

<b>School/ Setting</b>	Pictor Academy	<b>Date of Assessment</b>	August 2020 - Updated 27 November 2020
<b>Assessment Completed By</b>	Andrew Taylor		

### 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>Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 2 December, it is expected that most staff will attend the workplace. By applying the full measures in this guidance, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. It is advised that those in the most at risk categories to take particular care as community transmission rates fall. Those who are clinically vulnerable ensure that they adhere to stringent social distancing measures. Employees who live with a person who is Clinically Vulnerable can attend school</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-</a></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• <b><u>CLINICALLY EXTREMELY VULNERABLE STAFF WILL RETURN TO WORK ON 2 DECEMBER</u></b></li> <li>• Risk assessments for staff previously shielding</li> <li>• Deployment of staff in groups where social distancing is feasible</li> <li>• Analysis of weekly data from Public Health Trafford concerning covid infection trends</li> <li>• Ongoing monitoring and evaluation of implementation of guidance</li> </ul>

	<a href="#">from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>				
	<p>All <u>Clinically Vulnerable</u> 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>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>				<ul style="list-style-type: none"> <li>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.</li> </ul>
02	If rates of disease rise in local areas, some staff will be advised to shield during the period where rates remain high and therefore they may be temporarily absent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Synergy between school and Public Health Trafford – all guidance to be followed</li> </ul>
03	As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance. Pregnant women are advised to follow the relevant guidance. <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Individual risk assessments to be carried out accordingly</li> </ul>
04	School may need to alter the way in which they deploy their staff, and use existing staff more flexibly to welcome back all pupils at the start of the autumn term. Managers will discuss and agree any changes to staff roles with individuals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Clear communication between SLT and staff team</li> <li>Effective return to work interviews</li> <li>INSET day on 1 September to confirm plans with all staff</li> </ul>
05	Staff provide interventions or care involving close contact to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Audit trail of all staff providing interventions and change of staff in bubble</li> </ul>

	<p>children. Furthermore, some staff will work across settings. Where possible, these interventions and care should be provided as normal, because they will be important in enabling children and young people to access and benefit from education. Staff who deliver these interventions will need to be particularly rigorous about hand washing and respiratory hygiene (catch it, bin it, kill it), and additional use of PPE compared to what they would normally use for those interventions (see school PPE policy)</p>				<p>The following are Pictor's procedures for use of PPE:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use of PPE is based on and updated in line with, changing medical advice and clear risk assessments.</li> <li><input type="checkbox"/> Staff should be aware that the correct use of PPE does not only help to protect them but plays an important role in protecting the children they work with.</li> <li><input type="checkbox"/> Stocks of PPE are available in each class (see Colin if these run low). Each member of staff will be issued with their own face shield (these must not be shared)</li> <li><input type="checkbox"/> As of 3 November PPE is mandatory for staff in all school communal areas. PPE will continue to be used in circumstances that bring us into close proximity with our children or in situations where staff are at risk of coming into contact with bodily fluids. Broadly speaking these situations fall into four categories:             <ol style="list-style-type: none"> <li>1. Working in close proximity with a child to deliver learning activities to meet objectives in the EHC Plan</li> <li>2. Dealing with Children Who Require Physical / Medical Care – where staff are in close contact with a child to provide medical care, intimate care or to assist with feeding.</li> <li>3. Dealing with Children with Sensory Needs – where children are displaying sensory behaviours which increase the risk of contact with bodily fluids e.g. if a child has sensory behaviours that involves placing objects in their mouth.</li> <li>4. Dealing with Children with Behavioural Needs- where children display behaviours which would increase the risk of exposure to bodily fluids e.g. if a child's behaviour involves spitting, scratching or is self-injurious and involves open wounds.</li> </ol> <ul style="list-style-type: none"> <li>• The Trust fully supports those who choose not to wear the reusable masks provided and instead choose to wear one that they have purchased themselves as long as it meets safety requirement. The Trust will ensure that disposable masks are provided for those roles that require them. There</li> </ul> </li> </ul>
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					<p>is no set time, nor recommended number of masks you should use each day. It all depends on what you are doing. However, if your mask gets dirty, wet or damaged, or if you touch the inside of it, then you should change to a new one. We will work together to ensure sustainable usage of disposable PPE</p> <ul style="list-style-type: none"> <li>• Please discuss PPE within your own class to see what is appropriate in your own bubble</li> <li>• A risk assessment regarding the use of PPE will be done for each child by the class teacher. This risk assessment should be carried out by the staff team that will be caring for that child and they should consider the child's needs in all four of the areas listed above. Once a risk assessment has been completed, this should be shared with SLT and parents. If agreed by all parties, then all staff should wear PPE in the situations appropriate to that child's needs.</li> <li>• Staff 'Return to Work' interviews will include, where appropriate, the individual's requirements surrounding PPE. In some cases, this might involve going over the PPE policy to provide reassurance. In other circumstances staff returning to work may wish to discuss their specific needs which may go beyond that which is laid out in the policy.</li> </ul>
06	Staff must comply with all requests from the NHS Track and Trace Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Message regularly communicated to all staff</li> </ul>
07	<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 10 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 normal sense of taste or smell (anosmia),</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Message regularly communicated to all staff</li> <li>• 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: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></li> <li>• It is appreciated that not all of our pupils will be able to take a COVID-19 test if they are displaying symptoms. Public Health Trafford have advised that families in this situation must follow guidance from their GP</li> <li>• REFER TO THE TRAFFORD PUBLIC HEALTH SUBSIDIARY GUIDANCE</li> </ul>

	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 10 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.				
08	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Line managers to make regular contact</li> </ul>
09	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Individual assessments of needs</li> </ul>

### Our Pupils

Ref	Effective home learning in place in the event of a child having to shield or self isolate	Yes	No	N/A	Actions Taken Details / Further Information
10	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Parents must notify school of any child who may be registered as clinically extremely vulnerable</li> <li>It is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms.</li> <li>Clear communication of Public Health/NHS messages</li> <li>It is appreciated that not all of our pupils will be able to take a COVID-19 test if they are displaying symptoms. Public Health Trafford have advised that families in this situation must follow guidance from their GP</li> <li>Home testing kits to be issued to families who have transport/mobility needs</li> <li>Effective home learning in place in the event of a child having to shield or self-isolate</li> <li>For children unable to be tested due to their needs a doctor will provide diagnosis/guidance</li> </ul>
11	Even the small number of pupils and students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Key messages communicated to families</li> <li>Effective home learning in place in the event of a child having to shield or self-isolate</li> </ul>

	pupils and students are no longer required to shield, but those 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 (usually at their next planned clinical appointment)				<ul style="list-style-type: none"> <li>During July school have been communicating with all parents to identify pupils that may require transition plans back to fulltime education in September</li> </ul>
12	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Clear communication and working with Public Health Trafford</li> <li>Effective home learning in place in the event of a child having to shield or self-isolate</li> </ul>
13	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Key messages communicated to families</li> <li>Parents are reminded of this requirement. If a parent reports a sickness the office staff will establish the symptoms and advise accordingly.</li> <li>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.</li> <li>Effective home learning in place in the event of a child having to shield or self-isolate</li> </ul>
14	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"/>	<ul style="list-style-type: none"> <li>Clear procedures in place to be implemented. SLT to monitor and evaluate</li> </ul>
15	Families must comply with all requests from the NHS Track and Trace Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Clear and regular communication of key messages</li> </ul>
16	It is recognise that maintaining distance and forming bubbles can be particularly difficult in special settings, particularly given the need for staff to administer care support and provide therapies to the children and young people attending. However, the average number of pupils or students attending a special school is much lower than the average number in a mainstream school, and this in itself, will help to limit the number of contacts for any individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Clear audit trail of staff/pupil interactions with adults entering bubbles for teaching, therapies or interventions</li> <li>Divider down the middle of the corridor to ensure people only walk on one side of it</li> <li>All members of the school are to walk in single file and keep to the very left of the corridor.</li> <li>Objects and furniture that may prevent or compromise this have been removed</li> <li>If a child needs the toilet we will permit them to go toilet use will be supervised (outside the toilet) by an adult. During lesson times only one child per class may go to the toilet at any one time. Adults will wear PPE when supporting children who require assistance in the toilet</li> <li>Break times to be staggered and all playgrounds to be used.</li> <li>Indoor and outdoor play equipment to be cleaned after use</li> </ul>

					<ul style="list-style-type: none"> <li>by each group – this is the responsibility of all staff</li> <li>Children to have personalised pack of stationery</li> <li>Cleaners to ensure all used surfaces are cleaned daily and disinfected regularly</li> <li>All soft furnishings, toys and soft toys have been removed that cannot easily be cleaned every day – children must not bring in these items from home unless it is a transition item and can then be put into a bag until the end of the day</li> <li>Where possible doors propped-open, and rooms need to be well ventilated. Windows open.</li> <li>Controls in place to manage drop off and pick up of children</li> <li>Groups will not mix indoors for traditional activities such as assemblies, lunch etc.</li> </ul>
17	Consistent groups reduce the risk of transmission by limiting the number of children, young people and staff in contact with each other to only those within the group. They have been used in school during the summer term in recognition that children, and especially the youngest children and those with complex needs, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above (ref16)
18	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Clear audit trail of staff/pupil interactions with adults entering bubbles for teaching, therapies or interventions</li> <li>SLT to manage staffing rota</li> </ul>
19	It is recognised that staffing levels will fall below preferred levels due to increased caution due to covid symptoms, staff self-isolating on top of normal autumn/winter infections				<ul style="list-style-type: none"> <li>SLT to carry out daily risk assessments considering staffing levels available and availability of supply cover</li> <li>Staff may be required to move from bubbles to support under staffed groups</li> <li>On occasions where there is not sufficient staffing to ensure safety a class/bubble closure would be necessary</li> </ul>

**Our School Site**

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
20	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"/>	<ul style="list-style-type: none"> <li>Pupils with increased transition needs have use of James' garden entrance/exit</li> <li>The pool entrance can be used for some pupils according to individual needs</li> </ul>
21	Increased number of Entrance and Exit Points to the Building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above (ref19)
22	Develop, share and display drop off/ collection protocols	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Parents to park at the pool end from 9.15am</li> <li>Parents of children in classes 5,6,7 &amp;8 walk down to their playground to be let in there</li> <li>Parents of children in all other classes walk pupils to front door</li> <li>Supervised by staff</li> <li>Prominently displayed signage</li> <li>Clear protocol to be shared with all parents via dojo and leaflets re leaving the premises immediately after drop off.</li> </ul>
23	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>If parents need to communicate with the school, please telephone or email school.</li> <li>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.</li> <li>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.</li> </ul>
24	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>As above (ref 21)</li> <li>Class rotas for breaks, use of outdoor spaces, use of hall</li> </ul>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Furniture arranged accordingly</li> <li>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. <b>No venterlation systems in school</b></li> </ul>

					<b>circulate air to different rooms</b>
26	Where appropriate the social distancing messages are re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Ongoing responsibility for all staff</li> <li>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</li> </ul>
27	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>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.</li> <li>Class bubbles can pair up with another bubble for outdoor activities only, the same two bubbles can only pair up Monday – Friday</li> <li>Staff will need to consider timetable of playground use when opening doors and windows out onto the playground.</li> <li>Pupils will be kept within their</li> <li>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.</li> <li>Any equipment used will be thoroughly cleaned between each use by different bubbles.</li> </ul>
28	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Timetabling and staggered times will reduce the risk of 'bubbles' of children interacting and will avoid creating busy corridors</li> <li>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.</li> <li>Identified areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place.</li> <li>Posters highlighting social distancing rules will be placed around to school.</li> <li>The official government guidance admits that our 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:                         <ul style="list-style-type: none"> <li>•avoiding contact with anyone with symptoms</li> <li>•frequent hand cleaning and good respiratory hygiene practices</li> <li>•enhanced cleaning of settings and frequently touched surfaces</li> <li>•minimising contact and mixing</li> </ul> </li> <li>This ensures that the "risk of transmission will be lowered", as stated by Public Health England.</li> </ul>

					<ul style="list-style-type: none"> <li>The guidance adds that “brief, transitory contact, such as passing in a corridor, is low risk”. However, we have maintained marking to minimise risk whilst passing.</li> </ul>
29	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Rotas in place</li> <li>Physical dividers in place</li> </ul>
30	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Furniture and signage in place</li> <li>Furniture outside for staff to take breaks outside</li> </ul>
31	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Catering risk assessment in place from contractors</li> </ul>
32	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Signage on doors out of use</li> <li>The sensory room can be used but only with 1 child and 1 adults at a time. The windows must be cleaned after use and the windows open at all times</li> <li>Main meeting room capacity 3 people</li> <li>Trust room capacity 4 people</li> </ul>
33	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>See ref 22</li> </ul>
<p><b>Additional information regarding safe use of space to be detailed below.</b></p> <p><b>Break &amp; Lunch time arrangements</b> own playgrounds used. Larger outdoor spaces timetabled. 3 sittings at lunchtime?</p> <p><b>Markings on floors:</b> corridor dividers in place, one way system where feasible and 2 meter markings at key points where queues form</p> <p><b>Drop off on all entrances</b> Markings ensuring safe distance. Supervised by staff members and evaluated regularly.</p> <p><b>Collection on all entrances</b> Markings ensuring safe distance. Supervised by staff members and evaluated regularly.</p>					

**Infection Control, Cleaning and Hygiene Arrangements**

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
34	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Clear and regular messages sent to parents/carers</li> </ul>

	school/ setting and to refer to <a href="#">current advice and guidance</a>				
35	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Clear message to take a covid test given</li> <li>• People/families who have had contact with symptomatic person notified, then results of covid test shared when available</li> <li>• No further action for a negative result</li> <li>• Follow Public Health guidance for positive cases</li> </ul>
36	<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 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"/>	<ul style="list-style-type: none"> <li>• There is emergency PPE for staff which must be used. Children who experience COVID-19 symptoms would be cared for by the headteacher, deputy Headteacher or assistant headteacher, either outside school (in good weather) or the trust room until a parent or carer arrives.</li> </ul> <p>What happens if someone becomes unwell in our school?</p> <ul style="list-style-type: none"> <li>• 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 of smell (anosmia), they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</li> <li>• 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.</li> <li>• 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).</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>

					<p>What happens if there is a confirmed case of coronavirus in a setting?</p> <ul style="list-style-type: none"> <li>When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for at least 10 days. 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.</li> <li>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</li> <li>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.</li> </ul>
37	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"/>	<ul style="list-style-type: none"> <li>All visitors to wash hands at the toilets located very close to reception</li> <li>Staff and pupils to wash hands on arrival to class and regularly throughout the day</li> <li>Regular checks on soap and hand towel supplies</li> <li>Cleaning throughout the day at regular intervals</li> </ul>
38	All staff and pupils will 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>As above (ref 36)</p> <ul style="list-style-type: none"> <li>All classes have supplies of tissues, bins with lids double bagged that are emptied once in the morning and afternoon</li> <li>The school will provide sufficient tissues for use by staff and pupils. 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.</li> </ul>
39	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"/>	<ul style="list-style-type: none"> <li>Facilities available in each class</li> </ul>
40	Remove unnecessary items from class rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Already completed</li> </ul>
41	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Individual packs in place</li> </ul>

their own pencil case).				
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Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
42	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Staff using equipment have this responsibility</li> </ul>
43	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"/>	See ref 37
44	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See ref 37
45	All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See ref 16
46	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"> <li>Toilets</li> <li>Door Handles/ Access Buttons</li> <li>Kitchen areas and associated equipment</li> <li>Printers/ Photocopiers</li> <li>White Boards</li> <li>Play Equipment</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Additional cleaning hours allocated throughout the day, cleaners follow timetable of cleaning and monitoring cleaning resources and toilets throughout the day</li> </ul>
47	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"/>	<ul style="list-style-type: none"> <li>All staff aware</li> </ul>
48	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"/>	<ul style="list-style-type: none"> <li>All staff aware</li> </ul>
49	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> <li>Staff use storage space in class stockrooms</li> </ul>

	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.				
50	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"/>	<a href="#">Hand-Washing Guidance</a> <a href="#">Hand-Washing Video</a> <a href="#">Hand-Washing Poster</a>
51	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"/>	<ul style="list-style-type: none"> <li>Staff aware</li> </ul>
52	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"/>	<ul style="list-style-type: none"> <li>See ref 45</li> </ul>
53	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"/>	<ul style="list-style-type: none"> <li>Informed on arrival by reception staff</li> </ul>
<b>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</b> <b>A Covid cleaning procedures plan and risk assessment is in place and managed by the estates team</b>					

### Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken
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					Details / Further Information
54	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"/>	Managed by SLT and the estates team
55	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"/>	Managed by the estates team
56	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Monitored by SLT
57	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"/>	Monitored by SLT
<b>Statutory Premises Compliance and Maintenance</b>					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
58	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estates team manage essential service/maintenance schedule
59	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Estes portal in operation for maintenance requests and monitoring
<b>Additional Statutory Compliance and Maintenance issues.</b>					

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Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Approved by (Head Teacher/ Chair of Governors)</b>		<b>Date of Approval</b>	
<b>Date Provided to Union reps</b>		<b>Date of Review</b>	
<b>Date shared with Parents/Carers</b>		<b>Date shared with LA</b>	

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