

## RISK ASSESSMENT FOR THE FULL OPENING OF SCHOOLS FROM SEPTEMBER 2020 and March 2021

Name of School	Initial date of assessment	Review dates
Goostrey Community Primary	14.7.2020	<b>14.9.2020</b> <b>16.10.2020</b> <b>4.1.2021</b> <b>14.1.2021</b> <b>28.1.2021</b> <b>11.2.2021</b> <b>1.3.2021</b> <b>29.3.2021</b>
Name and Position of Assessor(s):	L Atkins J Schurer-Lewis	
Headteacher's Name:	L Atkins	
Chair of Governor's Name:	T Goodwin	To governors, website and staff w/c 29.3.2021

**School is open for all pupils from Monday 8<sup>th</sup> March 2021**

[Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

OFFICIAL

### RISK PRIORITY

**HIGH:** Accident likely - with possibility of causing serious injury or loss

**MEDIUM:** Possibility of accident - causing minor injury or loss

**LOW:** Accident unlikely - with control measures in place

- **Close/direct contact updated in Operational Guidance 2021:**

- A contact is defined as a person who has had contact (see below) at any time from **two days** before onset of symptoms (or time of test if asymptomatic) to 10 days after onset of symptoms (or test):

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- a person who has had face-to-face contact (within one metre) with someone who has tested positive for coronavirus (COVID-19), including:
  - being coughed on, or
  - having a face-to-face conversation, or
  - having skin-to-skin physical contact, or
  - any contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes
- a person who has travelled in a small vehicle *with* someone who has tested positive for coronavirus (COVID-19) or in a large vehicle *near* someone who has tested positive for coronavirus (COVID-19)
- people who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19)

Hazard identified	People at Risk	Existing Control Measures in place	Risk Priority (High, Medium, Low)	Additional Controls Required to Minimize Risk
<b>A. Responding to Someone with Symptoms</b>				
<ul style="list-style-type: none"> <li>Staff and children have been advised <b>not to come to school if they have coronavirus symptoms or if they live with someone who has symptoms or who has tested positive.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	Continue providing advice	L	Continue providing advice
<ul style="list-style-type: none"> <li>The school policy and procedures have been updated so that any <b>staff and children will be sent home as soon as they develop any symptoms.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	Updated policies shared with families via school website	L	Ensure all staff and families have updated documents
<ul style="list-style-type: none"> <li><b>Staff have been trained</b> on the school policy and procedure around those developing symptoms.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Actioned and distributed further documents	L	Continue providing advice as guidance is updated from DfE, PHE and CE
<ul style="list-style-type: none"> <li>The <b>school level response should someone fall ill on site</b> is in place (in line with relevant government guidance).</li> </ul>	Pupils/Staff/Families/visitors/contractors	Actioned and distributed	L	Continue providing advice as guidance is updated from DfE, PHE and CE

<ul style="list-style-type: none"> <li>• <b>A well-ventilated room is available</b> in the school for a child or young person to wait until collected.</li> </ul>	Pupils/Staff/Families/visitors/contractors	A designated room is not possible but a section of the hall which is well ventilated, screened off and socially distanced is available.	M	Section off area of hall as required and ensure cleaning is actioned immediately.
<ul style="list-style-type: none"> <li>• The school policy is clear that if social distancing is not possible then the member of staff dealing with the symptomatic person will <b>wear the appropriate PPE.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	Full PPE available Update guidance issued February 21	L	PPE equipment supply to be monitored and SBM informed by all using if stock is low.
<ul style="list-style-type: none"> <li>• The school policy is clear that any staff or pupil should <b>wash their hands thoroughly</b> for 20 seconds with soap and running water or use hand sanitiser <b>after any contact with someone who is unwell.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	Actioned	L	
<ul style="list-style-type: none"> <li>• The school policy ensures the area will be <b>cleaned after a person with symptoms has left</b> concentrating on contact areas in line with government guidance.</li> </ul>	Pupils/Staff/Families/visitors/contractors	See premises risk assessment updated and subsequently reviewed for September 2020	L	Ongoing review

<ul style="list-style-type: none"> <li>• On developing the four main COVID symptoms:</li> <li>• High temperature</li> <li>• Continuous cough</li> <li>• Loss of smell/taste</li> <li>• <b>pupils and members of staff will be asked to request a test.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	All procedures will be followed	L	Webinar accessed re 10 kits for exceptional circumstances testing. Families have been advised of other symptoms that may be COVID related.
<ul style="list-style-type: none"> <li>• <b>Guidance on testing</b> has been given to staff and parents.</li> </ul>	Pupils/Staff/Families/	Actioned – updated as required and circulated to staff and families	L	<p>School has received a supply of emergency test kits for families unlikely to access testing in line with the training as above.</p> <p>School has also received lateral flow testing kits for staff, for twice weekly use, from 25th of January. LA and JSL attended webinars and insured relevant information was relayed to staff. Up to date instructions have been issued with testing kits and register of result held by JSL, in line with the Privacy Notice provided to staff. All staff are encouraged to engage in asymptomatic testing. Primary children are not required to test. The requirement is to isolate after a positive LFT while waiting for PCR test and result.</p>

<p><b>Self-isolation and shielding</b></p> <p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:</p> <ul style="list-style-type: none"> <li>• have symptoms or have had a positive test result</li> <li>• live with someone who has symptoms or has tested positive and are a household contact</li> <li>• are a close contact of someone who has coronavirus (COVID-19)</li> </ul> <p>From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</p> <p>Input from GPs will be sought where there are</p>	<p>Pupils/Staff/Families</p>		<p>L</p>	
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<p>complex health needs or persistent absence issues. Remote education will be available to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).</p> <p>Pastoral support will be available to pupils who are:</p> <ul style="list-style-type: none"><li>• self-isolating</li><li>• shielding</li><li>• vulnerable</li></ul> <p>Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</p>				
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<p><b>Guidance</b></p> <p><a href="#">Coronavirus (COVID-19) symptoms</a></p> <p><a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <p><a href="#">Arrange to have a test</a></p> <p><u>See ChESS hub for:</u></p> <p>FAQ for school staff</p> <p>Testing guidance for schools</p> <p>Testing script for schools</p> <p>Testing data form</p>		<p><b>Contacts</b></p> <p>Testing (via CEC)</p> <p>Cheshire East LOCAL Triage: 01270 371323 AND <a href="mailto:Covid19@cheshireeast.gov.uk">Covid19@cheshireeast.gov.uk</a></p> <p>Testing (self-referral)</p> <p><a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a></p> <p>Tel:119</p> <p>Contact your HR contact or email <a href="mailto:deanhadden@cheshireast.gov.uk">deanhadden@cheshireast.gov.uk</a></p>		
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## B. Hygiene and Handwashing

<ul style="list-style-type: none"> <li>The school has <b>sufficient hand washing or hand sanitiser 'stations' available</b> so that all pupils and staff can clean their hands regularly</li> </ul>	Pupils/Staff/ Families/vis itors/contra ctors	All bubbles and staff areas have facilities in place currently.	L	Further stations ordered – installation completed.
<ul style="list-style-type: none"> <li>The school has <b>enough tissues and bins available</b> in the school to support pupils and staff to follow the enhance hygiene routine.</li> </ul>	Pupils/Staff/ Families/vis itors/contra ctors	See premises risk assessment updated for September 2020 and reviewed for reopening March 2021	L	Further bins have now been distributed across the school

<ul style="list-style-type: none"> <li>• <b>All adults and children are aware of the required hygiene and handwashing regime, which includes:</b> <ul style="list-style-type: none"> <li>- frequently washing their hands with soap and running water for 20 seconds and drying thoroughly or hand sanitiser.</li> <li>- cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating</li> <li>- embedding the 'catch it, bin it, kill it' approach</li> <li>- encouraging pupils to clean their hands thoroughly after using the toilet</li> </ul> </li> </ul>	Pupils/Staff/ Families/vis itors/contra ctors	Actioned and posters in position around the school	L	
<ul style="list-style-type: none"> <li>• <b>Sanitiser is stored safely</b> away from small children. Staff are aware of the <b>need to supervise the use of hand sanitiser</b>, where needed, including small children and pupils with complex needs.</li> </ul>	Pupils/	All pupils are supervised using sanitiser - it is not stored away as needs to be available for use. Bulk supplies are stored in site maintenance locked store.	L	

<ul style="list-style-type: none"> <li>• <b>Skin friendly skin cleaning wipes</b> are available as an alternative for children who need them.</li> </ul>	Pupils	Already in use.	L	
<ul style="list-style-type: none"> <li>• The school's risk assessment sets out how the <b>school will support children who struggle to maintain as good respiratory hygiene</b>, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> </ul>	Pupils/Staff/ Families/visitors/ contractors	Individual risk assessment to be in place if required.	L	
<ul style="list-style-type: none"> <li>• The school's <b>timetable incorporates more time for more frequent handwashing.</b></li> </ul>	Pupils/Staff	Already in place	L	
<ul style="list-style-type: none"> <li>• The school has considered the <b>accessibility of handwash basins</b>, including in or adjacent to classrooms, so may be able to use these to maximise hand washing, in particular for specialist settings.</li> <li>• Regular and thorough hand cleaning is going to be needed for the foreseeable future.</li> </ul>	Pupils/Staff/ Families/visitors/ contractors	Handwashing maximised through a variety of ways for example watering cans, hose pipes, bowls and basins.	L	Further stations ordered – installation completed.

**Guidance**

[Safe working in education, childcare and children's social care, including the use of PPE](#)

[E-Bug resources](#) include Horrid hands, Super sneezes, Hand hygiene, Respiratory hygiene, Microbe mania, Handwashing posters

[NHS Print friendly A4 poster](#)

[6 steps of handwashing' poster](#)

NHS washing hands video:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

**Contact**

Public Health

[phbusinesssteam@cheshireeast.gov.uk](mailto:phbusinesssteam@cheshireeast.gov.uk)

Health and Safety

[Matthew.ODonoghue@cheshireeast.gov.uk](mailto:Matthew.ODonoghue@cheshireeast.gov.uk)

**C. Cleaning**

<ul style="list-style-type: none"> <li>The school has put in place an <b>enhanced cleaning schedule</b> in line with government guidance.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Premises risk assessment in place	L	See premises risk assessment Reviewed 1.12.2020
<ul style="list-style-type: none"> <li>The enhanced cleaning schedule has been <b>agreed with the cleaning contractor/relevant staff</b> and increased working hours/changes in work patterns agreed.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Premises risk assessment in place	L	See premises risk assessment Reviewed 1.12.2020
<ul style="list-style-type: none"> <li>The schools cleaning schedule includes <b>more frequent cleaning of rooms / shared areas</b> that are used by different groups</li> </ul>	Pupils/Staff/Families/visitors/contractors	Premises risk assessment in place	L	See premises risk assessment Reviewed 1.12.2020

<ul style="list-style-type: none"> <li>The school's cleaning schedule includes <b>frequently touched surfaces</b> being cleaned more often than normal</li> </ul>	Pupils/Staff/Families/visitors/contractors	Premises risk assessment in place	L	See premises risk assessment Reviewed 1.12.2020
<ul style="list-style-type: none"> <li>The school's cleaning schedule includes <b>classroom-based resources</b>, such as books and games, which are shared within the bubble are cleaned regularly</li> </ul>	Pupils/Staff/Families/visitors/contractors	As agreed with staff	L	
<ul style="list-style-type: none"> <li>The school's cleaning schedule includes more <b>frequent cleaning of outdoor playground equipment.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	Premises risk assessment in place	L	See premises risk assessment Reviewed 1.12.2020 Bubble cleaning equipment now allocated.
<ul style="list-style-type: none"> <li>The school's cleaning schedule includes <b>resources that are shared between classes or bubbles</b>, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Current risk assessment in place	M	PE and Wider Opps risk assessments updated September 2020. Reviewed Spring term
<ul style="list-style-type: none"> <li>For <b>individual and very frequently used equipment</b>, such as pencils and pens, staff and pupils have their own items that are not shared.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Families asked to bring own pencil cases and contents – to remain in school	L	All families have been reminded in SOY packs/via email
<ul style="list-style-type: none"> <li><b>Pupils have been advised to limit the amount of equipment they bring into school</b> each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Teachers/start of year packs to inform families	L	

<ul style="list-style-type: none"> <li>Where pupils and teachers <b>take books and other shared resources home</b>, similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> </ul>	Pupils/Staff/	Staff aware regarding cleaning of books etc, and agreed as much marking on site as possible.	L	
<ul style="list-style-type: none"> <li>The school has made an <b>assessment of the cleanability of equipment used in the delivery of therapies</b> (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.</li> </ul>	n/a		L	To be reviewed should it become required.

<ul style="list-style-type: none"> <li>The school has arrangements to <b>dispose of waste in line with government guidance</b>, in particular in relation to a possible case</li> </ul> <p><b>Guidance</b></p> <p><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p>	Pupils/Staff/Families/visitors/contractors	Premises risk assessment in place	L	See premises risk assessment Reviewed 1.12.2020
<p><b>Keeping Spaces well ventilated</b></p>	<p>In order to increase ventilation while maintaining a comfortable temperature, the school uses the following measures:</p> <ul style="list-style-type: none"> <li>opening high level windows in preference to low level to reduce draughts</li> <li>increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</li> <li>providing flexibility to allow additional, suitable indoor clothing.</li> <li>rearranging furniture where possible to avoid direct drafts</li> </ul>		L	Updated February 2021

## D. Social Distancing

<ul style="list-style-type: none"> <li>To reduce the risk of transmission, the school has <b>agreed consistent groups or 'bubbles' of children and young people</b> that do not mix (these groups should be as small as possible to deliver a full curriculum depending on the controls in place - for secondary this may be a whole year group, for primary it may be a class and for alternative provision it could be whole school).</li> </ul>	<p>Pupils/Staff/Families/visitors/contractors</p>	<p>7 class bubbles across the school, which fit with where classes are across the 2 sites.</p> <p>No arrangements to be made for larger gatherings, for example assemblies, mixing of classes e.g. Buddies, performances, parents evening on site, public events involving pupils etc. This is under regular review.</p> <p>Infants, Y3 &amp; 5, and Y6 &amp; 4 share toilets only. Each class taught/play and eat just in their respective year group.</p>	<p>L</p>	<p>KS1 and KS2 bubbles in place.</p>
<ul style="list-style-type: none"> <li>Plans are in place within the school to <b>keep groups or bubbles of children apart</b>, including, if possible, limiting interaction, sharing of rooms and social spaces between groups.</li> </ul>	<p>Pupils/Staff/Families/visitors/contractors</p>	<p>See above. Playgrounds are zoned off for individual classes</p>	<p>L</p>	<p>Still applicable</p>



<ul style="list-style-type: none"> <li>The school has <b>identified where there may be mixing into wider groups</b>, eg, for specialist teaching, wraparound care and transport.</li> </ul>	Pupils/Staff/	<p>Wraparound care – school operates before school club and private company providing after school care – both to keep bubbles to EYFS/KS1 and KS2 in separate areas of hall.</p> <p>Transport not applicable for our setting.</p>	M	Still applicable
<ul style="list-style-type: none"> <li>The school has <b>made any small adaptations needed to the classroom</b> to support distancing, where possible, including seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</li> </ul>	Pupils/Staff	As far as possible pupils will sit side by side facing forwards. Shelving built in the corridors to house reading books, allowing removal of excess furniture within classrooms.	L	Still applicable
<ul style="list-style-type: none"> <li>Those <b>staff who need to move between classes</b> and year groups are aware of the need to try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> </ul>	Pupils/Staff/Families/visitors/co ntractors	In place	L	Still applicable
<ul style="list-style-type: none"> <li><b>Staff have been informed of the measures needed</b> to socially distance within the classroom.</li> </ul>	Pupils/Staff/Families/visitors/co ntractors	In place	L	Still applicable

<ul style="list-style-type: none"> <li>The school has explained the measures it is putting in place to <b>reduce risks for those staff with significant risk factors</b> and has accommodated additional measures, where appropriate.</li> </ul>	Staff/	In place – individual risk assessments agreed for certain staff members	M	Still applicable
<ul style="list-style-type: none"> <li>The school has considered any <b>measures that are needed to ensure that staff who have been shielding can return to work</b>, ie, to maintain social distancing or working remotely if this is possible in their role.</li> </ul>	Staff	See above	M	Still applicable
<ul style="list-style-type: none"> <li>The school <b>considered its equalities duties</b> in relation to health and safety risks.</li> </ul>	Pupils/Staff/Families/visitors/co ntractors	See policy	L	Still applicable
<ul style="list-style-type: none"> <li>The school has <b>mechanisms in place to support staff wellbeing</b>, particularly those who are anxious about returning to school.</li> </ul>	Staff	Staff have access to wellbeing support both in school and from insurance providers	L	Still applicable

<ul style="list-style-type: none"> <li>The school has arrangements in place to ensure that <b>volunteers across groups</b> are kept to a minimum and remain 2 metres from pupils and staff where possible.</li> </ul>	Pupils/Staff/Families/visitors/contractors	The school has arrangements in place to ensure that <b>volunteers across groups</b> are kept to a minimum and remain 2 metres from pupils and staff where possible. It is important that they are properly supported, given appropriate roles and adhere the system of controls in place. All volunteers must follow the checking and risk assessment process under KCSiES.	L	Still applicable
<ul style="list-style-type: none"> <li>The <b>school timetable enables groups to be kept apart</b> and movement around the school site kept to a minimum.</li> </ul>	Pupils/Staff/Families/visitors/contractors	In place – split site helps in maintaining distance. Also junior site has upstairs classrooms with separate toilet facilities.	L	Still applicable

<p><b>Physical activity in school</b></p> <p>Premier Sports provide most of our sports lessons during the school day as well as extra-curricular sporting clubs. They have their own risk assessments and controls in place.</p> <p>During PE lessons outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene.</p> <p>Outdoor competition between different schools can now take place and indoor competitions from April 12<sup>th</sup>. The local partnership of schools have decided to resume competitions between schools in the autumn term.</p> <p>Break and lunchtimes times are active and the school field is used as much as possible to allow use of</p>	<p>Pupils/Staff/Families/visitors/contractors</p>		<p>L</p>	
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<p>the track. The playgrounds are zoned off in bubbles to ensure some physical distancing.</p>				
<ul style="list-style-type: none"> <li>The school has <b>considered the need for any staggered start/end, break times and lunch times</b> (and time for cleaning surfaces in the dining hall between groups).</li> </ul>	<p>Pupils/Staff/Families/visitors/contractors</p>	<p>Rec and Y3 (on separate sites) starting 10 minutes later than other year groups. Break times across the 2 sites to be staggered 1 bubble at a time.</p> <p>Lunchtimes: Regular review</p> <p>EYFS – early start, followed by Y1 and Y2 eating in classrooms or at designated tables when having hot meals</p> <p>Junior sandwich bubbles eating in classrooms, unless on field – designated areas</p> <p>Junior dinners eating in separate classes in designated area of hall</p>	<p>M</p>	<p>Staggered break times. Junior Playground split with each class having designated area as set out on 4 week Rota, also allocating AstroTurf to one year group per week.</p> <p>Lunchtimes staggered – when weather is fine and school field sectioned into quarters for junior classes to have their own designated area.</p> <p>Infant classes to use field at morning and afternoon break times.</p> <p>Dining hall – year groups to eat at their own designated tables only</p>
<ul style="list-style-type: none"> <li>The school has considered <b>access toilets for pupils</b>, in line with the systems of control.</li> </ul>	<p>Pupils/Staff/Families/visitors/contractors</p>	<p>Each bubble has own toilet facilities, including before/after school clubs.</p>	<p>L</p>	<p>Enhanced hand washing procedures allow for this as advised by PHE 12.9.2020</p> <p><b>Still applicable</b></p>

<ul style="list-style-type: none"> <li>• The school has <b>communicated with parents around any staggered start/end times</b> to and reminded them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</li> <li>• Parents from September encouraged to socially distance on playground. From October half term masks were required to be worn on school premises. Parents encouraged not to stay on site for too long and to keep school gates clear.</li> </ul>	Pupils/Staff/Families/visitors/contractors	<p>Updated information for families regarding controls sent week commencing 1.3.2021 via email</p> <p>From March 8<sup>th</sup> masks are still required to be worn on school property and social distancing adhered to(including playgrounds)</p>	L	
<ul style="list-style-type: none"> <li>• The school has <b>planned how shared staff spaces are set up and used</b> to help staff to distance from each other. (Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day).</li> </ul>	Staff	In place within current risk assessment	L	<p><b>Still applicable</b> Procedures to remain. Staff to ensure masks are worn when in staff room and not eating. Screens to be used where appropriate and social distancing observed.</p>

<ul style="list-style-type: none"> <li>• The school has a <b>process for donning and doffing face coverings</b> and communicate it clearly to staff and families</li> <li>• All visitors to school to wear a face covering – both at drop off and pick up and inside the buildings.</li> <li>• School staff to wear face coverings in all communal areas from 19.10.2020</li> </ul>	Pupils/Staff/Families/visitors/contractors	<p>All information distributed.</p> <p>Face visors/shield not recommended for use without also wearing a face covering. Face coverings are not classed as PPE</p>	L	Still applicable
<ul style="list-style-type: none"> <li>• The school has made specific steps to <b>help and support those pupils with SEND prepare for the changes</b> to routine involved, for example using social stories.</li> </ul>	Pupils	The use of specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.	L	Still applicable
<ul style="list-style-type: none"> <li>• <b>Increased hygiene protocols are in place when working with children and young people with complex needs, or those who need close contact care;</b> the school supports them to maintain distance and not to touch staff and their peers, where possible.</li> </ul>	Pupils/Staff/Families/visitors/contractors	1:1 staff have ensured this happens and full PPE available if necessary.	L	Still applicable
<ul style="list-style-type: none"> <li>• The school has worked through the system of controls with any setting where a <b>child routinely attends on a part time basis</b> to address any risks identified.</li> </ul>	n/a		L	

<ul style="list-style-type: none"> <li>The school has arrangements in place to ensure that supply teachers, peripatetic teachers and/or other temporary <b>staff who move between schools minimise contact and maintain as much distance as possible</b> from other staff.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Copy risk assessment are shared with supply teachers and music tutors. Wider Opportunities - Love Music Trust have provided their own risk assessments and have Premier Sports coaches.	L	Still applicable
<ul style="list-style-type: none"> <li>The school has reviewed/updated its <b>behaviour policies</b> with any new rules/policies, and communicated these clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Actioned and shared	L	Still applicable
<ul style="list-style-type: none"> <li>The school has considered how to <b>reduce the risk of certain activities, particularly when pupils are playing instruments or singing</b> in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</li> </ul>	Pupils/Staff/Families/visitors/contractors/peripatetic teachers	Wider Opportunities - Love Music Trust have provided their own risk assessments – updated February 2021  Any other small group lessons will have own risk assessments.	L	



<ul style="list-style-type: none"> <li>• The school plans to undertake full and thorough risk assessments in relation to all <b>educational visits</b>.</li> </ul> <p>Update 29.03.21: <b>Educational day visits</b></p> <p>In line with the roadmap, should step 2 commence as planned, schools can resume educational day visits no earlier than 12 April.</p> <p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely</p> <p><b>Domestic residential educational visits</b></p> <p>In line with the roadmap, we advise against domestic residential educational visits until at least step 3, no earlier than 17 May.</p> <p><b>Existing bookings</b></p> <p>Should step 3 commence as planned, you may undertake domestic residential education visits, that are already booked, no earlier than 17 May. Full risk assessments required. <b>Our</b></p>	<p>Pupils/Staff/Families/visitors/contractors/general public</p>	<p>Standard practice</p>	<p>M</p>	
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<p>residential bookings for years 4, 5 and 6 have all been deferred to 2022. Day visits will be considered that incorporate some of the activities the pupils would experience on a residential.</p> <p><b>New bookings</b> – years 4,5 and 6 all have bookings for 2022</p> <p><b>International visits</b> S African visit has been cancelled for the 2<sup>nd</sup> year running – we hope to facilitate this in 2022 but will await current advice nearer the time</p>				
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<p>From April 12<sup>th</sup> all parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.</p> <p>We work closely with Goostrey All Stars - they try to keep children in consistent groups. Activities taking place outdoors can happen in groups of any number.</p> <p>G A S have:</p> <ul style="list-style-type: none"> <li>considered the relevant government guidance for their sector</li> <li>put in place protective measures</li> </ul> <p>Families have been advised about the guidance accessing wraparound care through our weekly newsletter</p>	Pupils/Staff/Families/visitors/contractors	Wraparound care – school operated before school club and private company providing after school care – both to keep bubbles to EYFS/KS1 and KS2 in separate areas of hall. – Separate toilet facilities available.	M	
<ul style="list-style-type: none"> <li>The school has procedures in place to <b>manage visitors to the site</b>, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> </ul>	Pupils/Staff/Families/visitors/contractors	In place	M	See above re face coverings Still applicable
<ul style="list-style-type: none"> <li><b>Local authority officers complete the visitor risk assessment</b>, where appropriate.</li> </ul>	Pupils/Staff/Families/visitors/contractors	As required	L	Still applicable

<ul style="list-style-type: none"> <li>• <b>Expectations have been communicated to contractors</b> and suppliers around for example, cleaning, catering, food supplies, hygiene supplies etc.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Shared with contractors as required.	M	Still applicable
<ul style="list-style-type: none"> <li>• The school plans for <b>visits to happen outside of school hours</b>, where this is possible.</li> </ul>	Pupils/Staff/Families/visitors/contractors	In place	L	n/a at present
<ul style="list-style-type: none"> <li>• The school procedures ensure a <b>record is kept of all visitors.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	Usual procedure.	L	<p><b>Guidance</b></p> <p><a href="#">Safe working in education, childcare and children's social care</a></p> <p><a href="#">COVID-19: review of disparities in risks and outcomes report</a></p> <p><a href="#">Coronavirus: travel guidance for educational settings</a></p> <p><a href="#">Health and safety guidance on educational visits</a></p>

E. Personal Protective Equipment (PPE)				
<ul style="list-style-type: none"> <li>The school's policy ensures that <b>PPE is only used in line with government guidance.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	In place within current risk assessment	L	
<ul style="list-style-type: none"> <li>Arrangements are in place to ensure that the <b>school has sufficient supplies of PPE.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	In place within current risk assessment	L	
<ul style="list-style-type: none"> <li>Arrangements are in place to <b>monitor supplies of PPE.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	In place within current risk assessment	L	
<ul style="list-style-type: none"> <li>Arrangements are in place to <b>order further supplies</b> of PPE, when needed.</li> </ul>	Pupils/Staff/Families/visitors/contractors	In place – in addition to school's usual suppliers, also have access to C East list of suppliers.	L	
<ul style="list-style-type: none"> <li><b>PPE will be stored safely</b> when not in use.</li> </ul>	Staff	In place	L	
<ul style="list-style-type: none"> <li><b>Staff have been trained</b> on when and how to use PPE, including the safe removal and application of PPE masks and other equipment, in line with the DfE guidance.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Notices provided to remind staff of donning and doffing procedures.	L	See below

<ul style="list-style-type: none"> <li>Use of visors/masks/portable screens – Updated September 2020 for visitors</li> </ul>	<p>Pupils/Staff/</p>	<p>All staff have been issued with washable masks and face visors. See above for latest guidance</p> <p>Clear face coverings with filters have been ordered for those staff requesting them, 02/2021</p> <p>Portable screens are also available in school</p> <p>Pupils will be allowed to wear masks at the Headteacher's discretion.</p>	<p><b><u>Safe wearing and removal of face coverings</u></b></p> <p>Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</p> <p>Pupils/staff must not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in the class 'CBK bin. or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>
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<ul style="list-style-type: none"> <li>• <b>The school's policies have been updated</b> to reflect the use of PPE.</li> </ul>	Pupils/Staff/Families/visitors/contractors	FA policy updated summer term 2020.	L	<p><b>Guidance</b></p> <p><a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a></p> <p><a href="#">Quick guide for putting PPE on and off</a></p> <p><a href="#">Face coverings in education - March 2021 (publishing.service.gov.uk)</a></p>
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## F. Managing Symptoms, Testing and Responding to a Local Outbreak

<ul style="list-style-type: none"> <li>The school has ensured that all staff members and parent/carers <b>understand the NHS Test and Trace process</b> and how to contact their local Public Health protection team.</li> </ul>	Pupils/Staff/Families	All informed - and hopefully all parents/carers understand procedures – school is always on hand to advise families should they have queries. Updated information distributed as and when received.	L	The requirement is to quarantine for 10 days after visiting countries outside of Common Travel Area
<ul style="list-style-type: none"> <li>The school has <b>communicated</b> to staff members and parent/carers the <b>need to book a test if they are displaying symptoms.</b></li> </ul>	Pupils/Staff/Families	As above	L	
<ul style="list-style-type: none"> <li>The school has a <b>system to keep a record of pupils and staff in each group</b>, and any close contact that takes places between children and staff in different groups. so that they can <b>provide these details if someone who tests positive</b> for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace.</li> </ul>	Pupils/Staff/Families	Timetables in place.	L	



<ul style="list-style-type: none"> <li>The school will follow government advice and give <b>home testing kits</b> directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</li> </ul>	Pupils/Staff/Families	School provided with 10 kits initially.	L	
<ul style="list-style-type: none"> <li><b>The school has procedures in place</b> to ensure that they can take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</li> </ul>	Pupils/Staff/Families/visitors/contractors	Advice would always be sought from PH if unsure	L	Updated information distributed and displayed as and when received.
<ul style="list-style-type: none"> <li>The school's procedures include <b>contact with the local health protection team</b> when someone has tested positive for coronavirus (COVID-19).</li> </ul>	Pupils/Staff/Families/visitors/contractors	See above	L	As above – template letters now in place.

<ul style="list-style-type: none"> <li>The school's procedures include <b>sending home those people who have been in close contact</b> with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</li> </ul>	Pupils/Staff/Families/visitors/contractors	School will always follow the specific advice from Public Health in each case.	L	
<ul style="list-style-type: none"> <li>Any person tested positive for Covid must now isolate for 10 days from date of test</li> </ul>	Pupils/Staff/Families/visitors/contractors	Advice from Public Health	M	As of 28.1.21 any positive LFT tests should be followed up with a PCR test.
<ul style="list-style-type: none"> <li>The school has a <b>template letter to send to parents and staff</b> if needed on the advice of the health protection team .</li> </ul>	Pupils/Staff/Families/visitors/contractors	In place	M	COVID Action Pack in Staff Share for staff to reference if required.
<ul style="list-style-type: none"> <li><b>Post-testing support</b> arrangements are in place for staff.</li> </ul>	Staff	Communication via telephone/email/next of kin details held on SIMs for emergency contact.	L	As yet untested. Staff are advised to engage in Lateral Flow Testing twice a week.

<ul style="list-style-type: none"> <li>The school has contingency plans and <b>procedures in place to respond to any outbreak</b> based on the advice from the local health protection team.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Advice to be followed in event of outbreak	<p><b>Guidance</b></p> <p><a href="#">Testing and tracing for coronavirus (COVID-19).</a></p> <p><a href="mailto:Covid19@cheshireeast.gov.uk">Covid19@cheshireeast.gov.uk</a></p> <p><b>Contact</b></p> <p>SCIES Team  <a href="mailto:sciesteameast@cheshireeast.gov.uk">sciesteameast@cheshireeast.gov.uk</a></p> <p>Public Health  <a href="mailto:phbusinesssteam@cheshireeast.gov.uk">phbusinesssteam@cheshireeast.gov.uk</a></p> <p><a href="#">Public Health England health protection team</a></p> <p>Cheshire East is part of the North West Public Health England area. Their number is 0344 225 0562.</p>
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## G. Risk Assessment

<ul style="list-style-type: none"> <li>The school has <b>undertaken a coronavirus (COVID-19) risk assessment</b>, considering the measures in the government's guidance to inform their decisions and control measures</li> </ul>	Pupils/Staff/Families/visitors/contractors	This risk assessment is guided by Cheshire East Checklist as well as Operational Guidance from the DfE.	L	Reviewed and updated 1.3.2021
<ul style="list-style-type: none"> <li>The school's <b>risk assessment contains key information</b> on how they will:             <ul style="list-style-type: none"> <li>- identify what could cause injury or illness in the organisation (<b>hazards</b>)</li> <li>- decide how likely it is that someone could be harmed and how seriously (<b>the risk</b>)</li> <li>- take action to eliminate the hazard, or if this isn't possible, <b>control the risk</b></li> </ul> </li> </ul>	Pupils/Staff/Families/visitors/contractors	As above	L	

<ul style="list-style-type: none"> <li>The school has <b>recorded the significant findings of the assessment</b> to explain to others what they are required to do and help staff with planning and monitoring by identifying: <ul style="list-style-type: none"> <li>- the hazards</li> <li>- how people might be harmed by them</li> <li>- what they have in place to control risk</li> </ul> </li> </ul>	Pupils/Staff/Families/visitors/contractors	Actions as detailed on this document shared	L	
<ul style="list-style-type: none"> <li><b>Staff have been involved in assessing workplace risks</b> and the development and review of workplace health and safety policies and the school has <b>consulted their employees</b> on health and safety in good time.</li> </ul>	Pupils/Staff/Families/visitors/contractors	<p>Staff are involved in decision making and risk assessments and receive all relevant information on a continuous basis.</p> <p>Staff have been asked to make senior managers aware of any risks that may not have been addressed.</p>	L	
<ul style="list-style-type: none"> <li>Consultation on any changes to risk assessments that will be in place for the start of the autumn term <b>commenced with staff before the summer break</b>, to ensure that those that are on term-time only contracts have adequate time to contribute.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Consultation ongoing since March and updates shared.	L	

<ul style="list-style-type: none"> <li>The school has <b>involved pupils (where applicable), young people and parents in discussions</b> around health and safety decisions to help them understand the reasons for the measures being put in place</li> </ul>	Pupils/Staff/Families/visitors/contractors	Where applicable	L	
<ul style="list-style-type: none"> <li>The school's <b>health and safety representative</b> has been consulted.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Headteacher and SBM and Chair of GB	L	
<ul style="list-style-type: none"> <li>The school has <b>shared the results of their risk assessment</b> with their workforce.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Staff are involved in decision making and risk assessments and receive all relevant information on a continuous basis.	L	This risk assessment to be emailed out to all staff w/c 1.3.2021
<ul style="list-style-type: none"> <li>If possible, the school has <b>published their risk assessment</b> on their website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). NB – ensure no personal information is included if planning to publish.</li> </ul>	Pupils/Staff/Families/visitors/contractors	<p>Parents will receive an updated letter via email detailing procedures for the safe return of pupil on 8<sup>th</sup> March 2021</p> <p>All updated risk assessments are distributed to staff.</p> <p>Updates are communicated to families via the weekly newsletter, which is published on the school website.</p>	L	This updated risk assessment to be published on school website.
<ul style="list-style-type: none"> <li>The school has arrangements in place to <b>monitor and review the risk controls</b> to ensure the measures are working and take action to address any shortfalls.</li> </ul>	Pupils/Staff/Families/visitors/contractors	Responsibility of all to minimise and identify risks.	L	

<ul style="list-style-type: none"> <li>The school has appointed a <b>competent person to ensure they meet their health and safety duties.</b></li> </ul>	Pupils/Staff/Families/visitors/contractors	Headteacher and SBM	L	
<ul style="list-style-type: none"> <li>The Governing Board</li> </ul>	Pupils/Staff/Families/visitors/contractors	On completion all governors receive a copy of updated risk assessment and any comments requested	L	<p><b>Guidance</b></p> <p><a href="#">HSE guidance on working safely</a></p> <p><a href="#">Health and safety: responsibilities and duties for schools</a></p> <p><b>Contact</b></p> <p>Health and Safety</p> <p><a href="mailto:Matthew.ODonoghue@cshireeast.gov.uk">Matthew.ODonoghue@cshireeast.gov.uk</a></p>