



Trafford Risk Assessment for the Re-Opening of Schools: September 2021

School	Well Green Primary School	Date of Assessment	July 2021, Sept 21, 30.9.21, 11.10.21, 24.11.21, 30.11.21
Assessment Completed By	Kate Markham		

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 (CEV) should currently attend their place of work if they cannot work from home. An individual risk assessment will be done by the school for staff who are classed as CEV.				All staff individual risk assessments should be reviewed and updated regularly.
02	All employees must not attend school if they have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell), or they have had a positive test (LFD or PCR) or if told	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suspected case If a pupil or adult is ill and they display symptoms similar to Covid-19 Schools must:



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	<p>by Test and Trace to self-isolate. They must stay away from school for 10 days from the day after the start of their symptoms or their positive test date.</p> <p>If a staff member becomes symptomatic they should arrange to have a test as soon as possible and follow the 'Stay at Home Guidance'</p> <p>If a staff member develops symptoms of Covid-19 whilst at work, they must be sent home immediately and begin a 10-day isolation period.</p> <p>If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p> <p>Staff should also isolate immediately if someone in their household/support bubble becomes symptomatic. The symptomatic household member should be advised to book a test. If the test is negative the staff member can return to school, however, if the test is positive the staff member must</p>			<p>If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus.</p> <p>NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</p> <p>Information on getting a test is available at:</p> <p>Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk)</p> <p>In response to Trafford having the third highest Covid rates across Greater Manchester with increasing cases in 5-15 year olds.</p> <ul style="list-style-type: none"> Children and young people aged between the ages of 5 and 16, should now be advised to stay at home when a sibling or household member tests positive for COVID-19 (via either a PCR or Lateral Flow test). On day 2/3 following the onset of symptoms in the household (or test date if the positive case had no symptoms), the close contact child should get a PCR test. If this is negative, they can return to the setting, but should isolate again immediately and get another test if they develop symptoms of COVID-19 at a later date. If they are of secondary school age, following a negative PCR test they should take a daily LFD test prior to attending school for 10 days from the initial onset of symptoms in a household member. <p>Any parents or carers who still want their child to continue to attend school have the right to send their child into the</p>
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	<p>continue and complete the 10-day isolation. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p> <p>Staff are advised to continue to conduct Lateral Flow Tests twice a week, until at least the end of September</p>				<p>setting. In these situations, we strongly advise the precautions as described above should be taken but we recognise that this cannot be enforced.</p> <p>We are requesting that staff also follow this approach even if fully vaccinated. Where this is not possible, we would ask staff to do daily LFD testing for a period of 10 days from when they have a positive case in the household. Staff (aged 18+) who are not fully vaccinated must self-isolate by law if there is a case in their household. Updated 30.9.21</p> <p>Also refer to the additional Trafford Public Health Guidelines.</p> <ol style="list-style-type: none"> 1. Wear PPE when dealing with the pupil/staff 2. Isolate the pupil/staff – take to the porch 3. Contact home for staff/ pupil to be collected. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school 4. Parent/ individual – book a test: online via NHS testing system or Call NHS 119 5. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit 6. By the autumn term 2021, all schools can refuse to admit a child who we reasonably believe to have COVID symptoms in order to protect other pupils and staff.
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					<p>7. NHS Track and Trace will determine close contacts and will inform those individuals. School will no longer be responsible unless we are contacted to help in this situation. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</p> <p>8. HT should ask parents or staff member to notify school with the results as soon as received</p> <p>9. The Child or member of staff must isolate for 10 days.</p> <p>10. The Health Protection team will guide and advise the school in the next steps to take should this be necessary in the case of multiple positive cases. They help with making the decision on what needs to happen next</p> <p>11. A template letter will be provided to schools, on the advice of the Health Protection Team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Notify the local authority to inform prior to decisions being taken.</p> <p>12. Any member of staff testing positive using a LFT must go for a PCR and inform school of the results. They should not attend school until they have the results of this test and follow the latest guidelines.</p> <p>13. Visitors to school will be asked to complete the Visitor Agreement.</p>
03	We regularly contact / keep in touch with colleagues who are self- isolating/ working from home and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SMT to keep in contact with staff via email and phone. If well, they will work from home, SMT to arrange tasks



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	monitor / support both their Physical and Mental Health & Wellbeing				
04	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"/>	Mr Chris Ayers will be provided with a laptop in order to work from home when required.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
05	The school will hold an up-to-date list of anyone aged 18 yrs and 4 months who have been double vaccinated for business continuity reasons.				Mr Ayers will compile a list of vaccinated staff, complete WB15.11.21
06	All Clinically Extremely Vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend. Parents must notify school of any child who may be registered as clinically extremely vulnerable.				Via a letter to parents. Mrs Ayres to communicate with parents.
07	All pupils who have symptoms or have persons within their household that have COVID 19 symptoms, must not attend school until they/their symptomatic household member can be tested. They are required to take a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Parents told they must NOT send an unwell child to school; they too MUST also not attend school if unwell. • Parents must notify school of any children who is unwell and staff will establish the symptoms and advise accordingly. School will keep records of children and staff isolating with dates.

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	<p>PCR test either visiting a test site or ordering one online. If test is negative, and they are well, the pupil can return to their school.</p> <p>If positive, they must follow the Stay at Home Guidance.</p>				<ul style="list-style-type: none"> • KM to circulate the latest government advice to help parents decide what they must do. • Suspected case If a pupil or adult is ill and they display symptoms similar to Covid-19 Schools must: • Wear PPE when dealing with the pupil/staff • Isolate the pupil/staff – take to the porch • Contact home for staff/ pupil to be collected. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school • Parent/ individual – book a test: online via NHS testing system or Call NHS 119 • All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • By the autumn term 2021, all schools can refuse to admit a child who we reasonably believe to have COVID symptoms in order to protect other pupils and staff. • NHS Track and Trace will determine close contacts and will inform those individuals. School will no longer be responsible unless we are contacted to help in this situation. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. • HT should ask parents or staff member to notify school with the results as soon as received • The Child or member of staff must isolate for 10 days. • The Health Protection team will guide and advise the school in the next steps to take should this be necessary in the case of multiple positive cases. They help with making the decision on what needs to happen next • A template letter will be provided to schools, on the advice of the Health Protection Team, to send to parents and staff if needed. Schools must not share the names or details of people with
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					<p>coronavirus (COVID-19) unless essential to protect others. Notify the local authority to inform prior to decisions being taken.</p> <p>LFD testing for household contacts.</p> <p>Since August, adults who are double vaccinated and children do not need to self-isolate if they live with someone who has Covid.</p> <p>We are asking all students and staff members who live with someone who has Covid to do daily lateral flow tests (LFD test) before coming into school. Pupils should start this testing from the day their household member either became unwell with Covid or tested positive if they did not have symptoms and continue this for 10 days.</p> <p>Please remember;</p> <ul style="list-style-type: none"> · if your child tests negative, they can continue attending school. · if your child has a positive LFD result, they must start isolating, have a PCR test and inform school. · if they develop Covid symptoms, they should book a PCR test. It is important that people with Covid symptoms do not rely on a negative LFD test and they should have a PCR test. If your child develops symptoms of COVID-19, they must not come to school and should remain at home. · Face coverings in schools <p>From Monday, Trafford schools will be asking all primary school staff to wear face coverings when moving around. Face coverings lower the risk of spreading the virus if someone has the virus but does not have symptoms. Primary school pupils will not be asked to wear face coverings during the school day, however, we would like to request that all adults wear a face</p>
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				<p>covering when visiting school including when picking up and dropping off children.</p> <p>• Positive cases in school</p> <p>If your child is a contact of a case in school, please book them in to take a PCR test as soon as possible (unless they have had a positive PCR test in the last 90 days). Children aged 4 and under who are identified as a contact will not be advised to take a PCR test unless the positive case was someone in their own household.</p> <p>If your child develops symptoms of COVID-19, they must not come to school and should remain at home. They must get a PCR test as soon as possible and isolate until the result is available. People who get a positive PCR test must continue to isolate as usual.</p> <p>Updated 11th October 2021</p> <p>Further update 16.11.21, see below</p> <p>Enhanced Measures in Trafford Early Years and Education Settings</p> <p>In October, in response to the increasing rate and subsequent peak in Covid infection across Trafford, a number of recommendations were made to Early Years and Education Settings. A review date was set for the 15th November, with the enhanced measures including;</p> <ul style="list-style-type: none"> • face coverings for secondary pupils in communal areas, • face coverings for all staff, • daily LFD testing for household contacts, • routine LFD asymptomatic testing,
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				<ul style="list-style-type: none"> reinforcing face covering during travel, parents/carers wearing face coverings during drop off and collection. <p>Whilst we have seen a welcome reduction in the rate, this appears to be plateauing. Trafford's rate is still high. We also need to consider the time of year and winter pressures; although our hospitalisation rates remains stable there is a slight increasing trend.</p> <p>Therefore Trafford's Public Health, Covid Response team reviewed the recommendations, and in light of the current epidemiology, it has been agreed to keep the current enhanced measures in place, and to review these again on the 29th November 2021.</p> <p>Update 30.11.21 face coverings for all staff in communal areas · daily LFD testing for household contacts in Key stage 2 and above · routine LFD asymptomatic testing · reinforcing face covering during travel · parents/carers wearing face coverings during drop off and collection.</p> <p>Cases still remain high in Trafford. In addition, on 27th November 2021, the government announced wider national measures in response to the Omicron Covid variant and the DfE have stated that face coverings are now compulsory in communal areas and on school transport for year 7 and above.</p>
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					<p>Face coverings will not be required in classrooms and exemptions will remain in place for those who have a medical reason not to wear one.</p> <p>In addition to face coverings, the government has implemented the following restrictions:</p> <ul style="list-style-type: none"> · introducing isolation for 10 days for close contacts of suspected omicron cases (close contacts will be contacted by test & trace) · anyone returning from international travel must take a private PCR test on day 2 and isolate until they receive a negative result · staff and students should continue to be strongly encouraged to test themselves twice a week using lateral flow tests
08	<p>We provide on-line/distance learning for all pupils who are not in school/setting.</p> <p>School will monitor pupils' engagement with online learning. Registers are taken at the start of each session.</p> <p>See our online offer on the school website.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Teachers will provide home learning for year groups or individual children who are not attending school. See our Remote Learning Policy. Office staff will provide an up to date list of parents emails for ZOOM lessons incase of future lockdown or isolation • Please note all children are entitled to receive remote education even if they are abroad. • An Action Plan will set down how teachers will remain in contact with children, using ZOOM, current work and phone calls home. • SEN children and other pupils will be closely observed for signs of anxiety or worry. If required, additional support or a phased entry may be considered. KM with SENCo.
09	<p>Pupils in school no longer have to remain in their year group bubble. However, should there be a number of positive cases we will work with PH Trafford to reinstate bubbles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Government guidance has now stated that maintaining consistent groups is no longer required.</p>



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Our School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
10	Primary school staff should complete twice weekly tests at home.				<ul style="list-style-type: none"> The need for regular asymptomatic testing will be reviewed at the end of September.
11	Designated Entrance and Exit Points to the Building.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Parents advised not to allowed to linger either on the on school premises or outside school- signage to convey this message. Parents allowed in school but they will be reminded NOT to attend if they have any COVID symptoms. Staff to sign in usual way and the screen will be wiped down more frequently during the day. All visitors and staff who remain in school must wash hands/sanitize upon arrival. Staff and visitor may choose to wear a face mask in shared areas such as the Workroom or when they are in the corridors.
12	Although social distancing is no longer a legal requirement for staff and pupils, Head Teachers still have a legal duty to ensure the health and safety of their staff.				<p>When there is an increase in local Covid-19 cases, considerations should be given to ensuring social distancing amongst staff- e.g;</p> <ul style="list-style-type: none"> Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing. Ensure maximum occupancy of each room is calculated to ensure staff can maintain social distancing. Car sharing should be avoided where possible
13	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"/>	<ul style="list-style-type: none"> Parents will enter through the gate near Y2 but exit by walking around school and exiting through the carpark. Reception parents will drop off and collect children from the gate outside the school office at the front of school

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14	Access to school/setting by third parties (parents, members of the public, visitors etc). Supply teachers, peripatetic teachers and/or temporary staff can move between schools. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All visitors must wash their hands upon arrival and adhere to our operational expectations School will allow specialists etc to attend school and meet with children, they will follow our hygiene arrangements School will limit the number of adults in school. Parents will continue to wait at the porch to have queries dealt with unless they have a pre-arranged meeting.
15	Stagger drop off for each class.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Staggered times have been planned for each Key Stage and Early Years. A window of 10 minutes will be provided to all children to save queuing on the playground. This is to support good behaviour and alleviate anxiety as children wait on the playground. It promotes a calmer start to the school day as fewer children enter the classroom and cloakroom. These arrangements will be shared with staff before re opening and any issues which arise will be carefully considered.

Physical measures

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
16	Classrooms can be organised as per pre COVID times. Children must wash their hands/sanitize frequently throughout the school day. Ventilation remains very important. Excellent respiratory hygiene to be promoted. Tissues provided in all classrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Staff arrive before the children. Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters. Classrooms to be reconfigured into best arrangement for children's learning and allow for Kagan groups Remind the children throughout the school day about the need for frequent hand washing- at the start of the school day, before and after playtimes and lunchtime. Windows and doors to remain open – as weather and temperature permits, but strongly recommended WB 15 November 21, all classrooms and KMs room were provided

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	Teachers will continue to make use of outdoors for learning – when this is appropriate				<p>with a Carbon Dioxide Monitor for staff to determine good levels within their room. Should the levels increase into the 'red zone' additional windows and doors should be opened to increase ventilation. If this continues to occur, please speak to Mrs Markham</p> <ul style="list-style-type: none"> • Children asked to wear additional clothing as it gets colder in school. • Children must be taught about respiratory hygiene, they should understand the need for, 'Catch it, kill it, bin it'. Tissues should be provided in all classrooms • All children to bring their own water bottle to school and must not be using the class tap or share beakers. KM to send out periodic reminders regarding bringing their own bottle of water each day.
17	Communal spaces such as dining room or assembly hall to be used.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • The hall will be used for eating all meals. The kitchen will serve its usual full menu, unless staff absence prohibits this from being possible • Windows and doors will be opened, as the weather permits • The children will eat with their peers and the tables will be cleaned in between classes. • Lunchtimes must not extend beyond the usual length • Children in KS2 will enter/exit the hall through the fire door. Reception, Year 1 and Year 2 will enter the hall from the main corridor.
18	Use of Small Meeting Rooms and Confined Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • The 'Rainbow Room', Mrs Berry's room and other confined spaces should always be well ventilated, where this is possible or doors left open to promote circulation of air. Doors should be opened on the corridors to increase ventilation
19	Non-essential repair / contracted works in buildings to be carried out with permission from the headteacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • KM to liaise with Site Manager. Mr Ayers to inform KM of contractors needing to visit school
	Additional information regarding safe use of space to detailed below.				



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Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
20	<p>Staff and pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school.</p> <p>They will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p> <p>If positive, they must follow the Stay at Home Guidance.</p> <p>Staff and parents must fully engage with the NHS Track and Trace process.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Letter to staff and parents</p> <p>A 'grab box' of essential items for a poorly child will be kept inside the office (mask, apron, goggles and gloves). The child must be brought to the designated area and a member of staff put on the required PPE, if necessary.</p> <p>All employees / pupils who have COVID-19 symptoms will be asked to attend a testing centre immediately and will not be allowed to attend school until a) the test returns negative, or b) in the event of a positive test, they have fully recovered and completed the allotted period of self-isolation.</p> <p>Staff and parents must fully engage with the NHS Track and Trace process.</p> <p>SMT 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. The Office will keep a COVID-19 Register to keep a record of staff and children isolating.</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>
18	<p>Staff who experience symptoms as above whilst at work to immediately go home and follow the Stay at Home Guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>To inform KM or if not on site, RS. Immediate arrangements will be made using Well Green staff, where this cannot be maintained or is not viable these children may not be able to attend school until KM has taken further action.</p>

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					<p>Child or adult must be tested. School will request that parents notify us if a positive result is detected.</p> <p>School can refuse entry to any child whom they reasonably feel has COVID symptoms to protect staff and other pupils.</p> <p>PHE advise that the group of children or members from that class do NOT need to be sent home to isolate.</p>
19	<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>Whilst awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required. The room should be well ventilated by opening a window, if safe to do so.</p> <p>If a pupil needs direct personal care or the 2m distance cannot be maintained until they can return home, staff should wear the appropriate PPE.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A child becoming unwell (with a new or continuous cough or a high temperature, or has a new loss of, or change in their normal sense of taste or smell (anosmia), they will be advised to follow the COVID-19: guidance). The child will be taken to the porch area (or if the weather permits, outside the porch) with the adult remaining indoors and the main school door opened, the child MUST NOT be left alone. They will be sent home.</p> <p>Staff dealing with the child should wear a mask.</p> <p>Should a child be coughing for a significant amount of time and the member of staff become worried that they are unable to protect themselves glasses must also be worn to protect their face. Staff must call for assistance they are very concerned for the child or themselves and additional support will be provided. Call to KM or Chris Ayers or blow their whistle if either of these staff are not available.</p> <p>If the adult is called away or the wait for the parent is too long, the child must be taken into the infant library, outside KMs room.</p> <p>NO ONE should approach the child and their clothing/ equipment should be bagged up by a member of staff using gloves and brought in a black bin bag to the child. The child will be comforted by kind words and assurances prior to them being collected.</p> <p>Should the poorly child need the toilet they must use the gents. All areas to be thoroughly cleaned after the child goes home using the cleaning</p>

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<p>If the pupil 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.</p> <p>Once the pupil has been collected, the staff member should dispose of their PPE safely then wash their hands thoroughly for 20 seconds.</p> <p>The affected area will then be cleaned with normal household disinfectant to reduce the risk of passing the infection on to other people.</p> <p>The pupil will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p> <p>Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Close contacts should take a PCR test but do not need to isolate; they can continue to attend the school setting whilst they are waiting</p>			<p>products available. The toilet will not be used until it is deep cleaned, a sign will be placed on the door by a member of staff who signs the child out of school.</p> <p>In an emergency, 999 will be called if they are seriously ill or injured, or their life is at risk.</p> <p>If a member of staff has helped someone with symptoms, they will not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive.</p> <p>The attending adult should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>What happens if there is a confirmed case of coronavirus in a setting?</p> <p>When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days.</p> <p>Where there are multiple cases, school will contact the local health protection team who will work with us and guide the school through the actions needed and will provide will provide advice on who requires to be sent home.</p> <p>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</p> <p>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</p>
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	for their results (unless they develop symptoms).				school through the actions needed and will provide will provide advice on who requires to be sent home.
20	Provision of hand-washing / hand-hygiene facilities.(Regularly monitored & maintained).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Washing of Hands for everyone; <ol style="list-style-type: none"> 1. Upon arrival 2. Before and after break including lunchtime 3. Periodically and frequently as necessary during the day <p>WASHING HANDS IS ABSOLUTELY ESSENTIAL TO STOP THE SPREAD AND FREQUENT HAND WASHING IS IMPORTANT FOR STAFF AND CHILDREN</p> <p><u>Show the children the online video of good handwashing on the first day they rejoin school.</u></p> <p><u>All classrooms have adequate soap and paper towels for drying hands</u></p>
21	<p>All staff and pupils will be encouraged to regularly wash their hands with soap and water, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing).</p> <p>Pupils will be encouraged 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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Reminders displayed in school. Children to wash hands in classrooms and toilets Tables or other areas must be wiped down with the 'trigger spray' cleaner and cloth allocated to each class Teachers are advised to frequently wash their hands including after toileting, after sneezing or coughing, etc. Posters displayed around school to maintain respiratory hygiene, 'catch it, kill it, bin it' 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 let 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

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	<p>each classroom and pupils must sanitise their hands on exiting or entering the room.</p> <p>In addition to the measures above, staff are also advised to wash their hands before and after handling any materials shared with pupils.</p>				<p>new order will be placed. It is the responsibility of the caretaker to check each other room for its supply of tissues on a daily basis.</p> <ul style="list-style-type: none"> • Handwashing can take place in the classroom. • The children will only wash their hands in the toilets if the child has been to the toilet. • Hand cream available if children have sore hands • Paper towels should be used to dry hands, please limit children to one per wash • Children should use their elbow to swing the lid and throw away their used tissues.
22	<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> <p>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.</p> <p>Additional lidded bins and increased emptying / replacement are provided / in-place.</p>				<ul style="list-style-type: none"> • Posters displayed and school and staff to discuss and remind the children about good respiratory hygiene • Additional lidded bins in all classrooms and shared areas, including the offices.

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
23	Equipment that may need to be shared (laminators, guillotines etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Signs will be displayed to remind staff about cleaning.

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	should be cleaned and sanitised before and after use.				
24	Cleaning materials for each classroom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> D10 cleaning fluid will be provided to each room daily for cleaning down surfaces as required. It must be safely stored away from the children in each stockroom. This will be reviewed in the Autumn term Cleaning cloths to be collected by site manager at the end of the day and washed in the nursery washing machine at a high temperature using a bio powder/or sterilized using specialist cleaning tablets.
25	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"> Advice circulated to all. KM has organised for all external classroom doors to have hooks fitted enabling them to be opened and to aid ventilation. (Work completed weekend of 27/28th June 20) Windows and doors should be opened whenever possible, natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air <ul style="list-style-type: none"> natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> opening high level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p>

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					Poorly ventilated spaces should be identified and steps taken to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.
26	<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 • Printers/ Photocopiers • White Boards • Play Equipment <p>Public Health (PH) have published guidance on cleaning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Additional cleaning at the end of the day of all equipment used by a group of children undertaken by TAs and teachers. Additional cleaning every lunchtime by a member staff. This will continue until 22nd October when it will be reviewed. This has been extended until December 21. • Additional cleaning during the school lunchtime will include high use surfaces, handles, taps etc • Workroom to have cleaning equipment for frequent cleaning and after use • Cleaning regime to continue as prior to lockdown with special attention to the areas identified by Trafford • Doors and windows to be opened to allow air to circulate • Kitchen staff to ensure tables and are well cleaned at the end of each group of children, midday assistants must prioritise being with the children as they play outside
27	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"/>	<p><u>Hand-Washing Guidance</u></p> <p><u>Hand-Washing Video</u></p> <p><u>Hand-Washing Poster</u></p>
28	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to be vigilant and inform KM of shortages during the day.



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	paper towels are maintained. Staff to report shortages to site staff.				
29	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"/>	Signs displayed to indicate expectations for suppliers or visitors. Contractors will be supervised by school staff unless they are working away from the children. Visitors MUST wash their hands upon arrival.
30	After School club must adhere to our RA.				<p>Kids Allowed to bring own equipment onto the premises for their exclusive use.</p> <p>The kitchen area must be sanitised after use using D10, provided by the club for their own use.</p> <p>There should only be one member of KA in the kitchen to avoid cross contamination.</p>
31	<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 - Contact Outbreak Management and Contact Tracing Hub, (OMCTH) (covidtrace@trafford.gov.uk) when become aware of a confirmed case (OMCTH will also contact schools when they become aware of a confirmed case). 				See Outbreak Management Plan Below



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	<p>- OMCTH will then work with school to determine actions to be taken.</p> <p>Outbreak management plan is implemented if requested in response to request from local Director of Public Health, Test and Trace or OMCTH</p>				
	<p>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</p> <p>Trafford have provided schools with a bleached based product to be used by the site manager and Trafford cleaner each evening for cleaning purposes.</p>				

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
32	If an outbreak occurs, the school's Covid-19 outbreak management plan is implemented. Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local				<ul style="list-style-type: none"> See Outbreak Management Plan Below
33	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"/>	<ul style="list-style-type: none"> KM to audit information from staff If staff are absent KM will endeavour to provide supply staff or will re-deploy staff to another classroom. KM will work with Trafford should the site manager or cleaner not be able to attend school

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34	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"/>	<ul style="list-style-type: none"> Trafford staff and Site manager before and after school to undertake cleaning KM will work with Trafford to ensure we have sufficient cleaning before and after school. KM to appoint an additional person to provide an additional hour of cleaning over lunchtime. This will include high use areas and surfaces. Site manager and cleaners must wear disposable gloves whilst cleaning and especially when using the bleach based products for use outside normal school hours If COVID-19 suspected, staff must wear PPE to clean and follow Trafford Guidelines All bins must be lined with a plastic bag in order that any used tissues etc can be safely disposed of each evening Children who soil themselves will manage independently, as far as possible. Dirty clothes will be bagged to take home and staff should use necessary PPE equipment for dealing with this Site manager to check supplies and ensure adequate The bottle containing the cleaning fluid MUST be stored in the teachers' own store cupboard when not in use on a shelf away from the children. This will be disposed of at the end of the week and a fresh mix of cleaning solution provided to each room, Steve's responsibility.
35	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TAs and Mrs Cresswell
36	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"/>	Yes, all staff expected in school Children to line up on the field in the usual order.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information

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37	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"/>	<ul style="list-style-type: none"> • Steve to continue with regular checks and record in usual way (KM work with Trafford if any absences) • Usual maintenance to continue, KM to know who is in school and they MUST to told to wash hands. • Steve to regularly run the water in classrooms which are not used by any groups of children, at least fortnightly.
38	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Use the current reporting system, book in the office to report defects etc
	Additional Statutory Compliance and Maintenance issues				

Outbreak Management

<p>Outbreak Management Plan (OMP) outlines how the school would operate if additional measures are recommended for your setting or the local area. The Director of Public Health, Public Health England Health Protection Teams or the Local Authority could recommend certain measures are re-introduced. This may happen to help manage outbreaks in schools, or if there is an “extremely high prevalence” of Covid-19 in the community and other measures have failed to reduce transmission, or as part of a package of measures “responding to a variant of concern”.</p> <p>N.B- THE FOLLWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY.</p>					
Ref	Control Measure	Yes	No	N/A	Actions Taken

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					Details / Further Information
01	<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required in an outbreak, or where there are cases identified as a Variant of Concern (VoC), it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>ATTENDANCE RESTRICTIONS SHOULD ONLY BE CONSIDERED AS A LAST RESORT FOLLOWING THE DFEs 'CONTINGENCY FRAMEWORK' AND, IN COLLABORATION WITH PUBLIC HEALTH AND THE LOCAL AUTHORITY.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Ensure remote learning platform remains. • Provision in place for key worker children attendance (as per national lockdowns).
02	When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. • Increased use of home testing for staff.
03	Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Year/ class group bubbles implemented • Staggered entrance/ exit times (if possible) • Use of different entrances (if possible) • Staggered/ limited use of communal areas- hall/ dining room etc.



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04	<p>Temporary re-introduction of face coverings.</p> <p>In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Face coverings worn by staff and visitors, in communal areas unless they are exempt. • Face coverings worn by pupils in communal areas/ all areas
05	<p>Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.</p> <p>SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. • Remote learning platform in place for children who are advised to shield.
06	<p>Temporary limit to certain school activities;</p> <ul style="list-style-type: none"> - residential educational visits - open days - transition and taster days - parental attendance in settings - performances in settings -sports days 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Risk assessments in place.



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Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
39	All new school specific arrangements circulated to all employees and pupils/parents prior to school opening.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • KM to circulate this RA to all staff, teachers, TA, office, site manager (Steve will share with cleaners), middays and Kitchen staff. • Middays to receive a timetable and KM to go through the plans • KM to write out to parents to explain this plan. Staff to support KM to ensure this is actioned each day. • KM to work with CR to order products for school, take receipt of pack from Trafford for emergency PPE • KM and SMT to share this plan with staff
40	Additional equipment for staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • KM to meet with office staff re working arrangements should they need to work from home.
41	Support for all staff				<p>Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <p>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing</p>



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					<p>in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>
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Approved by (Head Teacher/ Chair of Governors)	K. Markham	Date of Approval	
Date Provided to Unions	Circulated to all staff and Governors	Date of Review	Sept 21, 30.9.21, 11.10.21, 24.11.21
Date shared with Parents/Carers	K.Markham to investigate up loading to the website	Date shared with LA	Sept 21