

School/ Setting	Gorse Hill Primary School	Date of Assessment	20 May 2020
Assessment Completed By	Mrs Lisa Bates		

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not relevant at this time as no member of staff is currently classes as clinically extremely vulnerable.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Currently, one member of staff lives with a person who is deemed clinically extremely vulnerable. This member of staff is working from home and monitored by SLT. Review on 30/6/2020
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All clinically vulnerable staff and staff shielding clinically vulnerable have been contacted. Discussion around their thoughts/options available. Regular review to be undertaken as the situation changes. E.g.confirmed cases in school community, R number nationally and regionally.

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	measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)				https://www.gov.uk/government/publications/national-covid-19-surveillance-reports Where work space is shared e.g. Office, alternative working area to be sourced. Potential rota for home working for tasks that can be completed from home. Potential to condense hours into less working days. Those who are returning to work will be given a role where stringent social distancing can be adhered to. Those continuing to shield and work from home will be provided with a work laptop if necessary.
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"/>	Record on I-trent using appropriate code. Children in that member of staff's bubble to self-isolate until test results are confirmed negative or for 14 days if positive. Infra-red thermometers available for staff to take temperature.
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"/>	Weekly phone call from member of the SLT The school buys into Trafford OH service https://www.myohportal.co.uk/suite/login/ Staff can access the Employee Assistance Programme
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"/>	Additional School mobile phone purchased for calling families from home. School laptops provided for staff who do not have access at home. Suitable virus protection installed. All are password protected. School safer internet use policy, GDPR policy

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"/>	Who are these pupils? message sent out on app asking families to notify us. Letter and FAQ sent to parents 2 June 2020
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"/>	Who are these pupils? message sent out on app asking families to notify us. Letter and FAQ sent to parents 2 June 2020
09	All Clinically Vulnerable pupils should follow medical advice for their individual circumstances. (NB if a child lives with a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CCo- updated asthma etc list? Which of these children have said yes- which bubble? Each bubble needs a medical alerts for their group. message sent out on app asking families to notify us

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	person who is Clinically Vulnerable they can attend their school/setting)				
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>Staff aware of symptoms (Guidance for educational settings 20/5/2020 review 1/6/2020)</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Infra-red thermometers available to take temperature if child presents with symptoms. Parents sign home school agreement. Either School can refer staff for a test at a local test centre or staff can book their own- https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#arrange-a-test-if-youre-an-essential-worker</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"/>	Teachers to be given time in the working week to dedicate to setting home learning and carrying out well-being checks
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"/>	<p>Where possible a minimum of two adults to a bubble to cover breaks and lunch No breakfast club After school club for key worker bubbles only- Use of the hall and outside space with no more than 1:15 ratio. Food provision will require no cooking.</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"/>	Refer to site plan. Signage to ensure clarity for staff/pupils and parents
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"/>	All external doors are currently utilised apart from the main entrance to the school office. 2 meter distance tape

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15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to drop off/pick up protocol Playground demarcated to demonstrate social distancing waiting areas- less risk than queuing on the street. Gates open 5 mins before first drop off/pickup time. Parents told not to come to school too early. Member of SLT and Site Manager to monitor.
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"/>	1 person at a time into school main entrance. Glass partition window to remain closed for staff safety. Notices displayed at main entrance No events for parents to be invited to school for- look at virtual methods e.g. new nursery and reception induction meetings to be held through Zoom. Parents/carers not allowed in the school building at drop off (Closed door policy!)
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"/>	Refer to Covid 19 School Day protocol
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"/>	Refer to site plan indicating the assessed safe number for each classroom. Tables organised at 2m distance. Teacher's space demarcated at 2m distance. Bubbles based on this information up to a maximum of 15 in primary phase and 13 in EYFS
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Social stories and other resources used to educate children in social distancing. Reminders throughout the day especially at key times- as they transition to break, lunchtime etc Teacher's space demarcated and children in primary not to enter this space Social distancing will be challenging in the EYFS refer to guidance
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children in the EYFS will use the Forest Garden and EYFS outside space to enable social distancing. Playground to be split into 3 sections for use by Y1, Y6 and key worker groups during a staggered lunchtime.

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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"/>	Staggered breaks and lunchtimes ensure that movement from the same areas of the school is also limited.
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"/>	Staggered lunchtimes Timetable for PE sessions.
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"/>	Refer to site plan for assessed numbers. Food tech room to be used as an additional staffroom space.
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"/>	Signage as a reminder. Staff to have own zones within the kitchen area
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"/>	Refer to Site Map for assessed number of people in any one space at any one time. SW and up to 2 others in SEND room. Cleaning and hand washing routine to be adhered to between use.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Planned works to main entrance and playground in the summer holidays when school is closed.
<p>Cleaning of tables in the hall between sittings Children must not bring any items with them from home apart from a lunchbox and coat. These are to be stored at their table/back of chair. Reception and Nursery children to use cloakroom area with belongings spaced out as far as possible. Pupils will not wear school uniform so that families will find it easier to provide clean clothes each day. Parents and pupils will sign a Covid 19 home school agreement Children have a specific toilet block to use. Staff to ensure that pupil use is staggered.</p>					

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"/>	Inform parents about current guidance about having pupils over 5 tested (information leaflet). 14 day isolation unless negative test result. Keep the website and app updated with the current guidance Infra-red thermometers available for staff and pupils to take temperature. Parents sign home school agreement.
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"/>	Arrange for staff members to be tested. 7 or 14 day isolation dependent on personal circumstances. Ensure SLT/staff are aware of any updates to the guidance. Share electronically.
29	Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The adult caring for them should wear a mask, apron and pair of gloves whilst waiting with the child for their parent or carer to collect them. 10 fluid resistant masks, 10 aprons and 10 pairs of gloves, together with 2 reusable visors. The visor should be used if the child is vomiting - the visor is for multiuse and can be decontaminated. 1 Covid 19 PPE box set up in medical room.

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	all other pupils and staff whilst on site. If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.				<p>Second set of PPE kept in HT Office. Both clearly labelled.</p> <p>If your stock reduces and you have only 5 of one product (other than visors) remaining email Covid-19@trafford.gov.uk<mailto:Covid-19@trafford.gov.uk> and include school PPE supply in the subject heading.</p> <p>Staff training video on putting on and taking off PPE</p> <p>If weather permits, pupil will be cared for outside of the building whilst waiting for a parent to collect.</p> <p>Parent/carers of children who become unwell during the school day are informed that although Covid19 is circulating in the community, usual childhood illnesses are too. If the child is presenting as significantly unwell advice must be given to contact NHS111 if the child has Covid19 symptoms, or seek help through their GP or A&E for other concerns. It is important that other potentially serious illnesses are not missed at this time.</p> <p>Medical room and/or HT Office and/or DHT Office to be used to isolate a symptomatic pupil.</p> <p>Communication with parents with regards to keeping contact details up to date.</p> <p>All pupils in that 'bubble' and staff attached to the bubble to isolate according to the guidance.</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>Additional dispensers for hand sanitiser have been installed at main pupil entrances.</p> <p>Each classroom has hand sanitiser</p> <p>Toilet blocks are kept topped up with soap</p> <p>Site Manager to monitor at start of morning and afternoon shifts.</p> <p>Trough sinks to be labelled indicating which sinks can be used</p>
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>Children to receive training/lessons on how to wash hands.</p> <p>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p> <p>designated toilet blocks for each bubble. Look at potential timetable for when these toilets are used by each bubble. Limit numbers.</p> <p>Each classroom also has its own sink- ensure soap available and paper towels and lidded bin.</p> <p>Staff to train children in toilet etiquette- insist on flushing and binning paper towels and hand washing</p>
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each bubble to be clear on which hand washing facilities to use.</p>
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"/>	<p>Remove shared tidy trays from middle of tables.</p> <p>Remove scaffolds from tables- Each child has their own set if required.</p> <p>Removal of sand and water from EYFS.</p> <p>Removal of cushions and beanbags from each classroom</p>
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"/>	<p>Each pupil has a pencil, pen, ruler, eraser, coloured pencils, sharpener named in their own plastic zip wallet.</p> <p>Children who need a coloured overlay have their own – named</p> <p>Children in Nursery to have their own pot of play doh- named. Changed each week.</p>

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					Chd to be issued with one reading book and 1 read for pleasure book- does not go home. On completion book placed in a plastic box in the classroom and left for 72 hours before being used by a different child. (have 2 days a week where books will be changed) Laptops cleaned with an antiviral wipe before use
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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"/>	Laminators and guillotines to be set up in the PPA room and library. A set of anti-viral cleaning wipes, spray and cloths to be housed with each piece of equipment for use before and after use. Sports equipment to be cleaned after use- limit amount of equipment.
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"/>	Tissues readily available in each classroom- Site Manager to monitor and ensure topped up. Posters displayed in each classroom. Bug
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional lidded yellow bins have been purchased and distributed to areas of the school where there isn't a lidded bin. This includes in toilets.
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"/>	Site Manager to open all windows during morning routine and close at end of day. No other staff touch window catch without first using an anti-viral wipe.
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"/>	School buys Trafford Cleaning Services SLA. Guidance from the service has been shared with the Site Manager and cleaners. School has received chlorine based cleaning products and the Supervisor has discussed storage and use with the Site Manager- Site Manager taking responsibility for making up the solution according to guidance. Anti-viral wipes available next to printer/photocopier- use before and after use. Signage to remind staff. Where possible photocopying jobs sent electronically. Children fill their own water bottles with 2m distance demarcated on the floor. Each classroom has a cleaning spray for staff to use on contact points in classrooms if deemed necessary between cleaning schedule.
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"/>	Communicate this to staff. Local shops available for staff to purchase ready made lunches/meal deals. 'Do not use' signage on microwaves

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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"/>	Communicate to staff. Place communal cups into storage
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"/>	Personal effects to be kept in designated area of the classroom in which they are based.
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"/>	2 hand sanitiser stations available in the main entrance for office staff to use. Staff not allowed to have personal deliveries made to the school.
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"/>	Change Site Manager shift pattern to allow for this to happen Put up a 'these toilets were checked at in each toilet block
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"/>	Suppliers/contractors sign register to say they understand and will adhere to the infection control measures put in place. Leaflet at Reception- signed for on sign in sheet
<p>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</p> <p>Refer to guidance produced by Trafford Cleaning Services Appendix A</p> <p>Refer to guidance produced by Trafford Catering Services Appendix B</p>					

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"/>	Existing measures sufficient. Review regularly if circumstances change.

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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"/>	Trafford Council SLA purchased. Full time Site Manager audits stock and orders new materials when stocks need replenishing.
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Refer to First Aid Policy
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"/>	Existing measures sufficient. Review regularly if circumstances change. Review Fire responsibilities list and communicate with staff. Ensure PEEPs are up to date.
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"/>	Site Manager has records to demonstrate when checks have taken place (in line with schedule) and of any remedial works carried out as a consequence. Monitored by HT. School buys Trafford SLAs for each of these services.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site Manager e-mail system in place to report defects. (removal of the book from the staffroom to avoid cross contamination.
<p>Additional Statutory Compliance and Maintenance issues.</p> <p>The school has a lift which has a maintenance contract. Health and Safety Policy updated with reference to Covid 19 procedures and protocols- to be ratified by full governors June 2020</p>					

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Any Additional Information and Control Measures (Detail Below)					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
	Individual risk assessments carried out for pupils with specific needs that may lead to their safety being compromised or the safety of others	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SENDco completed individual RAs for pertinent SEND children. 2 pupils to have individual bubbles on a 1pupil :2 adult ratio Home school agreement to be signed by parents with the understanding that if behaviour leads to a too high risk, the child will not be able to attend until they are safe.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved by (Head Teacher/ Chair of Governors)		Date of Approval	2/6/2020
Date Provided to Unions	LA consultation on Trafford Model Policy May 2020	Date of Review	30.6.2020
Date shared with Parents/Carers	2.6.2020 published on website	Date shared with LA	2.6.2020