

School/ Setting	The Willows Primary School	Date of Assessment	20 th May 2020
Assessment Completed By	Kirsten Warren		

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"/>	No employees in this category. Photograph of letter to be provided if this changes and staff member to work from home if well enough.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No employees in this category. If situation changes, staff will work from home unless stringent social distancing can be applied. Risk assessment would be carried out.
03	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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KW has contacted relevant staff and all confirm they have been given the 'go ahead' to return to work by health professionals. KW has discussed and agreed work roles with each individual. Risk assessment would be carried out.

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04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff must only attend school if they are well and Covid-19 symptom free along with people in their own household.</p> <p>If staff have, or feel that they have, symptoms of coronavirus, you must apply for a test to check if you have the virus. This is called an antigen test. The most up-to-date information available can be found on the link below:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</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"/>	KW will make contact weekly by phone or email (choice of member of staff)
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>At present we do not have any staff who require additional aids and adaptations, however, if the need arises, we ensure that:</p> <ul style="list-style-type: none"> • All staff are fully aware of their work schedule if working from home • All staff working from home requiring to use a computer, and who do not have one will be given the use of a school laptop and internet access will be additionally provided <p>If any additional aids and adaptations are required for the home worker, then the school will do all it can to provide these within a home working environment. In the event that such modifications cannot be made in a reasonable time due to availability, etc., then an assessment of tasks will be carried out by the employees line manager or headteacher in conjunction with the employee to ensure that safe working practices can be strictly adhered to.</p>

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils are required to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter to parents 14.5.2020 Letter to parents 17.7.2020

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	self-isolate and must not attend school/ setting.				<p>KW has had confirmation from parents of children who are shielding</p> <p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p> <p>It is the responsibility of parents and carers to inform school as soon as their child presents with COVID-19 symptoms.</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"/>	<p>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.</p>
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"/>	<p>Letter to parents 14.5.2020-and 17.7.2020</p> <p>Children must only attend school if they are well A risk assessment will be carried out</p> <p>Parents must notify school of any child who may be deemed clinically vulnerable.</p>
10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Re-iterated in letter sent to parents on 8th June, 2020 and 17th July 2020</p> <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>
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 their setting because they are complying with clinical or public health advice, we will be able to immediately offer them access to remote education.</p>

					<p>Teachers and senior leaders will monitor engagement with this activity.</p> <p>Home learning offer on website</p>
12	All pupils in school/ setting are required to be in class size / year group bubble	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Bubbles will consist of 31 children or less (The Reception cohort of 45 may be considered as one bubble after October half term). Further detail on each bubble is written in the Returning Plan and updated central register</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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written into Action Plan for September 2020 Children will be accompanied by one adult member of their family or one carer. The parent/carer will not enter school at all.</p> <p>Entrance and exit points to school 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 'bubble' will enter and exit the building through the same door. These bubbles will have their entrance and exit times staggered.</p> <p>Staggered start from 8.40 to 9.10am , finish from 3.05pm to 3.40pm , dinnertimes from 11.45am – 1.00pm and break times from 9.50 – 11.30am and 2.05pm-2.20pm will be used for KS1 bubbles. There are 13 bubbles with 5 entrances</p>
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"/>	<p>Written into Action Plan for September 2020</p> <p>There are 5 separate entrances and exits to the building. All</p>

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					classrooms/bubbles have both an internal and external door. These doors will be utilised and left open (weather permitting)
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child / if possible other children left at home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Details are in the school reopening plan for September 2020 and have been shared with parents in a letter dated 17.7.2020 sent by email and posted on the school website www.willowstimperley.co.uk under the Parents' Tab and Covid-19</p> <p>After the child receives their entry and exit times:</p> <ul style="list-style-type: none"> • Pupils must adhere to their given timeslot for drop off and pick up. • If the morning timeslot is missed, the pupil need to arrive at the school's main entrance at a given designated time after all the other pupils have been admitted. This entry will be administered by the office staff.
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>If parents need to communicate with the school, they have been asked to telephone or email school.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Written into Action Plan for September 2020</p> <ul style="list-style-type: none"> • Speak to visitors through closed glass partition • Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.

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"/>	<p>Written into Action Plan for September 2020 Staggered times have been planned for each bubble of children.</p> <p>Break and lunchtimes are also staggered – a timetable of which is available from the school office if requested.</p> <p>Procedures for these staggered lunchtimes and break times will be discussed with staff prior to opening and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.</p> <p>Staggered start from 8.40 to 9.10am , finish from 3.05pm to 3.40pm , dinnertimes from 11.45am – 1.00pm and break times from 9.50 – 11.30am and 2.05pm – 2.20pm will be used for KS1 bubbles.</p> <p>There are 13 bubbles with 5 entrances</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written into Action Plan for September 2020 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>Where appropriate, desks will be placed facing forwards.</p> <p>Resources, such as stationery items, to be used by each child have been 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</p>

					<p><u>regularly.</u></p> <p><u>Staff should attempt to limit their close interaction with children as much as possible and should maintain a 2m distance from other adults.</u></p> <p><u>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 slim book bags.</u></p> <p><u>Children must not bring any toys or teddies to school.</u></p> <p><u>Children will use place coats on the backs of their chairs – no use of cloakrooms</u></p> <p><u>Children are required to bring a name-labelled water bottles for their own use (in addition to any brought in for their lunch) These must be taken home each afternoon and cleaned and refilled at home ready for the following day.</u></p>
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written into Action Plan <u>for September 2020</u></p> <p><u>I will stay with my 'learning bubble'</u></p> <ul style="list-style-type: none"> • <u>I will remain in my place when working</u> • <u>I will only use my own equipment</u> • <u>I will keep a 'stretch' away from my friends</u> • <u>I will wash my hands regularly</u> • <u>I will keep my hands away from my face</u> • <u>I will catch sneezes and coughs (Catch it, Bin it!)</u> • <u>I will tell a grown up if I feel ill</u> <p><u>Children will be instructed on maintaining social distancing from other bubbles and staff will be reminded about maintaining distance between each other regularly.</u></p> <p><u>Posters highlighting social distancing rules will be placed around to school.</u></p>

					<p><u>The official government guidance admits that early years and 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:</u></p> <ul style="list-style-type: none"> <u>•avoiding contact with anyone with symptoms</u> <u>•frequent hand cleaning and good respiratory hygiene practices</u> <u>•enhanced cleaning of settings and frequently touched surfaces</u> <u>•minimising contact and mixing</u> <p><u>This ensures that the “risk of transmission will be lowered”, as stated by Public Health England.</u></p> <p><u>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.</u></p>
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written into Action Plan <u>for September 2020</u> <u>Our outside areas will be utilised to maximise outdoor learning. This will be zoned and timetabled as appropriate. Staff and children must adhere to this timetable and zone.</u></p> <p><u>Staff will need to consider timetable of playground use when opening doors and windows out onto the playground.</u></p> <p><u>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.</u></p> <p><u>Any equipment used will be thoroughly cleaned between each</u></p>

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					<p>use by different bubbles.</p> <p>No activities involving physical contact will take place.</p>
21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written into Action Plan for September 2020</p> <p>Timetabling and staggered times will reduce the risk of 'bubbles' of children interacting and will avoid creating busy corridors</p> <p>The main corridors of the school now has a one-way system in place where children keep to the left of the space.</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 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 put into place e.g toilet tickets and charts. Toilets checked and cleaned at 9.15am, 11.30am 1.00pm and 2.15pm</p>
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written into Action Plan for September 2020</p> <p>The hall will only be used for reception children eating their lunch and as an additional staffroom.</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>

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					<p><u>Once lunch has been eaten, plates will be collected by staff wearing gloves, to return to be washed.</u></p> <p><u>After each bubble has used the dining hall, midday staff, in teams of two, will clean table surfaces.</u></p> <p><u>At the end of the lunch break, the hall floor will be thoroughly cleaned.</u></p> <p><u>If the computer suite is used, all equipment must be thoroughly cleaned between use by a different bubble, in addition to the room.</u></p> <p><u>Stand alone air-conditioning units may be used as normal (Chestnut classroom and ICT suite)</u></p>
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Social distancing in staffroom (X 3 areas, staff room (10), outside area (8), hall (10) after 12.15pm) Agreed numbers and social distancing measures of 2m for each room • Staggered lunchtimes from 11.45am – 1.00pm and break times from 9.50 – 11.30am and 1.50 – 2.50pm • Employees to store, where possible, coats, bags and non-work essential items in personal lockers or store coats on the back of their chairs and bags safely under their desks. • Frequent cleaning of photocopier / Wipe down communal equipment e.g computers, laminators etc.. after use • Staff to use own laptops – wipe down staffroom PC if used • Staff pair up for mentoring support 'Well being buddies' via social media e.g phones, Zoom
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 will observe social distancing where possible.
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"/>	Small meeting rooms may only be used by one person and only exclusively by that person for the same day. These rooms will be timetabled, so that only one person can use it on one day and cleaned between users.

26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	We are not planning any non-essential works but should these be required we will try to have them carried out outside of school hours.
Additional information regarding safe use of space to detailed below.					

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"/>	Written into Action Plan and letter to parents 8.6.2020 and 17.7.2020 Staff and/or must only attend school if they are WELL and Covid-19 symptom free 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.
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"/>	Staff and parents must fully engage with the NHS Track and Trace process. 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. This information is shared with staff and parents so they are aware of these procedures.

					<p><u>Staff and parents/carers are reminded of this requirement.</u></p> <p><u>Please refer to reference 7 – 10 for further details.</u></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><u>There is emergency PPE for staff where 2m distance cannot be maintained. Children who experience COVID-19 symptoms would be cared for by the headteacher, or their nominated deputy, either outside school (in good weather) or the Medical Room until a parent or carer arrives.</u></p> <p><u>What happens if someone becomes unwell in our school?</u></p> <p><u>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.</u></p> <p><u>If the child needs to go to the bathroom while waiting to be collected, they should use disabled toilet. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</u></p> <p><u>PPE will be worn by the staff member caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</u></p> <p><u>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.</u></p> <p><u>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</u></p>

					<p><u>subsequently tests positive.</u></p> <p><u>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.</u></p> <p><u>What happens if there is a confirmed case of coronavirus in a setting?</u></p> <p><u>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.</u></p> <p><u>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</u></p> <p><u>Where the child or staff member tests positive, the school will contact the local health protection team who will work with the school and guide the school through the actions needed and will provide will provide advice on who requires to be sent home.</u></p>
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><u>Hand sanitizers are available at the entrances to school as outlined in reference 13 above.</u></p> <p><u>All classrooms have sinks and hand washing materials.</u></p> <p>Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained.</p>

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					Staff to report shortages to site staff. Toilets checked and cleaned at 9.15am, 11.30am 1.00pm and 2.15pm
31	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>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.</u></p> <p><u>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.</u></p> <p><u>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.</u></p> <p><u>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that if the box of tissues in their room is less than half full then they must telephone the school office and further purchases will be made. A stock of tissues is always available in the school office. When this runs to less than ten, then a new order will be placed.</u></p>
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Nursery – have their own Oak – Have their own Elm – have their own Ash & Beech to share – only 2 children from same Bubble at a time Fir, Pine & Spruce to share – only 2 children from same Bubble at a time Larch, Maple, Hawthorn and Cabin to share - only 2 children from same Bubble at a time</p>

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					Cubicles labelled for individual bubbles to use Toilets checked and cleaned at 9.15am, 11.30am 1.00pm and 2.15pm
33	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers will organise their rooms, removing any soft toys and furnishings and any resources not needed by the children
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written into Action Plan for September <ul style="list-style-type: none"> Tables to be placed in rows facing the front of the classroom Children to stay at their own tables (2 children per table) Plastic take away boxes to create individual stationery resources Children to keep coats and bags at desk / back of chair (Do not use cloakrooms)

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35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning materials with appropriate PPE are available throughout school to allow for the cleaning of shared resources between use. Employees clean items before after use. Cleaning items are also available in the Staff Room. Signage in these areas are to remind staff of the need to clean equipment after use. <ul style="list-style-type: none"> Frequent cleaning of photocopier / Wipe down communal equipment e.g computers, laminators, kettles etc.. before and after use Staff to use own laptops – wipe down staffroom PC if used ICT suite cleaned at 11.30am everyday (Morning and afternoon rota 1 bubble per half day)
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"/>	Written into Action Plan for September 2020 ‘Catch it, Kill it, Bin it’ will be discussed with pupils regularly and posters displayed around school.

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					Tissues are available in each room and all children have been encouraged to bring in tissues from home to have in their tray 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"/>	KW checked with site manager – confirmed each bubble and toilet area has peddle bin
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"/>	Internal classroom doors will remain open all day. Each class has roof skylights which open, as well as windows. External doors will be open whenever possible. Stand alone air-conditioning units may be used as normal.
39	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 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Light switches and door handles to be cleaned at beginning and end of every session Each class will have cloths and protect spray – soap and water is fine for bigger items Hand sanitiser and tissues Sneezes / Coughs 'Catch it, Bin it' If no pedal bin, wash hands before and after touching bin lid Outdoor Gym equipment and EYFS slide to be cleaned daily (Only one bubble to use for a day on a rota basis)
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"/>	If staff choose, at their own risk, to use the microwave oven or toaster in the staffroom, then they must clean the surfaces of these items immediately after use. KW discussed with staff 21/5/2020
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"/>	KW discussed with staff 21/5/2020
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KW discussed with staff 21/5/2020 Employees to store, where possible, coats, bags and non-work

[The Willows Primary School Risk Assessment for the Wider Opening of School September 2020](#)

	bags safely under their desks.				essential items in personal lockers or store coats on the back of their chairs and bags safely under their desks.
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"/>	<ul style="list-style-type: none"> • All staff to use sanitiser / wash hands on entering building • Office equipment moved to comply with social distancing measures e.g computers • Phones to be wiped down before and after use • Door handles disinfected before and after use • Wash hands after receiving deliveries • Staff to stay out of office (if possible) • Use mobiles to ring office (0161 980 7685) Use Willows WiFi <p>Written into Action Plan for September 2020</p>
45	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written into Action Plan for September 2020</p> <p>Toilets checked and cleaned at 9.15am, 11.30am 1.00pm and 2.15pm</p>
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"/>	<ul style="list-style-type: none"> • Speak to visitors through closed glass partition • Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.
	Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)				

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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"/>	Written into Action Plan for September 2020 All staff available including site manager, cleaners, office staff, kitchen staff, teachers and TAs
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"/>	Written into Action Plan for September 2020 See Trafford School Cleaning Commitment All staff available including site manager, cleaners, office staff, kitchen staff, teachers and TAs
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See First Aid List (Office door) All staff available including site manager, cleaners, office staff, kitchen staff, teachers and TAs
50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each '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. 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 6 months' time. 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 6 months' time.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All safety checks and maintenance are currently up to date. Health and Safety reported to governors 28.5.2020
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff know to inform Head teacher or caretaker of any issues.
	Additional Statutory Compliance and Maintenance issues.				

Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved by (Head Teacher/ Chair of Governors)	HT Kirsten Warren Chair of Govs Andy McCorquodale See separate scanned signed sheet	Date of Approval	28.5.2020
Date Provided to Unions	1.6.2020 Unison – Laraine Kelly NAHT – Dave Byrne	Date of Review	19.6.2020 6.7.2020
Date shared with Parents/Carers	17.7.2020	Date shared with LA	17.7.2020