

Schools Re-Opening Health and Safety Risk Assessment – COVID 19

Further Information Contact: Health, Safety and Wellbeing Team | healthandsafety@stockport.gov.uk | 0161 474 3056



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School:	St Winifred's RC Primary School	Date of 1st Assessment:	21/05/2020
Assessment Completed By:	Jonathan Beck (SMBC - Health & Safety) Annmarie O'Dwyer (Headteacher) Mr Keith Fisher (Site Supervisor)	Date of this review: (Continuously review as required)	23/02/2021

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 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 and Details / Further Information
01	<p><i>During the third national lockdown, Clinically Extremely vulnerable staff have been strongly advised to work from home wherever possible. Review 23.02.21: The shielding guidance has been extended until 31.03.21. The document 'Schools COVID-19 operational guidance states '...CEV staff are advised not to attend the workplace..'</i></p> <p>Employee's that are classified as being on the NHS Shielded Patient List as per https://digital.nhs.uk/coronavirus/shielded-patient-list#risk-criteria should remain isolated at home whilst the current Government advice remains in place.</p> <p><i>In addition, all clinically vulnerable employees should have an individual risk assessment undertaken to manage the risk to each of them individually. This includes pregnant women. Review 23.02.21: The document 'Schools COVID-19 operational guidance states '...CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should</i></p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>One staff member has been identified as Clinically Extremely vulnerable. Please see separate individual risk assessment for this individual staff member who was referred to OH (appointment 06.07.20). The OH report recommends that an individual risk assessment is completed which has been undertaken, and that, in particular, social distancing is strictly adhered to.</p> <p>This staff member is currently working from home (since 05.11.20) and this was reviewed on 02.12.20 and again on 03.01,21 and again on 23.02.21. <i>As shielding guidance is extended until 31.03.21 this staff member will remain at home until that date when it will be reviewed again.</i></p> <p>In addition, in December 2020, following the referral to Occupational Health of another individual, the subsequent OH report and the subsequent review of their individual risk assessment,, this staff member will remain at home between 07.01.21 and 31.03.21 (when shielding guidance officially ends)when it will be reviewed.</p> <p>The individual risk assessments of all clinically vulnerable staff members were also reviewed on 15.01.2 and will be reviewed if any of their individual risk factors/ situations etc. change.</p> <p><i>REVIEW 23.01.21: All staff members will be reminded of the</i></p>

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	<p>ensure they maintain good prevention practice in the workplace and at home.'</p> <p>It also states'... You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV...'</p>				<p>opportunity to complete an individual risk assessment in preparation for the full reopening of school. This guidance will be referred to should an employee become pregnant. If a staff member becomes pregnant, an individual risk assessment will be conducted.</p>
02	<p>All employees who live with a person who is Clinically Extremely Vulnerable, as stated in the DFE guidance 02.07.20, should return to work. It states: People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Review 23.02.21: The document 'Schools COVID-19 operational guidance states '... Those Staff living with someone who is CEV can still attend work where home working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.'</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This applies to one staff member. Latest government guidance states that such individuals should continue to attend work. The measures outlined on this risk assessment will ensure that risk is minimised and they have individual risk assessments, as do the clinically vulnerable staff members and staff members at higher risk. This staff member has attended work since September 2020. REVIEW 23.02.21In addition, two staff members live with an elderly relative and are currently therefore working within the same bubble until both doses of the vaccine have been received by the family member.</p>
03	<p>All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school/ setting.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff are aware of this and are reminded regularly. Review 23.02.21: Staff are also aware that, even if their Lateral flow test result is negative, if they show any symptoms, they must have a PCR test.</p>
04	<p>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</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A O'Dwyer/ K Dommett to contact such staff weekly. Wellbeing resources continue to be circulated to all staff. Excellent staff communications were noted by the Inspector. Review 23.02.21: EHWB and HT circulated further staff wellbeing resources and EHWB provided training materials for staff to access in terms of their own wellbeing and that of the children.</p>
05	<p>We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Teachers have access to Citrix to access the school computer network. All teaching staff have a school email and information is sent out regularly. The F & F group will be approached to fund additional laptops for teachers if necessary. Additional laptops have been purchased for teachers who may need to self-isolate and who require them. In November 2020, two additional teacher laptops were purchased. In November 2020, a 'Remote Education ' Policy was produced to ensure that staff are aware of the appropriate processes. Review 23.02.21: This provision is regularly reviewed, with the most recent review being on 08.02.21 with the introduction of daily live check-ins. Following parental and staff feedback surveys. In addition, further workload support for teachers delivering remote education was provided.</p>

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OUR PUPILS					
Ref	Control Measure	Yes	No	N/A	Actions Taken and Details / Further Information
06	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See also: https://digital.nhs.uk/coronavirus/shielded-patient-list#risk-
+	47890-09	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The measures outlined on this risk assessment will ensure that risk is minimised. Ensure all health and safety measures are adhered to by all consistently.
08	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has been circulated previously to parents/ carers and is regularly sent out in weekly reminders. Texts are also being sent.

OUR PUPILS (continued)					
Ref	Control Measure	Yes	No	N/A	Actions Taken and Details / Further Information
09	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"/>	Tapestry and Google Classroom are now established and is being used for all self-isolating children and continued for full closure between 06.01.21 and 05.03.21.. In addition, where a teacher has had to self-isolate, videos are produced to be used with their class to maintain some continuity. The Remote education Policy was agreed by Governors on 03.11.20 and sent out to parents on 13.11.20. It is also on the school website. REVIEW 23.02.21. This provision was most recently reviewed on 08.02.21.
10	All pupils in school/ setting are required to be in cohort of no more than; 1:30 Primary, led by one Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class sizes will be maintained at 30 and classroom layout will be in line with the guidance updated 02.07.20 whereby desks will face the front. For specific intervention or activities which require group work, desks will be moved briefly so that children can share equipment safely. Review 23.02.21: For any intervention/1:1 support, a face covering should be worn by staff.

OUR SCHOOL: Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken and Details / Further Information
11	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"/>	Following current Government Guidance Staying alert and safe (social distancing) There will be a staggered drop off in the morning and different year groups will use

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					different entrances. This will be as follows:			
					TIME	YEAR GROUP/ CHILDREN	ENTRANCE POINT	NOTES FOR PARENTS/CARERS
					8.40AM	Reception children	Left Hand Door (Not Front Door)	Reception parents need to please make sure that you enter the school grounds via the blue double gates signposted 'IN' and wait in the school grounds right up to the white line, socially distanced, only using the area to the left of the school sign (as you face the school building)
					8.40AM	Older siblings of Reception children	Left Hand Door (Not Front Door)	These children will be allowed into school through the same door with their Reception siblings and will then go straight to their classroom where a member of staff will greet them.
					8.45AM	Year 1 (without siblings in Reception)	Gate	Year 1 parents/ carers need to please enter the school grounds through the 'OUT' opening and move all the way up to the white line to aid social distancing, using the space on the school grounds NOT the pavement.
					8.45AM	Year 2 (without siblings in reception)	Gate	Year 2 parents/ carers need to please enter the school grounds through the 'OUT' opening and move all the way up to the white line to aid social distancing, using the space on the school grounds NOT the pavement and move all the way up to the white line to aid social distancing.
					8.45AM	Older siblings of Years 1 and	Gate	These siblings will enter the school through the gate with their younger sibling and go

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					2 children		straight to class where a member of staff will greet them.	
					8.50AM	Years 3 and 4	Left Hand Door (Not Front Door)	Years 3 and 4 parents need to please make sure that you enter the school grounds via the blue double gates signposted 'IN' and wait in the school grounds right up to the white line, socially distanced, only using the area to the left of the school sign (as you face the school building)
					8.50AM	Older siblings of Years 3 and 4 children	Left Hand Door (Not Front Door)	These children will be allowed into school through the same door as their Years 3 and 4 siblings and will go straight to their classroom where a member of staff will greet them.
					8.55AM	Years 5 and 6	Gate	The Year 6 children need to go through the gate first. If Years 5 and 6 parents are please enter the school grounds through the 'OUT' opening and move all the way up to the white line to aid social distancing, using the space on the school grounds NOT the pavement.
<p>In addition, from 03.11.20, parents and carers will be requested to wear face coverings when dropping off and collecting their children to minimise risk further. Also, when dropping off in the morning, parents/ carers will not be required to remain the white line to provide more room for social distancing. Parents/carers were also reminded of government guidance regarding crossing households in a letter sent 23.10.20. From 16.11.20, staff have also been encouraged to wear face coverings at drop off and collection times as they may come into close contact with other adults. This was made mandatory from 03.01.21 REVIEW 23.02.21: This will continue when school fully reopens on 08.03.21.</p>								

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12	Increased number of Entrance and Exit Points to the Building (external classroom doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As above All classrooms with external doors will use these as entrance/exit points as much as possible.
13	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>1. Additional spots were painted during Summer break down the path from the gate on both sides and partitions purchased and installed to separate two sides of path will be purchased and placed along path during summer holiday.</p> <p>2. Drop Off: See table above Parents to adhere to the times allocated. Only 1 parent per child. Any late comers will be expected to wait until the following year group has been dropped off before they are admitted. If a parent has siblings in different year groups, they will send all children in at the same time through the designated gate/ door. As the children enter through the gate, they will be asked to stand on a 'spot' marked on the ground which is 1 metre apart from all other spots. Two halves of each year group will line up on opposite sides of the path as follows (Y1 and Year 2 at 8.45AM, Year 3 and Year 4 at 8.50AM, Year 5 and Year 6 at 8.55AM) Staff daily hours have had to be altered to accommodate the change to drop off times.</p> <p>The tree has been removed over the Summer break to minimise obstruction of view and to provide additional space for parents/ carers to wait. From 03.11.20, the white line can be crossed by parents/ carers dropping off to provide more space for social distancing. The council have been asked to install railings on the pavement at the front of school but this has not happened. However, the drop off routines mean that parents are not required to wait on the pavement near to the main road, and they have been reminded to use the space on the school premises to wait on numerous occasions. From 03.11.20, they have also been asked to wear face coverings when dropping off and collecting their child. Reminders will be sent</p> <p>From 16.11.20 staff have also been encouraged to wear face coverings at drop off and collection time and this was made mandatory from 06.01.21.</p> <p>3. Collection The path leading from the gate has been divided into two lanes for a one</p>

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				<p>way system. The Reception and Year 1 parents will be allowed to enter the school grounds at the end of the day and to then assemble on playground in four separate rows. The Reception and Year 1 children will be brought out to them, dismissed and then the Reception and Year 1 parents will take their children through the one way system back out through the gate.</p> <p>2.45PM: Reception will come out of gate 2.50PM Year 1 will come out of gate 2.55PM Year 2 will come out of door 3.00PM Year 3 and 4 will come out of door 3.05PM Year 5 and 6 will come out of door</p> <p>For Reception and Year 1, the parents are allowed to enter the school grounds to collect their child using the one way system. For Years 2-6, As the children walk through the gate/ door , they are asked to stand on a 'spot' marked on the ground which is 1 metre apart from all other spots along the front of the school building. The parents wait in a designated area of the front of school. Two classes are dismissed The children are to their adult a couple at a time. SLT are out daily to ensure that this is done smoothly and safely.</p> <p>It is imperative that parents adhere to the times allocated, do not arrive early or linger after they have collected their child and have been reminded of this. This is working well. From 03.11.20, parents/ carers have been asked to wear face coverings when dropping off/ collecting their child. Prior to school reopening again on 08.03.21, parents will be reminded of this expectation and to maintain a 2metre distance.</p> <p>From 16.11.20 staff have also been encouraged to wear face coverings at drop off and collection time. From 03.01.21, this was made mandatory. REVIEW 23.02.21: This will continue.</p>
14	<p>Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc.). Review 23.02.21: The DFE updated guidance (23.02.21) states' <i>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff can move between settings.</i></p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Parents/ carers are not permitted to enter school grounds/ building without appointment. Assemblies are recorded and put onto Tapestry/ Google Classroom so that parents/ carers can view them. A virtual tour of the school has been produced for prospective children and parents as they are unable to visit the school currently.</p> <p>Reception and Year 1 parents are allowed to enter school grounds to collect children as described in section 13. External providers' representatives will provide us with their own risk assessment and will also be expected to adhere to ours.</p>

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					<p>No visitors are allowed to use the staffroom to minimise contact with staff members. Supply teachers are allowed to use staffroom but must maintain social distancing at all times.</p> <p>Visitors must wash hands on entry and so must all staff members.</p> <p>Allocated spaces for external visitors to support children are : Mobiles and library only.</p> <p>Following further guidance from Stockport LA, discussions have taken place with external providers to ascertain how this can be managed as safely as possible. This risk assessment will be reviewed in light of any updated guidance.</p>
15	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>See above (13) for drop off and collection</p> <p>Break time & Lunchtime: Break times and lunchtimes will be staggered with a 5 minute turnover time between each 'shift' as follows:</p> <p>Reception: No break time- outdoor learning as part of curriculum Years 1 & 2: 10.05-10.20AM. Years 3 and Year 4 10.25-10.40AM Years 5 and 6 10.45-11.00AM</p> <p>Lunch will be eaten in the classroom by all year groups except Reception who will eat it in the hall. From 03.11.20, the two Reception classes will be separated whilst eating in the hall as part of the review of the bubble size in EYFS.</p> <p>The outdoor space will be cordoned off into 8 separate areas and each 'bubble' will be allocated two particular zones, so that no more than 15 children are playing within any one zone. On 27.11.20, the C1 and D1 zones were changed slightly to ensure that all risks continue to be minimised.</p> <p>Staff will supervise their 'bubble' to encourage them to maintain social distancing of at least 1 metre (particularly KS2- KS1 are encouraged not to touch each other). At break time this will be a teacher or TA and at lunchtime it will be an allocated Midday (Middays are each allocated to a particular class bubble(s)).</p> <p>The order of children entering the playground is zone A B C D. Y1 & 2: class 6, 5,3,,4 Y3 & 4: 10, 9, 7,8 Y5 & 6: 13,14,11,12</p> <p>The order of children re-entering bubble bases after break time and lunchtime is zones D C B A</p>

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					<p>Y 1 & 2 Class 4, Class 3, Class 5, Class 6 Y3 & 4: Class 8, class 7, class 9, class 10 Y5 & 6 class 12, class 11, class 14, class 13</p> <p>Reception will be playing outside at lunchtime and will enter and leave the playground in class order (Class 1, Class 2. Class 1 will play in B1 & 2 and Class 2 will play in C1 & 2). From 03.11.20, Reception were split into two separate class bubbles.</p>
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OUR SCHOOL: Physical / Social Distancing in the Building

Ref	Control Measure	Yes	No	N/A	Actions Taken, Details / Further Information
16	Classrooms organised to maintain social distancing wherever possible. REVIEW 23.02.21: Updated DFE guidance 22.02.21 states:'.Maintaining a distance between people while inside and reducing the amount of time they are in face-to face contact lowers the risk of transmission.... Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with pupils with complex needs, or those who need close contact care. Provide educational and care support for these pupils as normal, with other increased hygiene protocols in place to minimise the risk of transmission.... Where possible, for example with older children with less complex needs who can self-regulate their behaviours without distress, they should be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children, and some children with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help...'	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>See 10 above.</p> <p>Classrooms have been cleared of surplus furniture and soft furnishings. REVIEW 23.02.21: Teachers have been asked to identify any furniture which they wish to be removed in order to provide increased space within the classroom. Assemblies will be restricted to year group gatherings, with the assembly live streamed to the other year groups. REVIEW 23.02.21: All assemblies will continue to be virtual until the Summer term and year group led assemblies will not take place until the Summer term also. The Year 4 passion play will be a very simplified version (in the same vein as the Year 5 Advent service) and will be recorded and put on Google Classroom for the parents/ families/ rest of school to see.</p> <p>Class teachers to stand at front of class as much as possible to maintain distance between them and the children. When staff need to support individual children/ small groups they will attempt to remain at least 1 metre apart from them at all times Review 23.02.21: For any intervention/1:1 support, a face covering should be worn by staff.</p>
17	Social distancing message is re-enforced to pupils at regular intervals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All staff received training on the risk assessment during INSET on 02.09.20 and will be expected to adhere to all aspects of it at all times. Staff are provided with each review of the risk assessment and consulted on it. ALL staff will be responsible for reminding children regularly. Staff continually remind children of the importance of keeping their distance from adults and children.</p> <p>REVIEW 23.02.21: This is extremely important and ALL staff MUST remind children of this, both inside the classroom/ building and on the</p>

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					playground. During the Spring term, games which involve any form of contact should not be permitted e.g. football
18	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There is a timetable for use of outdoor space throughout the day.
19	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"/>	The whole daily timetable is planned to avoid any crossing over of bubbles. This includes staggered start/end times, breaks, lunchtimes etc.
20	Communal spaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The hall is used by a class bubble/ year group (two class bubbles) at any one time and the two bubbles will be kept separate REVIEW 23.02.21: The hall will not be used by a year group for assemblies during the Spring term as all assemblies will be virtual.. Only on class at a time will use it for PE. Only Reception year group use the hall as a dining room. The rest of the year groups eat their lunch in their classrooms. REVIEW 23.02.21: This will continue
21	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staggered break times and lunchtimes mean that the numbers in the staff room will be reduced. Furniture has been removed & rearranged to allow for social distancing. An additional kettle/ microwave station has been introduced to the staffroom. From 02.11.20 staff were encouraged to wear face coverings when not eating in the staffroom should they wish to do so. From 03.01.21, this was made mandatory. REVIEW 23.01.21: Furniture in staffroom was moved again during the half term break to further maximise social distancing. Staff must wear a face covering in the staffroom at all times except when actually eating and drinking.
22	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This will be the responsibility also of Dolce- the catering company. A separate risk assessment has been obtained from them.
23	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The only meeting room in use is the headteacher's office which has adequate space to social distance for up to 4 people. Virtual meetings are held as much as possible. From 02.11.20, face coverings to be worn for all meetings in headteacher's office. Office staff have also been encouraged to wear face coverings due to closer proximity and length of proximity. REVIEW 23.02.21: Government guidance 22.02.21 states that staff in primary schools MUST wear a face covering when social distancing between adults is not possible. From 03.01.21, all staff will be expected to wear a face covering at all times except: when outside on duty, when alone in a classroom/ office or other space, when eating/ drinking and when teaching face to face. If they wish to wear a visor in class, they can do so. REVIEW 23.02.21: Government guidance 22.02.21 states that staff in primary schools MUST wear a face covering when social distancing between adults is not possible. Staff must therefore only remove their face

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					covering in the staffroom to eat or drink and must wear face coverings at all other times in the staffroom. Also, when supporting children 1:1 or in small groups, such as when hearing them read, staff should to wear a face covering.
24	Non Essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E Swain and K Fisher to liaise with external contractors to ensure that this happens.
25	Reduction in lift use with priority given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	n/a

Additional Physical / Social Distancing Measures applied (Please detail below)

- **Pupil Toilet & Sink Areas:** One class bubble at a time to use allocated toilets.
- **Library Area:** External provider allocated space only. No class bubble to use library.
- **Further Information/Guidance:**
 - o [Coronavirus outbreak FAQs: what you can and can't do](#)
 - o [Critical workers who can access schools or educational settings](#)
 - o [COVID-19: cleaning in non-healthcare settings](#)
 - o [Coronavirus \(COVID-19\): Get the latest NHS information and advice about coronavirus \(COVID-19\), a new illness that affects your lungs and airways.](#)
 - o As the children enter through the gate, they are asked to stand on a 'spot' marked on the ground which is 1 metre apart from all other spots. Each class in each year group lines up on opposite sides of the path.
 - o Once lined up, the children are led to their separate 'bubbles' and classrooms by their allocated adults, keeping 1 m distance between.
 - o Whilst in the classroom, children are expected to remain at their specific individual desk throughout lesson time wherever possible except when going to the toilet.
 - o The outdoor space is cordoned off into 8 separate areas and each 'bubble' is allocated two particular zones, so that no more than 15 children are playing within any one zone. Non-contact games are encouraged. From 03.01.21, due to the increased capacity for transmission of COVID-19, children will be regularly reminded to keep their distance from each other and staff at all times.
 - o Parents are asked to send younger children (or those who cannot tie shoe laces) into school with shoes without laces as staff will be unable to tie their shoe laces for them.
 - o Markings on corridors to remind children to keep at least 2 metres apart.
 - o Each class has been put into a 'bubble group of a maximum of 30 children .Each bubble will have the same staff member(s) as far as possible and will remain in the same classroom.
 - o Staffing has been deployed to minimise number of contacts with different bubbles.PPA timetable has been adapted so that Miss Palmer is in contact with the least number of class bubbles within any 48 hours period. In addition, C Brinsley will be covering both PPA and SENDCO time in Class 9 and K Dommatt and A Fahy will cover each other's PPA to minimise number of staff as much as possible in contact with bubbles. On 02.11.20, the PPA timetable was once again revisited to limit the number of contacts for staff delivering SLT/PPA (J Palmer and C Brinsley). On - 03.01.21, staffing was reviewed again. On 23.02.21, staffing was once again reviewed in preparation for the full reopening on 08.03.21.
 - o The outside EYFS area must also be used as much as possible but the two classes use it separately from 03.11.20. During school closure, Reception became a year group bubble but will return to separate class bubbles from 08.03.21.
 - o Visitors to school will be required to wash hands upon arrival, to social distance when in school and follow all other procedures. Meetings will not

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be held with more than 4 people at any one time and if more people are required to meet, it will be held virtually. From 03.01.21, all visitors to school will be required to wear masks at all times unless working directly with children. **REVIEW 23.02.21 External visitors to wear a face covering at all times including when supporting children, with the exception of the Sensory Support Service.**

- Parents Meetings are held virtually until further notice.
- Peripatetic teachers will also be expected to follow the agreed procedures and will only use the three designated areas: Mobile classrooms x2 and library and will work at a distance from the children at all times, avoiding face to face contact

REVIEW 23.01.21: Face Coverings should be worn by peripatetic teachers whilst delivering lessons.

- REVIEW 03.01.21: All TA led small group interventions will cease between 07.01.21 and 05.03.21 to reduce risk to staff. Only necessary support for children with SEND will continue. In addition, all staff will be asked to maintain a 2m distance from children as much as possible during this period.

REVIEW 23.02.21: Upon the full reopening of school, staff implementing any 1:1 / small group intervention will be required to wear a face covering.

REVIEW 23.02.21: When leading singing with children, staff and peripatetic teachers will refer to and adhere to COVID-19: Suggested Principles of Safer Singing Gov.UK November 2020 (see additional guidance for 08.03.21 document)

OUR SCHOOL: Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken and Details / Further Information
26	<p>Response to any infection: Minimise contact with individuals who are unwell by ensuring that those who are experiencing symptoms associated with COVID-19 or who have someone in their household who does, are instructed not to attend the school/ setting and to refer to the Stay at home: guidance for households with possible coronavirus (COVID-19) infection</p> <p>Engage with the NHS Test and Trace process</p> <p>Manage confirmed cases of coronavirus amongst the school community</p> <p>Contain any outbreak by following local health protection team advice</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Reviewed Risk assessment shared with all staff once reviewed and latest reviews displayed in staffroom on board.. All parents have also been informed of this process regularly. Daily/ weekly reminders are now being sent as and when necessary and when guidance is updated.</p> <p>Use is being made of Stockport LA's 'Contact Tracing: a framework for headteachers' which is saved with this risk assessment. The DFE guidance Section 1 'Response to any infection' updated September 2020 will also be followed. All updated DFE guidance is being followed. The local health protection team are contacted too.</p>
27	<p>Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>The staff member will be immediately sent home and they will be tested asap. The DFE guidance updated on 02.07.20 states 'Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus We contact the local health protection team Should the result be positive, following the advice from the public health team, it may be necessary for other staff/ children within that staff member's 'bubble' or anyone who has been in contact with that staff member to be sent home.</p>
28	<p>Pupils who experience COVID-19 symptoms should be</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Resources room to be used to isolate the pupil until they are collected.</p>

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	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 gloves, an apron and a face mask. Eye protection should also be worn if deemed risk from coughing/spitting/ vomiting.				PPE equipment is available within this room. The staff member must wear it, including goggles and it will be double – bagged and will not be disposed of for 72 hours. See above
29	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"/>	K Fisher (Site Supervisor) to ensure all soap & paper towel dispensers are full each day. Additional supplies have been purchased. Allocated toilets to be used by each set of class bubbles only. Hand sanitiser stations are installed in the school entrance, the school hall and in every classroom. They are refilled regularly.
30	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"/>	School day timetable includes handwashing times for each group which is reviewed regularly This incorporates: upon arrival at school/setting, prior to eating, following break/lunch time and it will be up to the staff responsible for each bubble to ensure that this is also done at any other time deemed necessary (after coughs/sneezes). Handwashing posters are displayed in all pupil and staff toilets.

OUR SCHOOL: Infection Control, Cleaning and Hygiene Arrangements

Ref	Control Measure	Yes	No	N/A	Actions Taken and Details / Further Information
31	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"/>	This is achieved where possible as follows: Year 5 and 6 toilets- Will only be used by four Year 5 and 6 bubbles Year 3 and 4 toilets – will only be used by Class 8,7 and 6 bubbles Mobile toilets- will only be used Class 9 and 10 bubbles Class1/4 toilets- will only be used by Class 1 and Class 4 bubbles (Class 1- open toilets, toilets with doors) Class 2/3 toilets- will only be used by Class 2, 3 and 5 bubbles.. There will be antiseptic spray provided so that the sink taps, door handles etc. can be cleaned regularly throughout the day as necessary. In each set of toilets no more than two children can wash their hands at any given time. Every classroom also has a hand sanitiser dispenser and all classrooms also have a sink and hand soap.
32	Remove unnecessary items from classrooms and soft toys/ toys that are hard to clean.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This was completed during WB 15.05.20 and items will not be replaced for September unless absolutely necessary to deliver the curriculum. REVIEW 23.02.21 These items will not be replaced during the Spring term. Teachers have also been asked to identify any furniture which they would like to be removed to maximise space.

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33	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case as they do in Secondary Schools).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each child has been provided with a personalised A3 zip wallet (replaced December 2020) containing stationery, whiteboards etc. and will be unable to bring in anything from home except a NAMED full water bottle which will go home every day and be washed. It will be stored on/ under the child's individual desk all day. Lunch boxes and bags are also allowed in school.
34	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Reading books are sent home but each R/Y1 class will get a set of books. They will then keep the returned books in a box so that they can be stored for 72 hours before being issued to another child.</p> <p>For the other classes, children will not be allowed to get their own reading books. TAs/ teachers will need to spray the returned reading books with antiseptic spray prior to putting them back on shelves and will also have to collect the new books for the whole class. For older children (free readers) a selection of library books will be kept in the school book corner from which the children select a new book. Again, a 'returns box' needs to be in use in each classroom. REVIEW 23.02.21: Reading books will once again be sent home but the cleaning regime must be adhered to.</p> <p>Outdoor play equipment such as bikes/scooters in EYFS will be used but allocated to individual classes from 03.11.20 and will be cleaned in between groups of children. The climbing frame will only be used by EYFS children and the monkey bars will be out of use for the foreseeable future.</p> <p>REVIEW 23.02.21: This will continue. Staff will also refer to the additional guidance for sport/physical activity and adhere to it.</p> <p>Any shared resources such as scissors, paint brushes, IPADS etc. will be used by a small group of children within each bubble at a time and will then be cleaned before the next group use them. The IPADS have an antiseptic spray located on the trolley. Every classroom/ bubble base will also have an antiseptic spray and cloths available as well as hot water and washing up liquid available as and when necessary.</p> <p>The photocopier will have an antiseptic spray and cloths stored next to it to be cleaned after every use.</p>

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35	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"/>	Every classroom/ bubble base has a box of tissues and a lidded pedal bin for this purpose and children will be encouraged to use the tissues at all times by staff. Tissues are replenished regularly.
36	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each classroom has a lidded bin which is regularly emptied throughout the day as and when necessary by an additional member of staff employed for this purpose.
37	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 open windows in the morning in staffroom/ offices/ bubble bases etc. During the colder winter months, these windows will be opened sufficiently to allow air flow when children are in the classrooms and will then be fully open when the classrooms are empty. Internal doors will be kept open during the day to reduce touch points.
38	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 ▪ White Boards ▪ Printers/ Photocopiers ▪ Kitchen areas and associated equipment ▪ Door Handles/ Access Buttons ▪ Play Equipment ▪ Water dispensers/ coolers 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Every classroom/ bubble base also has an antiseptic spray and cloths available (stored out of children's reach) as well as hot water and washing up liquid available as and when necessary to clean equipment including Interactive whiteboard. At the end of the day, the A3 wallets will be wiped down to reduce the chance of transmission. Shared equipment will be wiped down regularly throughout the day, before being given to different children. The photocopier has an antiseptic spray and cloths stored next to it to be cleaned after every use. Individual whiteboards will be provided. The staffroom also has antiseptic spray and cloths for regular cleaning. The daily cleaning process continues to be upscaled to include cleaning of all touch points, light switches, door handles etc. by an additional cleaner. All internal doors are kept open during the day to reduce touch points.
39	If staff bring in their own food this should be kept in locker/ fridge and use of microwaves should be limited and include cleaning in between use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are now using the microwave but clean it (and kettles) between use.

OUR SCHOOL: Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken and Details / Further Information
40	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 each have their own personal named mug, plate, cutlery etc. and use only those specific utensils which they must ensure are not left lying around and area washed asap and put away in their locker. Microwaves have been returned to staffroom in September but staff are regularly reminded to clean in between use.
41	Employees to store, where possible, coats, bags and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff (including supply) have a named locker and will be expected to keep

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	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.				all coats, belongings, mug etc. in this locker when not using them. Email sent 10.09.20 to remind staff regarding clearing up, use of personal items etc.
42	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"/>	<ul style="list-style-type: none"> - How to wash your hands NHS – Guidance - How to wash your hands NHS – You Tube Video - Coronavirus Wash Your Hands Poster Younger children will be supervised during handwashing. Regular reminders are given to all other children.
43	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"/>	Hand sanitiser located in foyer and office.
44	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"/>	Middays will check at lunchtime and these will be replenished if necessary. They will also be replenished every evening ready for the next day.
45	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suppliers and contractors are informed of school procedures prior to arriving on site. Wherever possible, contractors will visit out of school hours.

Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)

Staff will be provided with PPE (gloves, apron, masks, goggles) for First Aid duties and will ask child to wipe own cuts, apply own plasters etc. where possible. Following the updated DFE guidance, staff will wear face masks for specific situations. (Following the LA update 16.11.20, email sent to staff on 16.11.20 to encourage them to wear face coverings at drop-off and collection of children, when travelling on bus to and from swimming and for any face to face meetings with parents. Staff will administer First Aid to their own allocated bubble. Review 03.01.21: All staff to wear a face covering at all times, except: when outside on duty; when alone in a classroom, office or other area and when teaching face to face within the classroom. If staff wish to wear a visor within the classroom, this is also permitted and if they are working closely with an individual child or with a small group, a face covering should be worn.

Updated DFE guidance on 23.02.21 states ‘ ***Pupils and teachers can take books and other shared resources home although unnecessary sharing should be avoided, especially where it does not contribute to pupil education.***

Reading Books: Reading books are sent home but each class will have a ‘returns box’ in which to place completed books. Children will not be allowed to get their own reading books. TAs/ teachers will need to spray the returned reading books with antiseptic spray prior to putting them back on shelves and will also have to collect the new books for the whole class. For older children (free readers) a selection of library books will be kept in the school book corner from which the children select a new book. Again, a ‘returns box’ need to be in use in each classroom.

Marking Self marking will be used if and when appropriate and all children will have whiteboards so teachers can assess understanding, provide personalised feedback. In addition, teachers will mark work daily as usual but will need to wash their hands thoroughly before and after marking a set of books.

Collective Worship Bags

These will continue to be used but children will be given the bag on a Monday to return on a Friday. The bag will then be left in school over the weekend before

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being reissued to another child on the following Monday. **REVIEW 23.02.21: Collective worship bags will not be sent home during the Spring term. This will be reviewed prior to the summer term.**

Other Equipment

No pencil cases are allowed. The only items allowed in school are: Named water bottle, lunch box, coat, P.E. kit, Homework book. Homework will be set on Google Classroom/ Spelling Shed/ Education City/ Times Tables rock stars as much as possible. However some written homework may also be necessary. Kitchen staff employed by Dolce only to enter kitchen during school hours. All maintenance work to be undertaken outside of school hours.

In hot weather, staff have been instructed not to use fans in order to reduce the risk of water droplets being circulated around the room.

In cold weather, fan heaters will not be used apart from to heat the empty classroom before the day begins and when the teacher/ TA is alone in the classroom at the end of the day.

REVIEW 23.02.21: Windows are kept open throughout the day. However, during the Winter months, this will only be just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. The school heating system will be switched on earlier than usual in the Autumn term to compensate for loss of heat. Parents have also been asked to send in an extra jumper/ fleece. When in the classrooms, following DFE guidance, the windows are open enough for air flow and breaktimes they are opened more fully.

Singing is currently confined to no more than 17 children singing in unison in the hall (15 in classrooms), with social distancing and adequate ventilation in place.

Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken and Details / Further Information
46	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"/>	<p>Each class is in a class 'bubble' of a maximum of 30 children. Each bubble will have the same staff member(s) as far as possible and will remain in the same classrooms throughout the school year.. They will be supervised by these allocated staff members as far as possible.</p> <p>A clear plan for children entering and leaving school has been created.</p> <p>Gate is locked by site supervisor at 9.00AM following the arrival of the last groups of children.</p> <p>Once Years 5 and 6 children have been dismissed through the door at 3.05PM, the door will be closed and locked by a Year 6 staff member.</p>
47	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"/>	<p>The school is cleaned thoroughly each evening/ morning and also during the afternoon and this will include cleaning specific 'touch points' throughout school e.g. door handles, light switches etc.. The cleaners will wear PPE for cleaning but will not change PPE between bubble bases/ classrooms (checked with J Beck on 02.06.20) as this would be unnecessary. PPE will be disposed of appropriately. Cleaners are expected to watch this short video which shows the correct way to</p>

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					<p>remove disposable gloves: video https://www.youtube.com/watch?v=oUo5O1JmLH0</p> <p>Additional cleaning equipment, tissues, hand sanitiser and lidded bin are in use and replenished regularly.</p> <p>The site manager has carried out a stock check to ensure there are sufficient resources and will continue to monitor resources to ensure stock levels remain high.</p> <p>An existing member/ members of staff has extended their hours in order to clean throughout the afternoon..</p>
48	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>6 available teachers hold the 12 hour full Paediatric First Aid qualification</p> <p>1 available staff member holds the 18 hour First Aid at Work qualification.</p> <p>1 available teacher, 4 available Teaching assistants and 9 available midday assistants staff hold the 6 hour paediatric qualification</p> <p>2 available teachers and 4 available Teaching assistants and 1 available office staff hold the 6 hour Emergency First Aid at work qualification.</p> <p>REVIEW 23.02.21: First Aid Refresher Training was undertaken by the majority of staff on 22.02.21.</p>
49	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"/>	<p>Sufficient numbers of staff have been allocated to each bubble to ensure safe evacuation.</p> <p>The evacuation procedures remain the same but the children will socially distance when lining up in the playground in their bubbles.</p> <p>Termly fire drills will continue.</p>

Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken and Details / Further Information
50	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 ▪ Gas Safety ▪ Legionella and Water Testing ▪ Electrical Safety ▪ PAT Testing ▪ Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The school business manager and site manager have systems in place to contact all the companies involved in this work and will continue to liaise with these companies as and when their services are required.
51	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The school business manager and site manager have systems in place to support this and a record of the relevant companies/agencies which may be required.

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Additional Statutory Compliance and Maintenance issues

SK Solutions (suppliers of two cleaning staff) are providing a risk assessment which covers their staff who are working in the school, alongside the school's own risk assessment.

Dolce (school catering provider) have provided a copy of their risk assessment.

All relevant checks are up to date and will be maintained.

School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors):		Date of Approval:	26/02/2021
Date Provided to Unions:	23/02/2021	Date of Review:	31/03/2021