

Vernon Park Primary School

School/ Setting	Vernon Park Primary School	Date of Assessment	15/07/2020
Assessment Completed By	Claire Lee		

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 Details / Further Information
01	Any employee or persons within their household that has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should self-isolate immediately and <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will be reminded of this at our training on 1 st September. HT will continue to send out COVID-19 updates from DfE and PHE on a regular basis.
02	Any employee who has tested positive for COVID-19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will be reminded of this at our training on 1 st September. HT will continue to send out COVID-19 updates from DfE and PHE on a regular basis.
03	Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will be reminded of this at our training on 1 st September. HT will continue to send out COVID-19 updates from DfE and PHE on a regular basis.
04	An individual risk assessment discussion will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19). The wearing of PPE is not required however, if staff feel they need to wear a face shield or face covering they are permitted to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This has already been done for members of staff returning to VP in July and will continue for the remaining staff who are shielding until August. SLT will be mindful of any further updates from PHE and will continue to update risk assessments as appropriate.

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05	We regularly contact / keep in touch with colleagues who are self-isolating/ working from home and monitor / support both their Physical and Mental Health & Wellbeing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Head Teacher sends out regular emails to staff to keep them updated and offers support via telephone or Microsoft Teams, when required.
06	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff who need to work from home have been provided with an iPad and are able to borrow laptops as and when required. The school working from home system, Citrix, is accessible by all staff.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	If a pupil has anyone within their household that has <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should self-isolate immediately and <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/carers will be reminded of this again through the guidance before the children return to school and frequently throughout the half term. HT will continue to send out COVID-19 updates from DfE and PHE on a regular basis as appropriate to share with Parents/carers.
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 7 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 7 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/carers will be informed of this before the children return to school and reminded of this frequently throughout the half term.
09	Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should <u>arrange to have a test</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PPE is available for members of staff who have to do direct care throughout the day with children with specific needs or for a child who becomes ill with COVID-19. The Hive is the dedicated space for a child who develops symptoms of coronavirus during the school day whilst waiting for collection. The member of staff supervising will socially distance from the child, windows and doors will be open to increase ventilation; the room has a sink if needed.
10	Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	We will continue to set homework on Seesaw for KS1 & KS2 children. EYFS will set work on Evidence Me. Staff will use the aforementioned platforms should the school (or a phase of children) have to go back into lockdown. We will also use Class Dojo and Twitter as a communication platform for Parents/carers / carers.
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children will be placed into a phase bubble and they will not mix with each other through the school day. They will remain in their bubble.

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	In secondary schools, and key stage 5, the groups are likely to need to be the size of a year group. Children are kept in their groups for the majority of the classroom time, but mixing into wider groups is allowed for specialist teaching, wraparound care and transport.				
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and Parents/carers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Behaviour and Relationships Policy has been updated in line with COVID-19.

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each year group of pupils where possible or where not possible for certain year groups to avoid all pupils using the same entrance/ exit).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will enter the site and building through designated gates and doors at designated times to enter and exit the building and school site. (See parent letter)
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The library door will be used for UKS2 pupils, LKS2 will enter through the Junior playground doors, KS1 through the Infant playground doors and EYFS through the nursery gate.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. (Ensure children are dropped off at school gates rather than coming into school playground, older KS2 children are encouraged to walk to school by themselves).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/carers will not have access to the school site and buildings. The only exception to this is for EYFS Parents/carers, transition meetings 3 rd to 10 th September in the outdoor classroom and drop off and pick up for the first full week 14 th to 18 th September.
16	Restrictions on access to school/setting by third parties (Parents/carers, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Only one person at a time will be permitted to be in the reception however this will be very low numbers as no one other than staff including the regular staff we buy in will be permitted entrance to the building. Only emergency workmen will be allowed to access the building when the children are present.

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17	<p>Stagger drop off and finish times, lunch and break times for each cohort/group where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6th Form. This could include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All year groups will have a staggered drop off and finish time, as well as staggered break and lunchtimes. Children will eat lunch in their classrooms. All year groups will have the correct amount of teaching time. The year groups will have different start dates in September to allow for wellbeing.</p>
Travel to and from School (including Public Transport and School Buses)					
18	<p>All staff/ pupils should be advised to walk/ cycle to school and avoid wider public transport where possible. (School buses are not classed as wider public transport- see below).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents/carers have been asked not to drive along Bateson Street, Peak Street and Alpine Road. They have been asked to park away from school and walk where possible.</p>
19	<p>Pupils on dedicated school buses should wherever possible:</p> <ul style="list-style-type: none"> - Sit together in their year groups, - Ensure hands are sanitised on boarding/ disembarking - Use face coverings where appropriate, for children over the age of 11. E.g. if likely to be in close contact with people outside of their group. 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
20	<p>Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Liaise with the swimming transport.</p>
21	<p>Close liaison is in place for statutory 'Home to School Transport' with the Local Authority, school and private providers. Assurance should be sought that additional cleaning regimes are in place and a COVID secure risk assessment has been completed.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<p>N/A at the moment</p>
22	<p>Parent survey to be completed to confirm mode of transport used by pupils, route to school and any potential alternatives. Where there is heavy use of 'wider public transport' on specific routes, consideration should be given, in conjunction with TfGM</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parent Survey to be undertaken in September. We will use Twitter and Class Dojo to encourage communication between home and school.</p>

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	and the Local Authority to the commissioning of school buses. E.g. a large proportion of pupils attend a school in North Manchester but live in East Manchester and currently use public transport.				
23	Families and pupils that have no alternative to use wider public transport are referred to the <u>safer travel guidance for passengers</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For any family falling into this category, we will provide them with the guidance.
24	There should be a process in place for removing face coverings when pupils and staff who use them arrive at school: Pupils/staff instructed not to touch the front of their face covering during use or when removing them, wash hands immediately on arrival, dispose of temporary face coverings in a covered bin or, place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before going to their classroom.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils and staff will be instructed how to do this in September; it will form part of the induction for each class. Visual cues and signage will be used as appropriate.
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
25	Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on, In secondary schools, teachers should stay at the front and maintain 2m distance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Classrooms will be set up in rows with two children per desk, with a space between them where possible, and a space between their desk and where the teacher and TA will be positioned. Staff will be reminded to keep 2m distance where possible. Children will be given regular reminders about social distancing in the classroom.
26	Reduced movement around school- <ul style="list-style-type: none"> - Timetabling ensures that groups are kept apart and movement around the school is kept to a minimum. Consideration has been given to the avoidance of creating busy corridors, entrances and exits. Staggered start and finish times, break and lunch times have been	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children will mainly stay in their phase classrooms or their dedicated outdoor area. The lunchtimes and playtimes will be staggered and all PE lessons will take place outside. Dance will take place in the hall maintaining social distancing. Music lessons will take into account the guidance on singing / shared instruments and will take place outside where possible. UKS2 will keep their

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	considered, together with ensuring appropriate time for cleaning surfaces and equipment.				coats in their classrooms and not use the cloakrooms. EYFS, KS1 and LKS2 will use their own cloakrooms which will retain the integrity of the phase bubbles.
27	Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will be reminded frequently throughout the day to socially distance.
28	Communal gatherings of more than one year group should be avoided. E.g. Collective worship, if applicable, should be contained to one bubble/ year group. Dining Hall should be kept to one year group/ class where possible. If not possible for each year group, consider; for Primary EYFS & KS1/ KS2 , for Secondary KS3/ KS4/ 6 th Form. Determine if pupils will be having a school meal, if pupils bring a 'packed lunch' this should be eaten in their class room/ zone reducing numbers in the dining hall.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assemblies will not take place and all acts of collective worship will be in the class bubbles. Lunches will be eaten in classrooms.
29	Due to the increased risk of infection in music lessons (singing, playing wind or brass instruments), these lessons should be outside wherever possible, in groups of no more than 15, instruments should not be shared and pupils should stand back to back or side by side.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All music lessons will be outside, where possible, weather permitting, in half class groups (max 15). The hall may be used if the weather is inclement (KS1 & KS2 must be open). There will be no use of recorders or any other instruments that you need to blow.
30	Pupils should be kept in consistent groups for PE. Outdoor sports should be prioritised and large indoor spaces should be used where it is not.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All PE lessons will be outside. Dance will take place in the hall with social distancing in place.
31	Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. If not possible 1m plus additional controls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will adhere to social distancing rules at all times and the use of staff room will be limited to 6 members of staff at a time. Other shared spaces (such as the PPA room) will have visual signage reminding staff on acceptable usage and social distancing guidelines.
32	Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kitchen staff will have dedicated areas of work and these will be 2 metres apart. Kitchen staff will comply with all government guidance.

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33	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"/>	Small areas, like the SLT room, will only allow one person. Most meetings will be conducted on zoom or Microsoft Teams so meetings within school should be limited.
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contractors will be asked to carry out their work outside of school hours.
35	Reduction in lift use with priority given to employees or children 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"/>	
36	Staff that assist pupils with AGP (aerosol generating procedures) have appropriate AGP PPE. Any procedures are done in a separate, ventilated room where possible. (Refer to health colleagues if this is applicable).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All classes have been issued with appropriate PPE and guidance on its use has been included in department meetings prior to the reopening of school in June.

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

NA

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Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
37	Staff and/or pupils who are experiencing <u>coronavirus (COVID-19) symptoms</u> , should not attend school/ setting. They should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and pupils have been reminded of this throughout the school's reopening period and will be reminded of this in September and then frequently throughout the term as appropriate.
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should <u>arrange to have a test</u> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff and pupils have been reminded of this throughout the school's reopening period and will be reminded of this in September and then frequently throughout the term as appropriate.
39	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, where possible. 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. Anyone who come into close contact with someone with COVID symptoms must wash their hands. They do not need to isolate or get a test unless they develop symptoms themselves.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pupils will be isolated in the Hive and any staff who are supporting them will wear full PPE if any personal direct care is needed. The room will be thoroughly cleaned when the child or staff member leaves.
40	Parents/carers of pupils with COVID 19 symptoms should be instructed to get their child tested. Schools will have a small number of testing kits to be provided to Parents/carers where it is uncertain they will get a test for their child or may struggle to get a test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/carers have been informed of this and will be reminded in September and then throughout the term as appropriate.
41	Staff/ pupils who test positive for COVID 19 should self-isolate for 7 days. Other members of their household (including siblings) should self -isolate for 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/carers have been informed of this and will be reminded in September and then throughout the term as appropriate.

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42	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"/>	Hand sanitisers are already wall mounted. Further bottles are located in the classrooms and around the building.
43	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). Small children and children with complex needs should continue to be helped to wash their hands properly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff will ensure regular handwashing in September for both staff and pupils. Children will receive thorough guidance on washing hands as part of their new class induction process.
44	Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities. Toilets and facilities will be cleaned regularly in line with the school's enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All phase bubbles will have their own toilets. They will be cleaned before and after lunch as well as after school. Appropriate signage will remind children of correct use and hand washing expectations.
45	Educational Resources; <ul style="list-style-type: none"> - For frequently used resources such as pens and pencils, staff and pupils should have their own items - Classroom based resources, such as books and games, can be used and shared within the group. They should be cleaned regularly as part of school's enhanced cleaning regime. - Resources that are shared between groups, such as sports, art, and science equipment should be cleaned frequently and meticulously and always between groups, 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. - Outdoor play equipment should be frequently cleaned following use by each group. - Pupils and teachers can take books and shared resources home, although unnecessary sharing should be avoided 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Pupils will be issued with their own personal set of school equipment i.e., pens, pencils etc. Each phase bubble will be issued with its own outdoor equipment to be used at playtimes. Any shared resource, such as science equipment, will be quarantined for 48hrs before being used by another class.</p> <p>Reading books and homework can be sent home and teachers can now take books home to mark if they wish. Reading books should be cleaned before being placed back in the baskets.</p> <p>Homework will be set, wherever possible, via the Evidence Me and Seesaw online learning platforms.</p>

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	and rules on hand cleaning and cleaning of the resources should apply.				
46	Pupils should limit the amount of equipment they bring into school each day. This should be limited to lunch boxes, coats, bags, books, stationery and mobile phones (where applicable).				Children may bring coats, lunch boxes and book bags into school. These will be stored in bubbles (as detailed previously) to prevent cross-contamination. PE kits will not be kept in school.
47	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"/>	All areas in school have wall mounted tissues which are located close to the bins. These will be frequently replenished.
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All classrooms have lidded bins. These will be cleaned and emptied regularly.
49	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"/>	Doors and windows will be kept open to ventilate the classrooms and offices.
50	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Midday assistants will spend time cleaning door handles and surfaces as well as the tables. The site manager will clean the toilets before lunch and a midday assistant (who is also a cleaner) has agreed to clean the toilets after lunch.
51	Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation. Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaning products will be available in the staff room, photocopy rooms etc. for additional cleaning. These will be regularly audited and replenished as necessary.

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52	Staff should consider the storage of their personal items to ensure they are Covid secure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff should leave all their personal items in their lockers or office.
53	Staff and pupils are provided with instructions on how to achieve effective hand-washing; for example in the form of posters, written guidance and videos clips etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance and videos will be used by staff to remind the children frequently.
54	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"/>	There is a hand sanitiser unit outside the main office.
55	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"/>	Toilets will be inspected throughout the day and will be cleaned before lunch, after lunch and after school. Stock will be replenished when needed
56	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"/>	No contractors or suppliers will be allowed on the premises except for emergencies, contractors will be informed of infection control procedures.

Response to an Infection					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
57	Sufficient understanding and processes are in place to respond to a confirmed case of COVID 19 in school: <ul style="list-style-type: none"> - Those with symptoms book a test (as above schools will be provided with a limited number of tests) - Contact Public Health when become aware of a confirmed case (Public Health will also contact schools when they become aware of a confirmed case). - Public Health will then work with school to determine actions to be taken. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff will be trained in what to do if we have a case of Covid-19. Regular updates from the DfE or PHE will be shared as appropriate.

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	<ul style="list-style-type: none"> - School should keep a record of pupils/staff in each year group and any close contact between staff and children in different groups. - School should keep a record of all visitors to the school including contact details. Records to be kept for 21 days. 				
58	<p>If an outbreak is confirmed (2 or more cases within a 14 day period) health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.</p> <p>Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teaching staff will prepare on-line learning if we have to close. EYFS will use Evidence Me and Y1-Y6 will use Seesaw.

Key Roles and Responsibilities

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
59	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"/>	Usual measures will be in place for security. All staff will be returning to school in September and we have enough staff.
60	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"/>	Additional cleaning hours have been procured. We have enough consumables, plenty of hand sanitiser and PPE. These will be replenished as and when needed.
61	Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm . This will be shared with staff on our training day in September.
62	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"/>	We will follow the usual guidance and yes there are enough staff members in place as each bubble will have a minimum of two members of staff.

Statutory Premises Compliance and Maintenance

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Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
63	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> • Fire Alarm and Detection • Powered Doors / Gates • Legionella and Water Testing • Electrical Safety • Gas Safety • PAT Testing • Asbestos Management 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All the preventative, unless an emergency occurs, will take place when the children are not in school.
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site manager's book in the PPA room or report directly to Business Manager, Deputy Head Teacher or Head Teacher.

Additional Response to an Infection /Statutory Compliance and Maintenance measures.

Cleaning materials and hand sanitiser will be available in every class and communal space for extra cleaning if necessary, throughout the day.

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Additional Measures/ Considerations for Special Schools					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
65	Pupil risk assessment completed/ updated to determine additional support for children with EHC plans to support a successful return. Parents/carers contacted to involve them in planning for children's return in September- e.g. social stories/ visits.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All risk assessments have been completed / updated as appropriate and shared with applicable persons.
66	Bubbles/ groups are of an 'appropriate' class size. Numbers are lower in special schools than mainstream which will help to limit contacts. Children with complex needs unable to social distance so acceptable in smaller groups.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67	Pupils, although no longer shielding, but remain under the care of a specialist health professional, school should discuss school return with their health professional. Where a pupil is unable to attend their setting because they are complying with clinical or public health advice distance/ remote education is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Date shared with all staff.	01/07/2020	Date when school will be open and operating for ALL pupils.	01/09/2020
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