

School/ Setting	Moorlands Junior School	Date of Assessment	6 th July 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 Clinically Extremely Vulnerable 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"/>	<p>We have no staff in this category but if we did we would apply the full measures in the guidance below, in which case 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-</p>

					covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19
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>We have a 2 members of staff (teaching) who live with someone who is CEV. As stated in the guidance they are now expected to Return to work – individual RA have been completed for those concerned.</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</p> <p><i>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance.</i></p> <p>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><i>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.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>We have five members of staff (2 teaching and 3 support staff) who fall into this category. Individual risk assessments have been completed with each member of staff.</p> <p>For one member of staff who will be 28 weeks + as at 14th September we have followed RCOG advice Which states</p> <p><i>'3.3 For pregnant women from 28 weeks' gestation, or with underlying health conditions such as heart or lung disease at any gestation, a more precautionary approach is advised. Women in this category should be recommended to stay at home. For many healthcare workers, this may present opportunities to work flexibly from home in a different capacity, for example by undertaking telephone or videoconference consultations, or taking on administrative duties.'</i></p> <p>HSE also state <i>'If you cannot put the necessary control measures in place, such as adjustments to the job or working from home, you should suspend the pregnant worker on paid leave. This is in line with regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.'</i></p> <p>They will work off site until the time of their maternity leave.</p>

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	<i>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace</i>				
04	<p>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. 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 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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If staff have, or feel that they have, symptoms of coronavirus, they must apply for a test to check if they 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>As a school we would also refer to Trafford Public Health Subsidiary Guidance Document for additional advice if needed.</p>
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 will have 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"/>	<p>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, they have been instructed to ensure they take their laptop, and any resources they feel they will need in the event of their bubble popping, each night. All Teaching Assistants have been allocated a school iPad to take home</p>

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					<p>each evening, so that in the event of their bubble popping they are able to continue to support their year group bubble with home learning.</p> <p>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)</p>
	<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 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. As of the 5th November during lockdown 2.0 all CEV staff and children are advised to remain at home unless expressly told by their GP/consultant that it is safe for them to be in school.</p> <p>LA would advise that Individual Risk Assessments 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 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p> <p>We, as of 10th September 2020, have not been advised by parents of any children that fall into this category.</p>

	<p>•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</p> <p>•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</p>				
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"/>	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. As of the 5th November during lockdown 2.0 all CEV children are advised to remain at home unless expressly told by their GP/consultant that it is safe for them to be in school.
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>Regular reminders will be shared with parents via Class Dojo and email systems.</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 school because they are complying with clinical or public health advice, we will be able to immediately offer them access to remote education. Mrs Shaw (14th September-28th November) will be responsible for uploading work to the on line platform (or preparing paper work packs for delivery) She will also be responsible for monitoring the child's engagement with their work and liaising with the family. From 1st December onwards class teachers will be responsible for ensuring that work is uploaded to Google Classroom and they will carry out weekly welfare checks with the family in line with our Home Learning Policy.</p> <p>This will also be offered to families who are anxious for their child to return to school. Whilst it is Government guidance that all children return to school in September, we will work with families to support them and to effect an as early as possible return to school.</p>
12	<p>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.</p> <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>School will be organised into class bubbles which will join with their parallel class bubble to form year group bubbles.</p> <p>Each smaller (class) bubble will have its own class teacher and TA except for in Y3, and Y6 who will share a TA across the year group.</p> <p>An additional adult will be allocated to each Year group bubble to provide release time and intervention sessions where possible.</p> <p>WN our SSC will link with Y3.</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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children may be accompanied by one adult member of their family or one carer. The parent/carers will not enter school building at all.</p> <p>Each class bubble will use its external classroom door as both an entrance and an exit.</p> <p>These will be staffed to: assist in social distancing; to ensure the safeguarding of pupils and staff; and to promote the efficiency of the systems in place.</p> <p>Each Class bubble will have their entrance and exit times staggered.</p> <table><tr><th>Class</th><th>Arrival/drop off time</th><th>Departure/pick up time</th></tr><tr><td>3C, 4S, 5C, 6T</td><td>8.40am</td><td>3pm</td></tr><tr><td>3P, 4L, 5D, 6G</td><td>8.55am</td><td>3.15pm</td></tr></table> <p>Pupils arriving by public transport/SSC 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 plastic bag to take home with them at the end of the day.</p> <p>Children who attend X club will be dropped off at the classroom door of their year bubble on the Temple Road side of school at 8.40am, Y3 will be dropped at their classroom door. They will be collected at 3.15pm from the same door.</p> <p>X club will provide a list each day of the children who will be collected at 3.30pm, so it is vital if parents change this arrangement that they contact X club to advise them.</p>	Class	Arrival/drop off time	Departure/pick up time	3C, 4S, 5C, 6T	8.40am	3pm	3P, 4L, 5D, 6G	8.55am	3.15pm
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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 external classroom door for entrance and exit. 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"/>	After the child receives their entry and exit times: •Parents/pupils must adhere to their given timeslot for drop off and pick up. •If the morning timeslot is missed, the pupil needs to be dropped off at the school's main entrance. This entry will be administered by the office staff. 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.
16	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If parents need to communicate with the school, they should in the first instance, telephone or email school. 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. 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. 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.
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"/>	Staggered times have been planned for each bubble of children. Break and lunchtimes are also staggered – a timetable of which is below . Procedures for these staggered lunchtimes and break times have been discussed with staff prior to opening; they remain a

					<p>standing item at weekly staff meetings and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.</p> <p>Morning Break</p> <table><tr><td>Year 3/WN</td><td>10am</td></tr><tr><td>Year 4</td><td>10.15am</td></tr><tr><td>Year 5</td><td>10.30am</td></tr><tr><td>Year 6</td><td>10.45am</td></tr></table> <p>Lunch break</p> <table><tr><td>Group</td><td>Eat</td><td>Wash hands</td><td>outside</td><td>Wash hands</td></tr><tr><td>Year 3/WN</td><td>11.45-12.10</td><td>11.40 LS toilets/classroom</td><td>12.10-12.40</td><td>12.40 LS toilets</td></tr><tr><td>Year 4</td><td>12.15-12.40</td><td>12.10 LS toilets</td><td>11.45-12.10</td><td></td></tr><tr><td>Year 5</td><td>12.45-1.10</td><td>12.40 US toilets/classroom</td><td>1.10-1.35</td><td>1.45 US toilets</td></tr><tr><td>Year 6</td><td>1.15-1.45</td><td>1.10 US toilets</td><td>12.45-1.10</td><td></td></tr></table> <p>We will alternate each week which year group in both lower and upper school eats first to ensure that there is equity of time outside.</p> <p>Y3/Y4 to Y4/Y3 Y5/Y6 to Y6/Y5</p> <p>Our Lunchtime Supervisor Mrs McKenzie will ensure that staff know when the week changes.</p>	Year 3/WN	10am	Year 4	10.15am	Year 5	10.30am	Year 6	10.45am	Group	Eat	Wash hands	outside	Wash hands	Year 3/WN	11.45-12.10	11.40 LS toilets/classroom	12.10-12.40	12.40 LS toilets	Year 4	12.15-12.40	12.10 LS toilets	11.45-12.10		Year 5	12.45-1.10	12.40 US toilets/classroom	1.10-1.35	1.45 US toilets	Year 6	1.15-1.45	1.10 US toilets	12.45-1.10	
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Year 6	1.15-1.45	1.10 US toilets	12.45-1.10																																			
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>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>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>In classroom settings, all desks will be placed facing forwards. Where possible in small group settings desks will face forwards.</p> <p>In the dining room children will be seated 6 maximum to a table facing each other to mirror the social aspect of dining being experienced outside of the school environment. The children will choose a seat, in the hall, on a Monday and use this for the full week- this will assist track and trace procedures should they be needed.</p> <p>Resources, such as stationery items, to be used by each child will be 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 and should maintain a 2m distance from other adults. They will wear a face mask in communal areas and at drop off and pick up when they are brought into closer contact with other adults.</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 may bring two name-labelled water bottles 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>Children and adults must wear clean clothes/uniform each day. They may, as the weather becomes colder wear additional layers (this may include vest, t-shirt, a gilet or other suitable clothing for a school setting) to ensure they stay warm within the classroom, which will have increased ventilation following PHE guidelines. On two days per week the children must attend school PE ready, in order to not have to change clothes in school. Each class will be advised which days of the week these are.</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 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

					<ul style="list-style-type: none"> •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 and the children will only use the corridor to go to the hall for lunch or to visit the toilet.</p>
20	<p>Outside space is used wherever possible for learning. Outdoor playground equipment should be more frequently cleaned.</p> <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>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Our outside areas will be utilised to maximise outdoor learning.</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>No activities involving physical contact will take place.</p>
21	<p>Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.</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 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</p>

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					<p>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, including increased cleaning will be 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 only be used for children eating their lunch, Indoor PE for a class (with a break between usages), weekly drama lesson for a class and a weekly year bubble assembly.</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>A one way system applies with one door in to the hall and one door out of it. Children will be taken to the lunch hall by their staff bubble lead to ensure social distancing.</p> <p>After each bubble has used the dining hall, midday staff, in teams of two, will clean all surfaces and undersides of tables and chairs with equipment as stated by Trafford Cleaning Services. The cleaned areas will be allowed to dry before any other bubble may enter the hall.</p> <p>Each year group bubble will have an awards assembly on a different morning the classes will all sit facing forwards and with social distancing to keep them apart.</p>
23	<p>Stagger the use and limit the occupancy of staff room and offices by employees.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staggered lunch breaks will lend themselves to limited use.</p>

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					<p>All staff can use the staffroom to eat, at the time their class are eating in the hall. Office staff must attach themselves to one bubble and eat at that allocated time each day.</p> <p>The Front Office must ensure sufficient social distancing at all times- the library will be used as an overspill working area</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"/>	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"/>	The Meeting Room has been repurposed as a First Aid bay and the Enrichment Room as the DHT's office.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All contractors will be booked for work outside school hours. The office will ensure site guidance on physical distancing and hygiene is explained to visitors.</p> <p>They will also maintain a record of all visitors even when outside of school hours</p>
<p>Additional information regarding safe use of space to detailed below.</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>					

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"/>	<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	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"/>	<p>Staff are reminded of this requirement.</p> <p>Please refer to reference 7 – 10 for further details.</p>
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 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 an adult in the Meeting Room until a parent or carer arrives. The external door should be open.</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.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use the nearest 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</p>

					<p>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 7 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.</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.</p>
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					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 advice on who requires to be sent home.
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>Each classroom has its own sink, soap, paper towels and sanitising gel will be available in all rooms.</p> <p>In toilets, following PHE advice, hand dryers will be switched off and paper towels will be provided</p> <p>Hand gel is available at the front office entrance.</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 checked="" 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 hand gel, soap, latex gloves, face masks, face shields for use by staff. It will also ensure that there is availability of tissues, hand gel, soap and paper towels for use by 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 seek a replacement from the Meeting Room</p> <p>A stock of tissues is always available in the Meeting room. When this runs to less than ten, a new order will be placed. It</p>

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					is the responsibility of the caretaker (in their absence this devolves to the class teacher who will inform the office) to check each room for its supply of tissues, paper towels and soap on a daily basis.
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 classroom bubble has their own sink. There are additional hand washing facilities in the 4 sets of pupil toilets and the hand wash room.</p> <p>In addition, foot-operated pedal bins for paper towels are now located in each toilet area, as well as in each classroom and staff shared area.</p>
33	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All soft furnishings/ unnecessary 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). 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. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused for a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>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.</p> <p>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.</p>

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	period of 48 hours (72 hours for plastics) between use by different bubbles				
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Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
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-viral/ sumabac spray and disposable cloths will be provided for staff. There is also a hand gel dispenser/ anti-viral wipes close to the photocopier which staff will be encouraged to use and cleaning products in the staff room. It is the responsibility of all staff to ensure that these products are replenished as needed.
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 pedal bins have been purchased for all classrooms. These will be emptied at lunch break and then again at the end of the school day. 'Catch it, Kill it, Bin it' will be discussed with pupils regularly and posters displayed around school. Tissues are available in each room and all children have been encouraged to bring in tissues from home to have in their bag for their own personal use.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional bins have been placed in all children's toilets (4), adult toilets (2) and the hand wash room (1) Caretaker/cleaner ensures that all class bins are emptied at lunchtime and are disposed of in line with PH guidelines. Replacement bin bags are available in the caretaker store or from the front office. Staff will ensure their class bin is positioned near the open corridor classroom door for ease of emptying, in the case that class is still in session.
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. Office doors will be propped open and sufficient ventilation must be provided.

					<p>In inclement weather all classroom windows must be open to provide sufficient ventilation. Classroom door can be close during lessons but must be opened at break and lunchtime time to allow a free flow of air and to air the room.</p> <p>In colder weather children and staff are encouraged to wear additional layers to ensure they are warm enough.</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>SBM and DHT met with Trafford Cleaning services to clarify requirements once school readmits Y6.</p> <p>Plans will be in place for classroom bins to be emptied each lunch break, door handles to be wiped down twice during the day.</p> <p>Class teachers will wipe down tables at lunchtime using sumabac and blue roll provided to all classes.</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>Each year group bubble has been allocated a coloured equipment bin containing outdoor play equipment for use by their year only. This will be situated Outside 3C (Y3/WN), outside 4L (Y4), outside 5C (Y5) and outside the hall (Y6.)</p> <p>The tree houses and adventure play area will only be accessible to the children within one year group bubble each day as it is impossible to clean this between bubbles breaks.</p> <p>Monday- Y5 Tuesday – Y6 Thursday – Year 3 and WN Friday – Y4</p> <p>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. Staff must collect these each morning.</p> <p>See notes in additional comments regarding product use.</p>

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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"/>	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 then they must clean the surfaces of these items immediately after use
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"/>	All staff personal items to be stored in classroom stock cupboards or on the back of the teacher's chair. All pupils will put their coat and bag on the back of their chair and their lunch box on the lunch box trolley for their class.
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"/>	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. Parcels are to be wiped down before opening with an anti-viral cleaner or gloves will be worn when removing the outer packaging. Following removal of the gloves, staff will wash their hands.
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"/>	Three times daily inspections (morning lunch and afternoon) by the caretaker (SLT/Office staff/cleaner in their absence) of toilets will take place. Staff will report shortages to the Caretaker or office.

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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"/>	Office staff and SLT will advise all of the protocols in place in our building. No unsolicited visits should be made by contractors/suppliers all those who have not arranged an appointment will not be allowed access.
	Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below) Trafford Cleaning Services/ Catering redeployment 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 24 th June and confirmed arrangements with Sue Ashbourne and Irene Frankland. 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. 19/11/2020 PHE Q&A session, advice was given that in the event of a bubble closing it is no longer necessary to have the rooms concerned deep cleaned by an external firm as long as we have enhanced cleaning protocols in place. School have purchased a fogging machine that can be used by staff in the event of a class closure. The area will be fogged, left for 72 hours and wiped down as an additional precaution.				

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"/>	Arrangements are in place for additional cleaners in the absence of our caretaker.
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"/>	Consumables are maintained and ordered by the office. Cleaning is provided by Trafford Cleaning Services who are responsible for ensuring staffing levels remain consistent to carry out cleaning under their published guidelines..
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"/>	<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 4 months' time (Oct 2020.) <i>This will continue as advised by PHE and will be reviewed in January 2021.</i></p> <p>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 4 months' time (Oct 2020.) <i>Regular reminders of protocol; take place and the postponement of fire drills will continue until January 2021 when it will be reviewed.</i></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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All service checks will continue outside school hours as is current practice.

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	<ul style="list-style-type: none"> Asbestos Management 				
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Defects to be reported to main office/Head Teacher/caretaker who will advise the relevant agency to arrange for repair.
	Additional Statutory Compliance and Maintenance issues.				

Any Additional Information and Control Measures (Detail Below)

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	25/05/2020
Date Provided to Union reps	26/05/2020	Date of Review	<p>The Risk Assessment is reviewed fortnightly and updated as necessary</p> <p>30/06/2020 Updated for September opening 06/07/2020 Updated once open 10th September 2020 Updated 20/11/2020</p>
Date shared with Parents/Carers	27/05/2020 Website updated 30/06/2020 10/09/2020 20/11/2020	Date shared with LA	27/05/2020 Reshared 30/06/2020