

COVID Risk Assessment – Blessed Thomas Holford

School/ Setting	Trafford School	Date of Assessment	Monday 1 st March
Assessment Completed By	Head of School		

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
- ✓ For those schools that buy back the Health and Safety and HR SLA's there is additional guidance on the Trafford Services for Education Website.

Employees

Ref	Control Measure	Yes	No	N/A	Additional Action Taken / Further Information
01	<p>All Clinically Extremely Vulnerable (CEV) employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.</p> <p>An individual risk assessment will be done by the school for staff who are classed as CEV.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>CEV staff have been spoken and will be working from home until 31st March 2021.</p> <p>Letters of staff who are shielding have been seen</p>

	Shielding should continue, even after vaccination for Covid-19. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19				Staff who are CEV but want to work in school have been informed of Trafford directive from HR to work from home
02	People who live with those who are clinically extremely vulnerable or clinically vulnerable <u>can</u> attend the workplace where home working is not possible, but should ensure they maintain good prevention practice in the workplace and home settings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People who live with CEV must follow the 2 metre rule at all time from colleagues and pupils.
03	All <u>Clinically Vulnerable</u> (CV) employees are able to work in school but should take care to observe social distancing and hygiene controls. Staff who are pregnant Generally, pregnant women are classed as 'clinically vulnerable' although some may have other conditions that may put them in the CEV category. Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CV must ensure 2 metres at all time from colleagues and pupils Staff beyond 28 weeks are working from home
04	All employees must not attend school if they have one or more Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If you have, or feel that you have, symptoms of coronavirus, you must apply for a test to check if you have the virus.

<p>or smell), or they have had a positive test (LFD or PCR) or if told by Test and Trace to self-isolate. They must stay away from school for 10 days from the day after the start of their symptoms or their positive test date.</p> <p>If a staff member becomes symptomatic they should arrange to have a test as soon as possible and follow the 'Stay at Home Guidance'</p> <p>If a staff member develops symptoms of Covid-19 whilst at work, they must be sent home immediately and begin a 10-day isolation period.</p> <p>If the staff member tests negative, the staff member can return to work as soon as they are well and no longer have symptoms of coronavirus</p> <p>Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p> <p>Staff should also isolate immediately if someone in their household/support bubble becomes symptomatic. The symptomatic household member should be advised to book a test. If the test is negative the staff member can return to school, however, if the test is positive the staff</p>		<p>Reminder will be given at staff meeting on Friday 5th March 2021 NHS Test and Trace: how it works - GOV.UK (www.gov.uk)</p> <p>Staff who develop Covid-19 symptoms during the day must see John Cornally, Lee Fishwick or Rebecca Geoghegan and live the site immediately. Sign out at reception – cover will be arranged.</p> <p>Information on getting a test is available at: Coronavirus (COVID-19): getting tested - GOV.UK (www.gov.uk)</p> <p>Up to date information on the mass asymptomatic testing can be found at the link below:</p>
---	--	--

	<p>member must continue and complete the 10-day isolation. If they then show symptoms themselves, they need to restart their 10-day isolation period and book a test.</p> <p>Mass asymptomatic testing is being carried out in secondary schools following government guidelines.</p>				<p>Mass asymptomatic testing: schools and colleges - GOV.UK (www.gov.uk)</p> <p>Also refer to the additional Trafford Public Health Guidelines.</p>
05	<p>The school will regularly keep in touch with colleagues who are self-isolating or working from home to monitor and support their Physical and Mental Health & Wellbeing</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A member of leadership will contact those self isolating on a weekly basis</p>
06	<p>The school will provide suitable information and equipment to work at home safely and effectively including and will provide additional aids and adaptations where required.</p> <p>All staff working from home will be given the use of a school laptop and internet access will be provided where necessary. Additional equipment such as laptop risers, separate mice and keyboards will be provided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Information:					

Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	<p>All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school.</p> <p>Parents must notify school of any child who may be registered as clinically extremely vulnerable.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A reminder parentmail will be sent to all pupils to notify school if they are CEV.
08	<p>All pupils who live with a person who is Clinically Extremely Vulnerable can attend school, but if they do, then stringent covid secure methods must be adhered to.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
09	<p>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)</p> <p>Parents must notify school of any child who may be deemed clinically vulnerable.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A reminder parentmail will be sent to all pupils to notify school if they are CEV.
10	<p>All pupils who have symptoms or have persons within their household that have COVID 19 symptoms, must not attend school until they/their symptomatic household member can be tested. They are required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, the pupil can return to their school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A video will be sent to pupils reminding them of this before coming into school

	If positive, they must follow the Stay at Home Guidance .				
11	Where a pupil is unable to attend their school because they are complying with clinical or public health advice, access to remote education will be provided. Schools should monitor engagement with this activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.A daily email will be sent to all staff to inform them of pupils who are at home due to self isolating Work will be sent to pupils via google drive or teams if a live lessons Andy Thorpe (Assistant Headteacher) is the leadership member with responsibility for Remote Learning
12	To reduce the risk of transmission, schools should maintain distinct groups (bubbles) of pupils that do not mix with other groups. The size of the groups should be of an appropriate size to achieve the greatest reduction in contact and mixing. Teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff must maintain at least 2 metres from pupils at all times.

School Site

Capacity & Access					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	<p>Consider designated entrance and exit points to the Building (for each bubble of pupils where possible).</p> <p>Where possible, these bubbles will have their entrance and exit times staggered to keep bubbles apart as they arrive and leave.</p> <p>Where a staggered arrival time is in operation and a pupil is late, the pupil must go to the Pupil Services as soon as they arrive.</p> <p>Parents who accompany children to school must not enter the school site without a pre-arranged appointment. Parents are encouraged to park away from Urban Road and for pupils to walk a small distance at the end of the journey.</p> <p>Leadership will be on duty on front, back and tennis courts.</p> <p>Pupils over 11 arriving by public, or dedicated school transport are required to wear face</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staggered beginning and end times of the school day

	coverings (unless exempt). A reminder will be given in the return to school assembly.				
14	Large gatherings such as collective worship or assemblies with more than one bubble should be avoided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Collective workshop and daily assemblies will be videos sent by senior and middle leaders
15	<p>There should be restrictions on access to school by third parties (parents, members of the public, visitors etc).</p> <p>Supply teachers, peripatetic teachers and temporary staff can move between schools but they must ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Procedures are in place to manage other visitors to the site, such as contractors and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</p> <p>If parents need to communicate with the school, they must telephone or email school. If a face-to-face meeting is required, this must be planned in advance and an appointment made.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parental meeting will take place on Microsoft Teams or by telephone call</p> <p>Visitors to school will have temperature taken. They will be asked if they have symptoms of Covid-19 within the last 48 hours.</p>

	<p>Other visitors e.g., contractors necessary for safety checks and essential maintenance must report to the main office. Where possible contractors should visit site before or after school. Contractors will only enter the areas of the school where work is being carried out.</p>				
<p>16</p>	<p>Staggered break and lunch times should be considered to avoid creating busy corridors.</p> <p>Procedures for these staggered lunchtimes and break times will be discussed with staff and any issues that arise will be carefully considered and new procedures put into place at the earliest opportunity.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Three Breaks and Five Lunches have been built into the timetable</p>

Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
17	<p>Class rooms should, where possible, be organised to maintain space between people.</p> <p>The school should make small adaptations to the classroom to support distancing where possible, including seating pupils side by side and facing forwards, rather than face to face or side on, and also move unnecessary furniture out of classrooms to make more space.</p> <p>It is recognised that social distancing is not possible with younger children, however, children are distanced as far as is reasonably practical and may congregate in a group size no larger than their bubble.</p> <p>Staff will attempt to limit their close interaction with children as much as possible, try to maintain a 2m distance with older children by staying at the front of their class and maintain a 2m distance from other adults.</p> <p>Children should limit items brought into school to essential items such as lunch boxes, outdoor coats, books, necessary stationery items etc. These may be brought in bags.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils will be sat in alphabetically order where possible to minimise contacts.</p> <p>Leadership will be checking the classrooms of those department they line manager to ensure 2 metre rules applies</p> <p>Staff need to keep seating plans up to date</p> <p>Reminder about essential equipment will be given to pupils on the return to school video.</p>

	<p>Resources, such as stationery items, will be brought into school by pupils. Items loaned by teachers will not be collected in</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces.</p> <p>Children are required to in water for the day</p>				
18	<p>Social distancing message will be re-enforced to pupils at regular intervals. Children will be instructed on maintaining social distancing from other bubbles and staff will be reminded about maintaining distance between each other regularly.</p> <p>Posters highlighting social distancing rules will be placed around to school.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	<p>For organised sport activities, pupils will be kept within their bubbles and where possible, outdoor sports activities will be prioritised over indoor. Where indoor facilities have to be used, maximum social distancing will be adhered to.</p> <p>Sports equipment will be thoroughly cleaned between each use by different groups, and contact sports avoided.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Extra Curriculum events will be in Year group bubbles.</p>

<p>20</p>	<p>Where possible, bubbles should be kept apart and movement around the school kept to a minimum. It is acknowledged that while passing briefly in the corridor or playground is low risk, the school should avoid creating busy corridors, entrances and exits.</p> <p>The school should consider timetabling, staggered times and one-way corridors to reduce the risk of 'bubbles' of children interacting.</p> <p>Areas where children might potentially be in close proximity, such as toilets, will be managed internally and safety procedures put into place.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils are encouraged by all staff to use the external routes of the school where possible.</p>
<p>21</p>	<p>Communal spaces such as dining room or assembly hall to be used at reduced capacity.</p> <p>Lunchtimes will be staggered and each bubble will be supervised by an adult from their bubble.</p> <p>After each bubble has used the dining hall, midday staff will clean and disinfect all surfaces of tables and chairs using standard cleaning products. The cleaned areas will be allowed to dry before any other bubble may enter the hall. At the end of the lunch break, the hall floor will be cleaned and disinfected.</p> <p>If a computer suite is used, all equipment must be wiped down before use by a different bubble.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each year group will have their own lunch and/or break</p> <p>Additional supervisors for the dining room have been appointed to ensure cleaning of all tables and trays immediately after use.</p> <p>Wipes have been provided to all IT suites.</p>

22	<p>The use of the staff room and PPA room will be minimised and organised so that staff may socially distance adequately. G3/G4 have been allocated as staff work areas during PPA, lunch and NC times</p> <p>The school office will be reorganised to enable staff to work at a safe distance from each other.</p> <p>Small meeting rooms will only be used if necessary, and only by one person. Larger meeting rooms will be assessed for room occupancy, maintaining social distancing.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Maximum occupancy is written on all doors within school</p> <p>Staff do not meet with pupils or colleagues in offices.</p>
23	Kitchen staff will observe social distancing where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	<p>Non-essential repair or contracted works in buildings will be carried outside school hours.</p> <p>The school's procedures for social distancing and hygiene will be explained to all visitors.</p> <p>A record of all visitors will be kept, even if the visit is outside of school hours.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Additional information regarding safe use of space to detailed below.					

Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	<p>Staff and pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school.</p> <p>They will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p> <p>If positive, they must follow the Stay at Home Guidance.</p> <p>Staff and parents must fully engage with the NHS Track and Trace process.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	<p>Staff who experience symptoms as above whilst at work to immediately go home and follow the Stay at Home Guidance.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site.</p> <p>Whilst awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Where the child or staff member tests negative, they can return to their setting if they no longer display COVID-19 related symptoms.</p> <p>Where the child or staff member tests positive, the school will contact the local health protection team</p>

	<p>needs of the pupil, with appropriate adult supervision if required. The room should be well ventilated by opening a window, if safe to do so. The room is the back office behind reception</p> <p>If a pupil needs direct personal care or the 2m distance cannot be maintained until they can return home, staff should wear the appropriate PPE.</p> <p>If the pupil needs to go to the bathroom while waiting to be collected, they should use disabled toilet by Sixth Form reception. This toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Once the pupil has been collected, the staff member should dispose of their PPE safely then wash their hands thoroughly for 20 seconds.</p> <p>The affected area will then be cleaned with normal household disinfectant to reduce the risk of passing the infection on to other people.</p> <p>The pupil will be required to take a PCR test either visiting a test site or ordering one online. If test is negative, and they are well, they can return to their school.</p>				<p>who will work with the school and guide the school through the actions needed and will provide will provide advice on who requires to be sent home.</p>
28	<p>Hand sanitisers will be available at all entrances to the school and throughout the school and will be regularly monitored and maintained.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each classroom will have hand sanitisers point. This must be used on entrance and exit to all rooms by everyone</p>

<p>29</p>	<p>All staff and pupils will be encouraged to regularly wash their hands with soap and water for 20 seconds, or to sanitise their hands, especially upon arrival at school, prior to eating, following breaks and lunch time and any other time deemed necessary (for example, after coughing or sneezing).</p> <p>Pupils will be required to wash or sanitise their hands if they change rooms. Where wash facilities do not exist in each classroom, additional sanitiser points will be available in each classroom and pupils must sanitise their hands on exiting or entering the room.</p> <p>In addition to the measures above, staff are also advised to wash their hands before and after handling any materials shared with pupils.</p> <p>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each classroom will have a designated box of tissues.</p>
<p>30</p>	<p>Different hand wash facilities should be available for each cohort/group within school/setting where possible, for example each bubble may have access to their own handwashing facilities (sinks in their classroom).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

31	Unnecessary items and items that are hard to clean such as soft toys should be removed from classrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
32	<p>Sharing of pencils / pens and other items of stationery is avoided where possible.</p> <p>For individual and very frequently used equipment, staff and pupils will have their own items that are not shared.</p> <p>Classroom based resources, such as books and games, are able to be used and shared within bubbles. These should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
33	For adults and pupils in year 7 and above, face coverings should be worn when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Everyone at Blessed Thomas Holford has worn a mask in classrooms and communal areas since October 2020.

	<p>It is also recommended that that face coverings are worn in classrooms or during activities unless social distancing can be maintained. (This does not apply to strenuous activities such as PE etc).</p> <p>The school will have a small supply of face coverings for those who do not have one, or for those whose coverings have become soiled, damp or unsafe to use.</p> <p>The school will have a process for the removal and disposal of used face coverings and this will be clearly communicated to staff and pupils, for example reusable face coverings should be placed in a plastic bag until they can be washed. If the face covering is single use, it should be disposed of in a normal waste bin.</p> <p>After putting on or removing a face covering, hands should be washed or sanitised.</p> <p>(For exemptions in wearing face coverings, please see the relevant guidance.)</p> <p>(Face visors should only be used after carrying out a risk assessment for the specific situation i.e. droplet spread, and should always be cleaned appropriately.)</p>				<p>Each member of staff must have some spare masks collected from Pupil Services</p> <p>Pupils with exemptions will be given a pass with a lanyard</p> <p>Visors can be worn in addition to face masks rather than in place off.</p>
--	--	--	--	--	--

34	<p>Equipment that may need to be shared (laminators, guillotines, items of equipment used in the class that will be then used by someone else, etc.) should be cleaned and sanitised after use.</p> <p>Cleaning materials will be available throughout the school to allow cleaning of shared materials.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	<p>All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)</p> <p>The school will provide sufficient tissues for use by staff and pupils. Staff within classrooms are responsible for ensuring that there are adequate supplies of tissues in their rooms.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	<p>The school will ensure there are adequate bins available throughout the school and in each classroom.</p> <p>The bins will be monitored frequently and emptied frequently.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	<p>All working areas within the building will be well-ventilated (Windows and Doors open) where safe and appropriate to do so and a comfortable teaching environment should be maintained by increasing the heating where necessary.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<p>Classroom windows should be open to allow natural ventilation (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space) and if safe to do so, external opening doors may also be used.</p> <p>Standalone air-conditioning units may be used as normal. Centralised ventilations system that removes and circulates air to different rooms must have the recirculation turned off and must use a fresh air supply.</p>				
38	<p>There should be increased frequency of cleaning of communal areas and areas with high contact points (using detergent and hot water followed by a chlorine based disinfectant solution). This includes:</p> <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 <p>Public Health (PH) have published guidance on cleaning.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional staffing has been implemented during the school day.

39	<p>G3/G4 will be set up to allow for social distancing.</p> <p>The use of kitchen equipment in the staff room is permitted but all equipment must be wiped down with standard cleaning products before and after use by individuals.</p> <p>Staff should use designated crockery/cutlery and cups/mugs. These should be cleaned thoroughly each day.</p> <p>Staff should store their personal belongings in their classrooms or offices where possible. Staff should avoid using communal coat storage areas.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to bring own cups
40	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example, in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><u>Hand-Washing Guidance</u></p> <p><u>Hand-Washing Video</u></p> <p><u>Hand-Washing Poster</u></p>
41	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and will be provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	There is an increased frequency of toilet inspections and checks to ensure sufficient supplies of soap and paper towels are maintained. Staff to report shortages to site staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Suppliers and contractors who attend the school will be advised infection control arrangements, no-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	access areas and expectations around personal hygiene.				
	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
44	Sufficient staffing and resources are in place to maintain the security of the building and its occupants, including relief staff when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	Sufficient staffing and resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Sufficient numbers of trained staff are in place to provide recommended First Aid provision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trained first aiders are on reception or pupil services. First Aiders can be called using SMT button or walkie talkie
47	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"/>	New fire evacuation procedures are shown

Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
48	<p>PPM (Planned Preventative Maintenance) work will continue to be delivered for critical building systems (Life-Safety) including:</p> <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 <p>All PPM will be undertaken taking into account the schools social distancing and hygiene arrangements.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Defect Reporting arrangements are in place and all staff are aware of the arrangements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Email to sitemaintenance@bthcc.org
	Additional Statutory Compliance and Maintenance issues.				

Any Additional Information and Control Measures (Detail Below)

--

Approved by (Head Teacher/ Chair of Governors)	Lee Fishwick	Date of Approval	1 st March 2021
Date Provided to Unions	1 st March 2021	Date of Review	Weekly
Date shared with all staff	On INSET Day Friday 5 th March		
Date shared with Parents/Carers	On website by Friday 5 th March	Date shared with LA	1 st March 2021