

School/ Setting	Moorlands Junior School	Date of Assessment	20 th May 2020
Assessment Completed By	Alison Kelly		

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	All <u>Clinically Extremely Vulnerable</u> employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We have no staff in this category
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>We have one member of staff (teaching) who falls into this category. Arrangements have been made for them to work from home and take responsibility for home learning once Y6 have been readmitted to school.</p> <p>We have a 2 members of staff (teaching) who live with someone who is CEV. They have taken advice and are attending work with strict control measures over social distancing. This has been discussed with them and SLT have ensured their role contains minimal additional risk. If circumstances change they have been advised to inform SLT immediately.</p> <p>Risk assessments have been completed with these staff members.</p>

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03	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have four members of staff (1 teaching and 3 support staff) who fall into this category. Arrangements have been made for these to work from home where practicable and if they have to enter school to work then they are to follow strict distancing guidelines.
04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been informed of this and reminders will be given.
05	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"/>	HT has regular contact with these staff and has provided information for additional support from the Employee Assistance Programme.
06	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"/>	All staff who have adapted equipment in school can take this home (on loan) for home use whilst working. All teaching staff have a school laptop and secure home access to school servers. All members of staff working at home have been issued with HSP7 Display Screen Equipment Policy and asked to complete and return a DSE Workstation Self-Assessment (Form Hs14)

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All <u>Clinically Extremely Vulnerable</u> pupils are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents of children in this category have been contacted and are keeping their children at home.
08	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents of children in this category have been contacted and are keeping their children at home.
09	All <u>Clinically Vulnerable</u> 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"/>	Advice has been taken regarding children in this category and staff have spoken to their parents. Some parents have indicated that they are keeping their children at home. HT has also spoken to specialist nurses for individual pupils where appropriate.

10	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"/>	Home school Agreement will make this very clear. All persons should not attend school until they have received a negative test and are symptom free.
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"/>	This will be provided by staff who are either working from home or not allocated to a bubble.
12	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Our classroom bubbles will be a maximum of 9 with an allocated teacher and TA. If a bubble is required to reside in the hall this can accommodate a maximum of 15 children with 1 teacher and TA.

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"/>	Each bubble will have its own entrance and exit door via external classroom doors or the hall door.
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"/>	Each bubble has its own entrance and exit point = 10 exits All staff will enter through the main entrance. Kitchen staff will enter through the kitchen door.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staggered drop off and collection times at the external doors will allow for minimal traffic on school site for the Y6 bubbles. Distance markers will allow for safe drop off and collection of Key worker/vulnerable children
16	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"/>	No parents will have access to the main school building unless it is to pick up their child in the case of accident or sickness. Kitchen deliveries will have access via the car park to the kitchen. All other deliveries/services will go via the main office. Safe distance protocols will be maintained.
17	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drop off and collection times will be staggered for all Y6 bubbles. Key worker bubbles will have safety protocols for their drop off/collection routines. Morning break will be staggered to ensure bubbles don't mix, maximum of two bubbles will be on the main playground with designated play areas.

					<p>Lunchtimes will be staggered and children will stay in their classroom to eat. If they are opting for a school provided packed lunch this will be delivered to their bubble.</p> <p>See also additional information below.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All classrooms have been reorganised, to allow 2m spacing between seats and surplus furniture has been removed.
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be covered by staff in depth on day one and daily reminders will be given.
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Weather permitting this will be factored in to timetabling. We have plenty of outside space at the front and rear of school to accommodate outdoor lessons and learning activities.
21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Corridor usage by pupils will be limited to toilet use.
22	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"/>	Dining hall is being used as a key worker learning space so this will not be used by any other children. School packed lunches will be delivered to classrooms ahead of lunch time.
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"/>	Staggered lunch breaks will lend themselves to limited use. 3 people maximum will occupy the staffroom. (Please see the additional information below.)
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"/>	Kitchen staff have been advised and this has become part of normal practice.
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"/>	Meetings rooms have been repurposed as a First Aid bay (ER) and additional office staff space (meeting room) to be used by one member of staff only. The Front Office must have no more than two adults working in the space at any point, to allow for social distancing.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All contractors will be booked for work outside school hours.
	<p>Additional information regarding safe use of space to detailed below.</p> <p>Break & Lunch time arrangements Stagger morning break (fifteen minutes) 2 groups (one on field LHS of play area and RHS of play area 2 adults on duty)</p>				

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	<p>No afternoon break Group 1, 2 10am Group 3, 4 10.15am Group 5, 6 10.30am Group 7 & 8 10.45am</p> <p>Lunchtime - all sandwiches to be eaten in learning space- breaks 15 minutes to eat lunch 30 minutes outdoors in same areas 4 sessions (reduced to 45 minutes) Groups 1, 2 Outside 11.30-12.00 Eat 12-12.15 Groups 3, 4, Outside 12-12.30 eat 12.30 Groups 5, 6 Outside 12.30-1 eat 12.15pm Groups 7,8 Outside 1-1.30pm eat 12.45</p> <p style="text-align: right;">2 members of staff per session</p> <p>Markings on floors Foot prints will be marked at 2m intervals onto the paving outside classroom external doors to show the allocated waiting area for each class room</p> <p>Drop off and collection 1 parent to drop off/pick up at the classroom external door at their allotted staggered time between 8.45-9.15am and 3.00 and 3.30pm Key worker children to be dropped off at and collected from the external door of their classroom/hall. Distance measures will be in place.</p>
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Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current practice and reminders will be sent to staff
28	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"/>	
29	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. If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This expectation will be shared with parents and form part of our Home School Agreement Forehead thermometer will be used to check temperature. Staff will use PPE when working with the child in the Enrichment Room where they will remain until they are collected.</p> <p>If a child is waiting to be collected, they should be kept apart from other children and adults on their own (or supervised depending on their age) with the door closed and a window open. If this child/adult needs to go to toilet before being collected, they should use a separate toilet and it and the Enrichment Room, must be thoroughly cleaned/disinfected (using the sumabac dilution) afterwards before anyone else can use it.</p>

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					Family will be called to collect the child immediately
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"/>	Each classroom has its own sink, soap, paper towels and sanitising gel will be available in all rooms. In toilets, following PHE advice, hand dryers will be switched off and paper towels will be provided Hand gel is available at the front office entrance.
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"/>	This will form part of expected and regular practice as has been the case with the current key worker/vulnerable children provision.
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"/>	Each classroom bubble has their own sink. Hall bubble can use the hand wash room.
33	Remove unnecessary items from class rooms and soft toys/toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All soft furnishings/equipment has been removed from classrooms.
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"/>	Each child will be allocated their own equipment which will be for their sole use. Any art equipment that is required will undergo a deep clean before it is passed on to another bubble. Where possible (numbers dependent) computing equipment will be allocated to and stay with a bubble. It will then be deep cleaned before it is returned to the charging case.

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35	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"/>	Cleaning wipes, anti-bacterial spray and disposable cloths will be provided for staff. (See additional notes section.) There is also a hand gel dispenser close to the photocopier which staff will be encouraged to use.
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"/>	Lidded bins have been purchased for all classrooms. These will be emptied at morning and lunch break and then again at the end of the school day.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional bins to be placed in all children's toilets (4), adult toilets (2) hand wash room (1) hall (1)
38	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"/>	All internal classroom doors will be propped open all day and classroom windows will also be opened prior to the start of the school day. External doors can also be opened as needed.

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					Office doors will be propped open and sufficient ventilation must be provided.
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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>SBM and DHT met with Trafford Cleaning services to clarify requirements once school readmits Y6.</p> <p>Toilets will be checked regularly and cleaned with a sanitiser spray.</p> <p>Plans will be in place for classroom bins to be emptied each break, door handles to be wiped down twice during the day.</p> <p>Staff kitchen area see 40</p> <p>Hand gel is accessible close to photocopier and staff will be encouraged to use this. Control panel will also be cleaned through the day.</p> <p>Outdoor play equipment will not be in use and the tree houses and adventure play area will not be accessible to children as it is impossible to clean this between bubbles breaks. Children are not to bring in play equipment from home.</p> <p>Water cooler/fountains will not be used by the children, jugs of water will be available with individual glasses which will be deep cleaned in the kitchen dishwasher each day.</p> <p>See notes in additional comments regarding product use.</p>
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Anti-bacterial products/hand sanitiser will be provided for staff to use. Staff must ensure they clean the toaster, kettle, fridge door handle and microwave door handle prior to and after use. If staff choose to use these items it is their responsibility to follow this protocol and they do so at their own risk.</p>
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"/>	Staff are responsible for providing, using and cleaning their own cup/mug and following the use of the staffroom kitchen area protocols.
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>All staff personal items to be stored in classroom stock cupboards or on the back of the teacher's chair.</p> <p>All pupils will put their coat on the back of their chair and their lunch box under their table.</p>

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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"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
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>Staff have been advised of this protocol. All small deliveries are to be left in the porch area to be collected by a member of staff once the deliverer has left. Larger items may be dropped just inside the school front door. The deliverer must not enter the school office or any other part of the school building.</p> <p>Parcels are to wiped down before opening.</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"/>	No site staff, shortages are to be reported to SLT.
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>Office staff and SLT will advise all of the protocols in place in our building.</p> <p>No unsolicited visits should be made by contractors/suppliers all those who have not arranged an appointment will not be allowed access.</p>
	<p>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</p> <p>Trafford Cleaning Services/ Catering redeployment</p> <p>AK contacted Jill Duddle on 23/06/2020 for clarification on utilising existing catering staff to cover cleaning duties in the caretaker's absence. Jackie visited school on the 24th June and confirmed arrangements with Sue Ashbourne and Irene Frankland.</p> <p>Jill Duddle also confirmed that school could continue to use the trigger Dettol trigger sprays and wipes that state human coronavirus on the packaging but should use a dilution of sumabac spray twice a day in toilet/door handles/frequent use areas.</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"/>	
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"/>	No caretaker currently. Discussions are in place with Trafford Catering for redeployment of staff. If not this will be carried out by the SLT. Trafford cleaning services are employed to carry out a deep clean each evening.
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All TAs are first aid trained and compliant with regulations
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"/>	Each group has an allocated teacher and TA
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"/>	All service checks will continue outside school hours as is current practice.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Defects to be reported to main office who will advise the relevant agency to arrange for repair.
	Additional Statutory Compliance and Maintenance issues.				

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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"/>	

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	25/05/2020
Date Provided to Union reps	26/05/2020	Date of Review	30/06/2020
Date shared with Parents/Carers	27/05/2020 Website updated 30/06/2020	Date shared with LA	27/05/2020 Reshared 30/06/2020