

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.

Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff must only attend school if they are well and Covid-19 symptom free along with people in their own household.
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"/>	Laptops provided for teachers. Risk assessment carried out for staff working from home

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter to parents 14.5.2020 KW has had confirmation from parents of children who are shielding
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"/>	Letter to parents 14.5.2020 KW has had confirmation from parents of children who live with a person who is shielding. If they wish to return a risk assessment will be carried out
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"/>	Letter to parents 14.5.2020 Children must only attend school if they are well A risk assessment will be carried out
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"/>	Re-iterated in letter sent to parents on 8 th June, 2020
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"/>	Home learning offer on website
12	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher). Where this is not possible, adjustments will be made.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bubbles will consist of 15 children or less. Further detail on each bubble is written in the Returning Plan and updated central register

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"/>	Written into Action Plan Staggered start from 8.40 to 9.25am , finish from 2.40 to 3.35pm , dinnertimes from 11.45am – 1.00pm and break times from 9.50 – 11.30am and 1.50 – 2.50pm will be used for each bubble. There are 13 bubbles with 4 entrances
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"/>	Written into Action Plan There are 4 separate entrances and exits to the building. All classrooms/bubbles have both an internal and external door.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child / if possible other children left at home	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Details are in the school reopening plan and have been shared with parents in a letter dated 8/6/20 sent by email and posted on the school website www.willowstimperley.co.uk under the Parents' Tab and Covid-19
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"/>	Written into Action Plan <ul style="list-style-type: none"> • Speak to visitors through closed glass partition • No external visitors into main school building • 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"/>	Written into Action Plan Staggered start from 8.40 to 9.25am , finish from 2.40 to 3.35pm , dinnertimes from 11.45am – 1.00pm and break times from 9.50 – 11.30am and 1.50 – 2.50pm will be used for each bubble. There are 13 bubbles with 4 entrances
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information

Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written into Action Plan Set out tables for number of children expected KS1 & KS2 One table per child with 2m between them as possible including over carpet areas EYFS mark carpet spots 2.3m apart with hoops or individual photos
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written into Action Plan KW to write "Special rules" document I will stay with my 'learning bubble' <ul style="list-style-type: none"> • I will remain in my place when working • I will only use my own equipment • I will keep a 'stretch' away from my friends • I will wash my hands regularly • I will keep my hands away from my face • I will catch sneezes and coughs (Catch it, Bin it!) • I will tell a grown up if I feel ill
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written into Action Plan There is an outside learning / playtime rota
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"/>	Written into Action Plan
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"/>	Written into Action Plan - <ul style="list-style-type: none"> • One way system in corridor Tape / Arrows • No more than 2 children from same learning bubble in bathroom at any one time (See bathroom charts and Toilet tickets) Toilets checked and cleaned at 9.15am, 11.30am 1.00pm and 2.15pm ½ Hall only used as dinner space for 2 Reception bubbles 11.45am and 12.15pm other ½ second staffroom
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"/>	Written into Action <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 • Kettles on order to make hot drinks available in different spaces • Staggered lunchtimes from 11.45am – 1.00pm and break times from 9.50 – 11.30am and 1.50 – 2.50pm • 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. • Use of kitchen areas to be limited to preparation of hot drinks,

Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

					<p>cleaning of cups / mugs etc. Employees to use own / designated cup or mug.</p> <ul style="list-style-type: none"> • 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 of 2 metres 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 Staff and/or must only attend school if they are WELL and Covid-19 symptom free
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"/>	Written into Action Plan All employees / pupils who have COVID-19 symptoms or persons within their household who do, will be asked to attend a testing centre

Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

					<p>immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</p> <p>All such incidents will be recorded and the employee's line manager will be in regular contact with the staff member. If an employee requires longer than the statutory length of self-certification, then they will require to provide a doctor's sickness note.</p> <p>This information is shared with staff and parents so they are aware of these procedures.</p> <p>Staff and parents/carers are reminded of this requirement.</p> <ul style="list-style-type: none"> • Staff must only attend school if they are WELL and Covid-19 symptom free
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>Written into Action Plan</p> <p>Emergency PPE has been provided for staff when looking after children experiencing COVID-19 symptoms . Pupils will be isolated, either outside school (in good weather) or in the meetings room with windows open until a parent or carer arrives. Rooms will be left for 72 hours and then cleaned.</p>
30	<p>Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written into Action Plan</p> <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. Toilets checked and cleaned at 9.15am, 11.30am 1.00pm and 2.15pm</p>
31	<p>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).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Written into Action Plan</p> <ul style="list-style-type: none"> • On entry to school • Beginning and end of every session • Before and After visiting the bathroom • Before and after eating • After sneezing (Catch it Bin it)

Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

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"/>	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 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"/>	Written into Action Plan Skip provided to remove items to create space Use of stock cupboards and role play areas
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 <ul style="list-style-type: none"> • Children to stay at their own tables (1 child per table) • Children to have their own equipment / tray on desk with ALL books & equip • Plastic take away boxes to create individual stationery resources • NO MARKING (Pupil self assessment only) Books to stay in individual trays • Children to keep coats and bags at desk / back of chair (Do not use cloakrooms)

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written into Action Plan <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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written into Action Plan

Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

	bins. (Catch it, Kill it, Bin it)				See new Covid-19 .Catch it Bin it. Every class provided with tissues and peddle bin
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"/>	<ul style="list-style-type: none"> staff asked to VENTILATE ROOMS – keep doors and windows open where you can Written into Action Plan
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 Any books read in school has to be left 72 hrs before read by another child and then wiped down Library closed
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 bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas. <ul style="list-style-type: none"> 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. 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"/>	As above 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 bags safely under their desks.	<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 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance

Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

	posters, written guidance and videos clips etc.				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 t 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</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</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. <p>No external visitors into school</p> <p>Written into Action Plan</p>
	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 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 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"/>	See evacuation procedures

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 	<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

Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

	<ul style="list-style-type: none"> • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 				
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		Date of Approval	28.5.2020
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Trafford Model Risk Assessment for the Re-Opening of Schools: May 2020

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