

School/ Setting	Charlestown Community Primary School	Date of Assessment	10th July 2020 Reviewed 25th August 2020 Reviewed 7 th October 2020
Assessment Completed By	Allison Collis		

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 that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test . If the test is negative, on agreement with SLT, can return to school	X	<input type="checkbox"/>	<input type="checkbox"/>	Staff to notify SLT immediately.
02	Any employee who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 10 days from the date of the test.	X	<input type="checkbox"/>	<input type="checkbox"/>	Follow flow chart from MCC
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test .	X	<input type="checkbox"/>	<input type="checkbox"/>	Staff member to go to car asap and call from there rather than talk to someone saying they have symptoms. Tests can be arranged quickly Remain at home during this time.

					We also have a few tests in school for those that cannot get to test centres.
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 COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services	X	<input type="checkbox"/>	<input type="checkbox"/>	RA carried out for all previous sheilders and pregnant staff
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	X	<input type="checkbox"/>	<input type="checkbox"/>	Via email, phone, WhatsApp group
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	X	<input type="checkbox"/>	<input type="checkbox"/>	laptops provided and anything else required

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	X	<input type="checkbox"/>	<input type="checkbox"/>	Parents informed of this and reinforced expectation that they will let us know immediately. Booklet sent out on 25th August via email Reminders on social media, letters and on the gate
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 14 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 10 days from the date of the test. They can return to school after 10 days even if they have a cough, just not if they have a temperature.	X	<input type="checkbox"/>	<input type="checkbox"/>	Explained to parents in booklet and recurrent letters. Google translate used where needed and the MCC posters in different languages
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should arrange to have a test . We do have a few tests for those with limited transport or movement .	X	<input type="checkbox"/>	<input type="checkbox"/>	Using the first aid room until the parent arrives if a member of staff is required to stay with the child, they should wear appropriate PPE.

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.	X	<input type="checkbox"/>	<input type="checkbox"/>	Use and expand see saw to all year groups and to ensure children at home are accessing learning. DfE laptops to be distributed. See saw log ins sent home. Teachers are aware of expectations on home learning
11	<p>Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.</p> <p>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.</p> <p>In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group.</p> <p>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.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children arranged in class group bubbles but admitted into school in year groups bubbles through separate doors</p> <p>Support staff limited to movement between classes but must keep distance from children. Learning mentors to be assigned to phases and wear PPE when crossing bubbles</p> <p>Any staff who need to move between bubbles, need to maintain a 2m distance at all times and wear PPE</p> <p>staff meetings/SLT to be conducted in the hall where social distancing can be achieved or via zoom in separate classrooms from 3.45-5pm once a week</p>
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	X	<input type="checkbox"/>	<input type="checkbox"/>	Policy updated and will be shared with staff and parents in September On website

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).	X	<input type="checkbox"/>	<input type="checkbox"/>	Y2 8.30-2.45 enter via conservatory R 8.30-2.45 enter via gate Y5 8.45-3.00 walk down drive and enter via classroom entrances Y4 8.45-3.00 walk down to playground and enter via classroom Y1 9.00-3.15 walk down drive enter via Arc corridor door N 9.00-9.15 enter via Nursery door Arc - 9.00-3.15 enter via ARC/Breakfast Club Door Y6 9.15-3.30 walk down drive and enter round the side Y3 9.15-3.30 walk down to playground and enter via classroom
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	X	<input type="checkbox"/>	<input type="checkbox"/>	Yes
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).	X	<input type="checkbox"/>	<input type="checkbox"/>	lines drawn on entrance area and posters displayed. Staff guiding
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	Parents will be told to contact the school by phone or email only and collect only from the gate. Gates will be locked after last children in with a sign on the door saying to ring at the gate No appointments in school No deliveries except essential ones

17	Stagger drop off and finish times, lunch and break times for each cohort/group where possible.	X	<input type="checkbox"/>	<input type="checkbox"/>	Drop off and finish times above Lunch and break times staggered by year groups to prevent bubbles from crossing Eat in classrooms until new seating arrives (estimated October 20). Cold food only initially
Travel to and from School (including Public Transport and School Buses)					
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).	X	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be informed Car share encouraged - but be in by 8.20 or park externally No staff to drive through the gate during drop-off or pick up times. No access to school by car or van between 8.20 and 3.45pm
19	Pupils on dedicated school buses should wherever possible: <ul style="list-style-type: none"> • 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. E.g. if likely to be in close contact with people outside of their group. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
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 type="checkbox"/>	N/A
22	Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM and the Local Authority to the commissioning of school buses. E.g. a large proportion of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	pupils attend a school in North Manchester but live in East Manchester and currently use public transport.				
23	Families and pupils that have no alternative to use wider public transport are referred to the safer travel guidance for passengers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	yes
24	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. Hand washing before entering classroom and when leaving. Using sanitiser stations regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	regular hand washing for all Staff have sanitiser on lanyards Children use class soap or sanitizer in lines before entering and when exiting and before and after eating and before and after playtime
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,	X	<input type="checkbox"/>	<input type="checkbox"/>	Children sat in rows- limited space between (Y2-6) teacher and support staff to maintain distance and teacher to remain behind taped area when possible. Shields can be worn by staff in classrooms and are preferable to masks so that faces can be seen EYFS and Y1 and Arc - not in rows as impossible for young children
26	Reduced movement around school- <ul style="list-style-type: none"> 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. 	X	<input type="checkbox"/>	<input type="checkbox"/>	Temp staff rooms to be set up Music room - years 5 and 6 staff Main staff room - years 2, 3 and 4 and office staff Old Acorn Room - EYFS, years 1 and ARC Adult Toilets EYFS - own toilets Year 1 - team 1 toilet ARC toilets - arc staff and SLT Main entrance toilets - office, y6,5,4,2 Team 5 toilet - year 3

					<p>Break times to be staggered and tyres to separate classes on the playground</p> <p>No corridors used by children toilets to have maximum of 2 children in at a time and enhanced cleaning in place by cleaning team</p>
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	X	<input type="checkbox"/>	<input type="checkbox"/>	
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>tyres on the playground to split areas into 4 options for playtime eat in classrooms PE in year groups Music external in year groups</p> <p>no collective worship no use of dining hall for children</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.	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>Music lessons outside - no sharing of instruments except Music service who have their own risk assessment and protocol. If bad weather, then music cannot take place or timetable needs to be changed. Children should be socially distanced when singing or facing outwards.</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.	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>PE outside in year groups only in tyred areas If bad weather, then PE cannot take place or timetable needs to be changed by phase lead</p>
31	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.	X	<input type="checkbox"/>	<input type="checkbox"/>	split staffrooms - tables 2m apart – staggered times
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the guidance for food businesses on coronavirus (COVID-19) .	X	<input type="checkbox"/>	<input type="checkbox"/>	Also See MF protocol

33	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	X	<input type="checkbox"/>	<input type="checkbox"/>	Photocopying to be predominantly done by Margaret so teachers need to plan ahead or before 9am when Kate will clean the reprographics area. If the photocopier is used by others, it needs to be cleaned Only one person at a time in the front office and in Jackie B room and Naz's room. Conversations with Sarah B should be at the door or by email. Distancing of 2m required in SLT room at all times
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	X	<input type="checkbox"/>	<input type="checkbox"/>	Non term time only unless essential or emergency
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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
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).	X	<input type="checkbox"/>	<input type="checkbox"/>	Staff to use PPE when administering asthma pumps etc

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

Staff told to not touch or hug children where possible, despite this being a natural urge and need for some.
Support staff to remain in bubbles and distance as much as possible
Use sanitizer provided on lanyards regularly and at santiser stations. Wash hands regularly avoid contact with face.
Shields to be used rather than masks so face expressions can be seen
Clean toilet after use

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
37	Staff and/or pupils who are experiencing coronavirus (COVID-19) symptoms , should not attend school/ setting. They should arrange to have a test .	X	<input type="checkbox"/>	<input type="checkbox"/>	shared and informed Staff MUST notify a member of SLT immediately
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	X	<input type="checkbox"/>	<input type="checkbox"/>	inform slt of going home from car remain at home until test text or email seen by SLT Staff MUST notify a member of SLT immediately
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	Sent to first aid room until collected by parents from conservatory door PPE equipment available to staff remaining with child.
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	

41	Staff/ pupils who test positive for COVID 19 should self-isolate for 14 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	X	<input type="checkbox"/>	<input type="checkbox"/>	explained to staff Information shared with families
42	Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).	X	<input type="checkbox"/>	<input type="checkbox"/>	sanitiser on wall sanitiser on lanyards sanitiser by sinks and in toilets children reminded and taught how to wash hands Posters on wall
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.	X	<input type="checkbox"/>	<input type="checkbox"/>	soap to be encouraged rather than saniser as research shows it breaks down the virus membrane children to wash hands on entry, before and after break and before and after lunch, toilet breaks and during lessons
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	X	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning rota in place Reduce the number of children in the toilet at any one time
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	X	<input type="checkbox"/>	<input type="checkbox"/>	Stationery to be given to individuals where possible in wallets teachers to consider if resources used can be cleaned easily before sharing with class - if not, 48 hours between each bubble use is required Ipads to be sanitised and left for as long as possible before another class use- perhaps a timetable set up

	<p>unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • 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 should be avoided and rules on hand cleaning and cleaning of the resources should apply. 				<p>Each class to have own outdoor pe equipment and own skipping ropes</p> <p>outdoor climbing frames to be sanitised by site manager using back pack</p> <p>reading books can go home but need to be stored in a box for 48 hours before going back onto shelves or in book boxes.</p> <p>Teachers are advised not to take books home for marking and are advised to wash their hands and not touch their face during or after marking.</p>
46	<p>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).</p>	x			<p>coats and lunch boxes to be brought into school. Books can go home but must be stored in a box in the classroom for 48 hours when returned.</p> <p>PE kits to be brought in and left in school.</p> <p>Changes of clothing for EYFS children to be brought in and returned home in disposal bags - staff should wear appropriate PPE when dealing with these.</p> <p>mobile phones to the office or locked in teacher's desk for children walking to school in individual plastic bags to avoid potential cross contamination</p>
47	<p>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)</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>explained to staff tissues provided santiser provided for hands on lanyards</p>
48	<p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>lidded bins in each classroom for tissue disposal</p>
49	<p>All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>windows opened daily and doors where safe to do so</p>

50	<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 • Shared resources 	X	<input type="checkbox"/>	<input type="checkbox"/>	support staff encouraged to clean when not supporting learning contractors brought in if cleaning staff are isolating.
51	<p>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.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>Kettles in each temp staffroom ordered and fridge clean after use with wipes sanitation provided</p> <p>encouraged to bring own crockery and cutlery and use drinks vessels provided or bring own cup</p>
52	<p>Staff should consider the storage of their personal items to ensure they are Covid secure.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	Lockers to be moved into temp staffrooms
53	<p>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.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Hand-Washing Guidance</u></p> <p><u>Hand-Washing Video</u></p>
54	<p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>deliveries discouraged in school time but conservatory drop off used when they do Santiser bottles provided on office desks</p>
55	<p>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.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning team and support staff do this.
56	<p>Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.</p>	X	<input type="checkbox"/>	<input type="checkbox"/>	<p>contractors not allowed on site. delivery of food etc - deliverers to remain off the premises and drop at doors Deliveries to be arranged to avoid drop-off and pick up times.</p>

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

Sanitizer in all key areas on wall and in bottles and in phase areas and entrance and exits- hand washing at beginning of day, break time, lunch time etc.
Lunch boxes to be stored suitably and only touched by individual child. tables to be cleaned after eating each day

Any area where an outbreak occurs requires a deep clean.

Staff receive weekly reminders asking them to socially distance from each other and wear face coverings inside.

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. 	X	<input type="checkbox"/>	<input type="checkbox"/>	As stated

	<ul style="list-style-type: none"> School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 				
58	<p>If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>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>	X	<input type="checkbox"/>	<input type="checkbox"/>	PHE to advise

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	X	<input type="checkbox"/>	<input type="checkbox"/>	risk assessed daily
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).	X	<input type="checkbox"/>	<input type="checkbox"/>	contract cleaners sourced alternative caterers sourced
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	X	<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.	X	<input type="checkbox"/>	<input type="checkbox"/>	yes has evacuation plan been looked at/ altered due to working in bubbles /restricted groups?

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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 	X	<input type="checkbox"/>	<input type="checkbox"/>	fire alarm summer 20 doors gates constantly being visited legionella on timetable electrical safety- pat test new appliances gas safety carried out on rota Asbestos carried out too
64	Defect Reporting arrangements are in place.	X	<input type="checkbox"/>	<input type="checkbox"/>	

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

Fire alarm being refitted during the summer reducing numbers in the building.

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65	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EHC risk assessments to be carried out on 1/2nd September with parents
66	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ARC children decided and plans in place accordingly
67	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents to inform SLT and phone calls made to discuss.

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).

Completed by Head Teacher & Approved by Chair of Governors	Allison Collis Bridget McKeown	Date of Approval	Friday 17th August 2020 Reviewed regularly
Date shared with all staff included the H&S representative	Click here to enter a date. Ongoing send to staff	Date when school will be open and operating for ALL pupils.	. Thursday 3rd September