and afternoon sessions. ● High tariff surfaces - doors, toilets, handles, staff room 'hot spots' to be cleaned at least once during morning and during afternoon. ● End of day, all surfaces - tables, chairs, desks etc to be wiped down and disinfected. Keep use of resources to |

Oldfield Brow Risk Assessment for the Re-Opening of the school in September 2020: Version 1d: 16/10/2020

| | | | | | |
|----|---|-------------------------------------|--------------------------|--------------------------|--|
| | | | | | <p>essential minimum and stored within boxes, drawers, cupboards etc to keep surfaces clear.</p> <ul style="list-style-type: none"> • Regular cleaning of ICT Suite • Toilets to be deeply cleaned each evening. • Whiteboards and computer keyboards to be wiped down every evening • No cleaner can enter classroom bubbles whilst children in school • Any waste that is suspected to contain CoVID-19 contamination should be double bagged by a nominated person eg the Headteacher and Caretaker using suitable PPE (held in small music room) and stored within the Green Box outside until safe disposal can be assured |
| 40 | If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If staff choose, at their own risk, to use the microwave oven or toaster in the staffroom, then they must clean the surfaces of these items immediately after use. No cups or plates etc to be left in the sink. |
| 41 | Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All cups, cutlery, plates, etc., are cleaned within a dishwasher.</p> <p>Staff should only use their own mug, plate and cutlery and these should be thoroughly washed after use. Staff are asked to no longer share foods and also minimise any preparation of meals, use of the fridge and microwave etc. Any use of such equipment should now include cleaning by that staff member after use.</p> |
| 42 | Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Staff store their belongings in their own classrooms or within their office.</p> <p>Staff to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks. Clear in staff guidance.</p> |
| 43 | Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p><u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u> <u>Hand-Washing Poster</u></p> |
| 44 | Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Office staff have been instructed to wash hands more frequently, using the facilities within the entrance area of school.</p> <p>Parcels will be wiped down prior to use with an anti-viral cleaner or</p> |

| | | | | | |
|--|---|-------------------------------------|--------------------------|--------------------------|---|
| | | | | | <p>gloves will be worn when removing the outer packaging. Following removal of the gloves, staff will wash their hands.</p> <p>Toilets and classrooms must have good supply of paper towels and toilet paper. Any stock needed should be reported to the Headteacher. High tariff surfaces - doors, toilets, handles, staff room 'hot spots' to be cleaned at least once during morning and during afternoon by Caretaker. Toilets to be deeply cleaned each evening.</p> <p>Stocks were last checked w/c 21.5 and additional stock ordered</p> |
| 45 | Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Daily inspections by the headteacher of toilets are taking place. Staff will report shortages to the Caretaker or Headteacher.</p> <p>Toilets and classrooms must have good supply of paper towels and toilet paper. Any stock needed should be reported to the Headteacher. High tariff surfaces - doors, toilets, handles, staff room 'hot spots' to be cleaned at least once during morning and during afternoon by Caretaker. Toilets to be deeply cleaned each evening.</p> <p>Stocks were last checked w/c 21.5 and additional stock ordered</p> |
| 46 | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Contractors will only need to enter areas of the school which require maintenance. Contractors are supervised by school staff unless they are working away from pupil areas. Contractors are reminded to wash their hands before entering and exiting school and 'Catch it, Kill it, Bin it'.</p> |
| <p>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</p> <p>This guidance and other practical measures of how to address the CoVid-19 situation have been shared with staff on a frequent basis and through a variety of literature and training formats. The aim of this strategy is to help create a culture within the school where questions can be raised, clarification given and ideas/concerns listened to and addressed.</p> | | | | | |

Key Roles and Responsibilities

| Ref | Control Measure | Yes | No | N/A | Actions Taken |
|-----|-----------------|-----|----|-----|---------------|
|-----|-----------------|-----|----|-----|---------------|

| | | | | | Details / Further Information |
|--|--|-------------------------------------|--------------------------|--------------------------|--|
| 47 | Sufficient staffing / resources are in place to maintain the security of the building and its occupants. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Arrangements are in place for a supply caretaker should our caretaker become unwell through Trafford Cleaning services.</p> <p>New opening and closing times to be shared with parents and new opening/closing routines discussed with caretaker</p> |
| 48 | Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment). | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Consumables are maintained and ordered by the caretaker. Cleaning is provided by Trafford Cleaning Services who are responsible for ensuring cleaner staffing levels.</p> <p>Cleaning staff have been given instructions to only work during the times children are NOT in the building. This has been shared with Caretaker and Cleaning Services. This requirement does not cause an issue. Cleaning is provided by Trafford Cleaning Services who are required to maintain staffing levels. Cleaning will be carried out through our Trafford Cleaning SLA. Maintenance of these hygiene standards through the day - i.e. table wiping, resource cleaning will be carried out by Oldfield Brow teaching staff thus preserving the 'bubble'</p> |
| 49 | Sufficient numbers of trained staff are in place to provide Emergency First Aid. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>There are five named First Aiders within the school. Groups will be organised with due reference to First Aid qualifications. All TAs have First Aid certification.</p> |
| 50 | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>Each 'bubble' of children will be supervised by at least one adult. Children and staff will then be re-familiarised with the school's fire evacuation procedures.</p> <p>Fire doors and occupied classroom doors may be held open and procedures are in place to close these doors in the event of an alarm activation. This will be reviewed in 6 months' time. Fire drills will be postponed, but should an alarm activation take place, all pupils and staff will exit via their nearest fire exit and assemble in their allocated place. The fire procedure will be amended to reflect this and the assembly points will be distanced appropriately to allow social distancing. Staff and pupils will be made aware of these arrangements. The arrangements will be reviewed in 6 months' time.</p> |
| Statutory Premises Compliance and Maintenance | | | | | |
| Ref | Control Measure | Yes | No | N/A | Actions Taken |

| | | | | Details / Further Information | |
|--|---|-------------------------------------|--------------------------|--------------------------------------|---|
| 51 | 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All planned preventative maintenance will continue to be carried out taking into account social distancing and hygiene arrangements.</p> <p>Our maintenance is managed by Trafford Service Level Agreements. All safety checks and maintenance are currently up to date.</p> |
| 52 | Defect Reporting arrangements are in place. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <p>All staff are aware to report defects to the caretaker or headteacher.</p> <p>All staff should follow the standard protocols. Defective equipment within the school needs to be reported to the Caretaker. Defective equipment in the kitchen needs to be reported to Trafford Catering.</p> <p>A document from Trafford Insurances dealing with reopening a school after a period of closure was share with the Caretaker on 15th May</p> |
| Additional Statutory Compliance and Maintenance issues. | | | | | |
| None | | | | | |

| | |
|---------------------------------------|-------------------------|
| Approved by (Head Teacher/ | Date of Approval |
|---------------------------------------|-------------------------|

| | | | |
|--|--|----------------------------|--|
| Chair of Governors) | | | |
| Date Provided to Unions | | Date of Review | |
| Date shared with all staff | | | |
| Date shared with Parents/Carers | | Date shared with LA | |