



School/ Setting	Trinity C.E. High School	Date of Assessment	01/03/2021
Assessment Completed By	Jayne Langley – Business Leader Julian Nicholls - Headteacher		

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.
- ✓ We will share this Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will 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	Any employee or persons within their household that has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.
02	Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	To be sent out in Covid Update w/c 1 st March 2020.
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u> . Sample assessment template provided by Directorate for Children and Education Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff individual risk assessments (13 staff) have be reviewed and updated (1 st March 2021). CEV (Clinically Extremely Vulnerable) staff (7 in total across the workforce), although they should have been vaccinated as part of Priority Group 1, they have been advised to continue to



					shield and not attend the workplace. This is until further data is available on vaccination effects. Any staff living with someone who is CEV can still attend the workplace. CV staff can continue to attend school.
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"/>	HR Manager makes weekly contact with staff absent from school.
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"/>	Laptops, desk top access, monitors, headset and chairs have been provided where necessary.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	Any pupil or persons within their household has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be communicated to pupils via a letter within our 'return to school' section of the website. Parents have been informed that this will be available on Friday 5 th March 2021
08	Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New protocol will be on the school website on Friday 5 th March 2021. It will be based on the provision provided for small groups self isolating.
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each year group will be a 'bubble', pupils to be taught, and have break and lunch times within their 'bubble'.



	At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended. In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group. Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.				The entirety of the sixth form will be its own 'bubble'. This bubble will be the smallest. Students will have allocated bubble areas within the grounds which will correspond to the areas used for fire drill queuing. The majority of KS3 lessons are taught within small class groups.
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, there will be areas zoned by year group for detention, and the Behaviour Policy implementation has been amended.

Our School

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Separate entrance points into the outdoor bubble zones have been planned and for KS3 &5 students and KS4 students.
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"/>	Detailed discussions on movement flows in the building have resulted in signage remaining for a one way system in the Greer building.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is 'no parking' near the school entrances. Parents are in the routine of congregating on the school forecourt outside the main reception to collect their child. This has significantly reduced congestion on the pathway on Cambridge Street.



16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only necessary visits will be made into school, for example tours of the school, peripatetic teacher visits, SEN visits and essential parental contact. All visits will have Covid-19 protocols in place.
17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 th Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The school will be open from 7:15 am to allow students increased time to come onto site. Break and lunch times to be extended for years 7 & 8 with staggered starting times. Departure from the site will be staggered.
18	All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport-see below).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	New cycle shelters to be installed in March 2021.
19	Pupils on dedicated school buses should wherever possible: - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students travelling on 724 and 725 pupils will be asked to sit in year groups.
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact was made by Deputy Head in September 2020.
21	Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



23	Families and pupils that have no alternative to use wider public transport are referred to the <u>safer travel guidance for passengers</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	<p>Face coverings are required to be worn by all secondary school children and staff (unless medically exempt) in corridors, communal areas and classrooms, where 2m social distancing cannot be maintained.</p> <p>Face coverings can be removed during PE lessons, when outdoors and when eating/drinking. There should be a process in place for removing face coverings when this is required.</p> <p>Face coverings are required to be worn by all primary school staff (unless medically exempt) in corridors and communal areas.</p> <p>Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Lidded bin provided at entrances.</p> <p>Entrances will be supervised by a team of staff who will enforce the appropriate regulations.</p> <p>Washing hands will be available to all students on entry to the site.</p> <p>Signage has been updated and parents and students have been informed via letter and newsletter about new requirements.</p>
Ref	Control Measure	Y	No	N/A	Actions Taken
25	Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are asymptomatic;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have a Lateral Flow Device Testing risk assessment in place for our on-site test centre.



	<ul style="list-style-type: none"> Secondary school pupils should complete 3 onsite tests, on return to school, before moving to regular twice weekly tests at home. Secondary school staff should complete regular twice weekly tests at home. A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site. 				We have a Lateral Flow Testing risk assessment in place for the provision, supply and storage for home Lateral Flow Device Tests.
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>- Secondary school teaching staff (and older primary year groups) should continue to maintain 2m from other staff and children where possible. Staff are expected to remain 2m from the students and not circulate around the class. Classrooms have been set up to facilitate this.</p> <p>- Teaching staff, including Teaching Assistants, will work across bubbles as it is necessary to enable the full educational offer.</p> <p>- SLT ensure they maintain their distance from other members of SLT and limit physical contact with other staff. Meetings are held in socially distanced spaces for example the Drama Studio.</p>
26	Reduced movement around school- - Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been considered, together with ensuring appropriate time for cleaning surfaces and equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Two year groups – Y7 & 8 (40% of mains school population), will not move at the same time as other three year groups.</p> <p>They will leave class early and move to their next class after the other year groups have cleared the entrances to the buildings.</p> <p>Break and lunchtimes will be staggered with separation of bubbles wherever possible. Queues will be bubble specific,</p>

					<p>signage, information and queue management will reinforce this.</p> <p>Daytime cleaning routines have been increased.</p>
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signage refreshed in February 2021.
28	Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6 th Form. Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Assemblies will be online.</p> <p>Pupils will be staggered and split for lunch with separate queuing system and tables designated for use by a single bubble.</p> <p>Queues for the canteen are single bubble queues.</p> <p>Packed lunches can be taken in any venue but must be eaten within their 'bubble'.</p> <p>The outside area is zoned for the individual year groups.</p>
29	Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Singing, playing wind and brass instruments is no longer limited to groups of 15 in class (the limit still applies in extra-curricular activity). There is still a risk of cumulative build-up of aerosols so the need for ventilation is heightened.</p> <p>Music Mark guidance is being followed. The maximum number of students in a music class is 16.</p>
30	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Changing rooms are marked up for separate form groups to reduce contact between pupils.</p> <p>PE sessions takes place outdoor whenever possible, but when indoor we use a large well- ventilated space. Windows</p>



					<p>and doors should be open (where it is safe and appropriate to do so). PE activities that use limited equipment, such as dance, yoga, circuits are encouraged. Where equipment is used, pupils are given their own equipment and use only this during the lesson. Students wipe down equipment after use.</p> <p>The Association for Physical Education have completed detailed PE guidance which we follow.</p>
31	<p>Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m.</p> <p>SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This has been one of the main issues highlighted during Health and Safety compliance visits.</p> <p>Measures to ensure social distancing between staff:</p> <p>Room occupancy rates have been discussed and furniture moved where required.</p> <p>Social distancing is on every staff briefing message.</p> <p>Staff have moved offices, rotas for 'working from home' implemented and access minimised to reprographics and main offices.</p> <p>Car sharing should be avoided where possible, as all occupant of the vehicle will be classed as a close contact if someone tests positive.</p> <p>Clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).</p>
32	<p>Kitchen staff maintain social distancing of 2m in the kitchen when preparing food. When serving, 1m plus additional controls. Kitchens must comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff offered PPE, will have staggered entry to changing room before starting their <u>shift</u>. The minimum 1m can be maintained in all serveries, staff will be working side by side rather than face to face as recommended by the guidance.</p>



33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the occupancy of all small meeting rooms and confined areas (March 3 rd 2021). As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use).
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Reduction in lift use with priority given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way. Refer to Amie Stocks/ Julie Hicklin if applicable.

Additional Physical / Social Distancing Measures applied (Please detail below)



Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
37	Staff and/or pupils who are experiencing <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site, where possible. If pupil needs direct personal care until they can return home, staff should wear gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We have a room designated as an isolation room (The Chapel), which is ventilated and close to the entrance and WC facilities. PPE is available if needed.
40	Parents of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to parents where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



42	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"/>	
43	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students have been asked to bring in a bottle of hand sanitiser to use throughout the day. A small bottle of hand sanitiser will be distributed to all staff and students on 8 th March 2021. Handwashing facilities are extensively available and in addition, 32 hand sanitiser dispensers have been located around the site.
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Students will be given permission to go and 'wash their hands' during lessons.
45	Educational Resources; <ul style="list-style-type: none"> - For frequently used resources such as pens and pencils, staff and pupils should have their own items - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. - Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. - Outdoor play equipment should be frequently cleaned following use by each group. - Pupils and teachers can take books and shared resources home, although unnecessary sharing 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All pupils have been provided with a 'student pack' on their first day back at school, containing a mini whiteboard, whiteboard pen, glue stick and other necessary stationery. Sports/science and art following hygiene practices, cleaning down equipment. Resources allocated to year groups where possible.



	should be avoided and rules on hand cleaning and cleaning of the resources should apply.				
46	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).				
47	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, signs around the building to reinforce the message and tissues supplied in classrooms
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	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"/>	Mechanical 'air handling units' will remain switched on for the full working day in the Temple building. Greer building windows to be opened. Sixth form vents to be opened. Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
50	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment ● Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Increased numbers of daytime cleaning staff will provide enhanced cleaning of high contact points during the school day, on top of the full 'clean down' every evening.



51	Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Hand-Washing Guidance</u> <u>Hand-Washing Video</u>
54	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"/>	
55	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	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"/>	

Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)



Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	<p>Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school:</p> <ul style="list-style-type: none"> - Those with symptoms book a test (as above schools will be provided with a limited number of tests) - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	<p>If an outbreak is confirmed health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	<p>Sufficient staffing / resources are in place to maintain the security of the building and its occupants.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



60	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm .
62	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"/>	
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management • 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All complete or scheduled, this is a standard item on our Premises sub committee meeting of governors.
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Response to an Infection /Statutory Compliance and Maintenance measures.



Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts. Children with complex needs unable to social distance so acceptable in smaller groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Further Information via: Health and Safety Team
Internal Audit & Risk Management
6th Floor
Town Hall Extension

Health.and.safety@manchester.gov.uk

School Leadership (please ensure completed prior to return to Local Authority).

Approved by (Head Teacher/ Chair of Governors)	Julian Nicholls & Jayne Langley (1 st March 2021)	Date of Approval	Click here to enter a date.
Date Provided to Unions	Click here to enter a date.	Date when school will be operating and open for ALL pupils.	Click here to enter a date.