

School/ Setting	English Martyrs RC Primary School	Date of Assessment	19.5.2020
Assessment Completed By	Carole Partington		

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"/>	
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"/>	Staff members advised to continue to stay at home
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff members advised to continue to stay at home

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	Clinically Vulnerable can attend school/setting)				
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 members have been provided with a list of symptoms and given contact details to arrange a test if needed. They are aware of the need to advise the HT of the test results for themselves and the people in their household as soon as possible.
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"/>	HT holds two remote meetings a week for staff to check on wellbeing, offer support and keep up to date. Individual staff may receive a phone call from the HT after these meetings if the staff member seemed "low" during the meeting to check further on welfare and follow up calls maybe made during the week. All school staff are in a Whatsapp group which is lighhearted and humorous and staff regularly post onto this. Shielded teachers are working on a wellbeing programme for all 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"/>	All teaching staff have a laptop at home. Some TAs have a laptop. Staff have been given access to Parentmail to liaise conveniently with parents with home learning.

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"/>	Parents advised in a letter. If a child arrives at school who we are aware is Clinically Extremely Vulnerable we would politely request that they are taken back home.
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"/>	Pupils advised to stay at home as it wouldn't be possible to ensure the strict social distancing requirements. If a child arrives at school who we are aware is living with someone who is Clinically Extremely Vulnerable we would politely request that they are taken back home.
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"/>	Parents advised in a letter with a request that they inform us of the outcome of the medical advice. For returning children with asthma all inhalers held in school are in the room where the child is being taught. Dates of expiry have been checked and parents informed if out of date.
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"/>	Parents advised in a letter. Parents are to advise school of the result of the test as soon as possible
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"/>	The rota of children and staff into school will allow teachers to continue with providing home learning tasks, although this may be at a

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					reduced rate. If staff members cannot work in school they will support home learning if staff in school become ill. Parents will be kept informed of any changes to home learning.
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"/>	The English Martyrs return to school plan has lower ratios than these due to classroom size and limited outside areas. If TAs need to be used to teach they will follow the teacher's plans. EM TAs are all highly competent and we are fortunate in that regard.

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"/>	For entry and exit: Nursery/Reception through Reception door. Year 1 through Year 2 door. Year 6 around back through unoccupied EYFS playground. Provision through passage past the office, through middle gate and into the hall.
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"/>	Each year group and the provision have a separate entrance/exit.
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"/>	Parents advised in a letter of drop off/collection protocols, including being prompt.
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"/>	No parents to enter the playground and discouraged to come to the office. Only essential visitors (such as SENAS/TSS) will be admitted with strict guidelines on movement/hygiene. There is no entry to the office. The main gate and office door will remain open. Signage plus a small table explains no entry and to speak to office staff from the door.
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"/>	Staggered arrival and departure times and using the double gates. Staggered break/lunch times. Segregation on the playground.
Physical / Social Distancing in the Building					

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18	Class rooms organised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For KS1 and KS2 children: each child has a separate table and chair and we have measured the classrooms so that each desk is between 1 – 2m apart. We have removed furniture/communal areas such as reading areas. For EY children: each child has a chair (rather than the carpet) to sit on. Much of the provision is removed (including sofas/soft furnishings) so minimal areas inside and outside.
19	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A child friendly powerpoint has been prepared to share with children. Staff will reinforce this message throughout the day. Markings on floors will indicate 2m intervals.
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teachers will produce lessons that can be delivered outside if weather suitable. Teachers will liaise with each other on a daily basis over communal use of outside space to ensure bubbles of children don't meet.
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"/>	No child to leave the classroom on their own. Rota'd toileting is in place. Bubbles will move as a unit with their adult.
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"/>	Hall is continuing to be used for the Key Worker/Vulnerable children. Lunches will be delivered to the classrooms to eat.
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"/>	Notice on door limiting staff room to 3 people at a time with antiseptic wipes to clean surfaces/equipment once used. Lunch/break times staggered. Office occupancy set at 1. OM will vacate when FO in.
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"/>	Catering have advised kitchen staff. Midday assistants advised.
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"/>	No access to the small break out rooms between Y3-4 and Y5-6 as these are being used for storage. The SEN room is also being used for storage.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site and Office Manager advised.
	Additional information regarding safe use of space to detailed below.				

Infection Control, Cleaning and Hygiene Arrangements

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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"/>	In letter too staff and parents
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"/>	In letter to staff
29	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. If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chairs under canopy to cater for children who are experiencing COVID-19 symptoms. Parents will be phoned straight away. Adult has easy access to PPE and will remain at least 2m away unless direct personal care is needed.
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"/>	Children wash hands at sinks in classrooms or in the toilets with soap and water. Sanitising hand gel is available for when access to soap and water is limited (such as on the playground)
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"/>	Agreed hand washing times: on arrival to school, before and after break and lunch and when necessary after coughing, sneezing or excessive touching of the face.
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"/>	EY and KS1: own facilities within the classroom. KS2 and the provision share facilities. Children will be directed to use a particular toilet and handwashing station at all times.
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"/>	All additional furniture, soft furnishings and soft toys have been removed or stored in all classrooms. Just items that can be safely cleaned throughout the day are available.
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"/>	Nothing, including pencil cases, is to be brought into school. Each child has a kit of equipment provided just for them – pencil, pen, sharpener, rubber, white board and pen and eraser, work book. This will be stored nightly in a carrier bag just for that child on the back of the chair, ready for the next day.

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff advised. Wipes available to sanitize equipment before and after use.

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	after use.				
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"/>	Posters to promote "Catch it Bin it Kill it" displayed around school. Teachers will remind pupils regularly.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Foot operated pedal bins provided in each classroom, adult and children's toilets and staff room. Checked and emptied by site manager before 10.30am and at 2.30pm if necessary and completely emptied with fresh liner after 3.30pm
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"/>	Staff advised windows and doors to be propped open. Ventilation system in the classroom can be used but the air conditioning must not be used under any circumstances.
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"/>	Cleaning routines in place throughout the day. All communal areas and equipment will be cleaned frequently.
40	If staff bring in their own food this should be food which does not require additional preparation in the staff room areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff advised. Lunches are routinely stored in the staff room fridge which will receive additional cleaning.
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"/>	Staff already have designated covered cups. These will be cleaned in the dishwasher nightly.
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"/>	Lockers are available in the staff room. The shared coat rack in the female toilet is not to be used. Staff can also store coats, bags and non-essential items in a designated classroom cupboard where they are working.
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 Hand-Washing Video

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	posters, written guidance and videos clips etc.				Hand-Washing Poster All the above, plus others that teachers favour, will be used by staff to remind children how to wash and dry hands thoroughly.
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"/>	Office staff have easy access to hand washing facilities as well as hand sanitizer.
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"/>	Site manager to check supplies before 10.30am and at 2.30pm. After 3.30pm all liquid soap dispensers and paper towel dispensers to be fully refilled.
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"/>	A leaflet explaining the infection control arrangements is available on the small table in the vestibule and office staff will ensure that this is read and understood, explaining again where soap, water and hand sanitizer is available.
Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)					

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"/>	Daily on site staff include: On a full time basis - 1 HT (key holder), 1 OM, 1 SM (key holder/split shift)

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					Rota'd staff – 5 teachers, 5 TAs (4 first aiders, 2 of which paediatric)
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"/>	Although we have relied on Site manager and 1 cleaner currently, at a meeting 21.5.20, Trafford have promised full cleaning complement by 8 th June.
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4 first aiders (2 of which are paediatric)
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"/>	1 adult with bubble at all times to direct children. TAs check toilets. Evacuation routes practiced as some children in unfamiliar classrooms and because in the event of an evacuation children will need to maintain social distance.
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"/>	Casserly operate the rota for PPM and liaise directly with the site manager.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All defects are promptly eported to site manager who reports back when completed.
Additional Statutory Compliance and Maintenance issues.					

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Any Additional Information and Control Measures (Detail Below)					
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Approved by (Head Teacher/ Chair of Governors)	<i>Carole Partington Louise Chadwick</i>	Date of Approval	21.5.20
Date Provided to Unions	22.5.20	Date of Review	30.6.20
Date shared with Parents/Carers	22.5.20	Date shared with LA	22.5.20