

School/ Setting	Broad Oak Primary School	Date of Assessment	22.05.20
Assessment Completed By	SLT		

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	All Clinically Extremely Vulnerable employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated.</p> <p>Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.</p> <p>Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice.</p> <p>Current government guidance is being applied.</p>

02	All employees who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting and where possible work from home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Current government guidance is being applied. Evidence to be provided in the form of an NHS letter.
03	All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school/ setting..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Full use is made of testing to inform staff deployment. Procedure to be outlined as an appendix to the staff handbook
04	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff working from home due to self-isolation have regular catch-ups with line managers. Staff are encouraged to speak regularly with colleagues, take regular breaks and exercise. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home.
05	We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff working from home will be supported in the use of remote learning technologies including Seesaw and Zoom.
06	Potentially higher risk to BAME staff will be considered carefully when planning rotas and deployment around school.				Individual conversations with the line manager where appropriate.

Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All Clinically Extremely Vulnerable pupils are required to self-isolate and must not attend school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents/ carers have been provided with clear guidance and this is reinforced on a regular basis. Parents/ carers have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable . Schools have a regularly updated register of pupils with underlying health conditions.

08	All pupils who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents/ carers have been provided with clear guidance and this is reinforced on a regular basis.</p> <p>Parents/ carers have been asked to make the school aware of a member of the household who is Clinically Extremely Vulnerable.</p> <p>The school, and parents are clear about the definitions and associated mitigating strategies in relation to people who are classed as clinically vulnerable and clinically extremely vulnerable.</p>
09	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</p> <p>This guidance has been explained to staff and pupils as part of the induction process/ in the school handbook appendix.</p> <p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p> <p>Daily contactless temperature checks on entry for staff and pupils (pupils' checks done by class teacher).</p>
10	We provide on-line/distance learning for all pupils who are not in school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Arrangements in place to support pupils when not at school with remote learning at home.</p> <p>Home learning expectations, where certain year groups are attending, will be revised, with a lighter-touch approach to providing ideas for activities at home.</p>
11	All pupils in school/ setting are required to be in cohort of no more than; 1:13 EYFS, 1:15 Primary, led by one Teacher (or Teaching Assistant working under the direction of a teacher).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Year 6 pupils to be subdivided into 3 groups of 10 children per class. Teacher and TA to supervise pupils on a rota basis - two adults with the group.</p> <p>EYFS to be taught in groups no larger than 10 with a ratio of 1 adult :5 children. Children in EYFS will be taught outdoors wherever possible.</p>

Our School

Capacity, Access and Egress					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information

12	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Different entrances/exits are used for different groups (identified on map of school)</p> <p>The use of these exits / entrances identified on a school map</p>
13	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Different entrances/exits are used for different groups</p> <p>The use of these exits / entrances identified on a school map</p>
14	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>The number of entrances and exits to be used is maximised.</p> <p>Different entrances/exits are used for different groups.</p> <p>One parent only to drop off</p> <p>Markers/ markings to indicate where parent and child must wait in queue to be called in to school by teacher</p> <p>Weekly messages to parents stress the need for social distancing at arrival and departure times.</p> <p>Staff and pupils are briefed and signage provided to identify which entrances, exits and circulation routes to use.</p>
15	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Parents/ Carers informed regularly that no meetings will take place inside the school building until informed otherwise.</p> <p>Only staff employed by the are permitted on the school site, until informed otherwise.</p>
16	Stagger drop off and collection times, lunch and break times for each cohort/group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Start and departure times are staggered, as are lunch and break times.</p>
Physical / Social Distancing in the Building					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
17	Class rooms organised maintaining space between seats/ desks where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Classroom size measured and numbers reviewed.</p> <p>Class sizes and timetables/staffing amended allowing for reduced number in line with government guidance</p> <p>In EYFS children will be allowed access to the indoor environment in groups no larger than 5 with one adult.</p> <p>Classrooms re-modelled, with chairs and desks in place to allow for social distancing.</p>

					<p>A spare chair is available next to each child to be used for storing their coat and lunch bag.</p> <p>All furniture and resources not in use has been removed from classrooms and teaching spaces where possible</p> <p>Arrangements are reviewed weekly.</p>
18	Social distancing message is re-enforced to pupils at regular intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Clear signage displayed in classrooms promoting social distancing.</p> <p>Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules.</p> <p>Pupils are regularly briefed regarding observing social distancing guidance (older pupils)</p> <p>For young children this is done through age-appropriate methods such as stories and games.</p> <p>Staff model social distancing consistently.</p> <p>Staff avoid, where possible, being at eye level with a child or having their face below that of a child's.</p> <p>Staff stand above a child or behind and at a distance, where possible. Staff should not stand below a child.</p>
19	Outside space is used wherever possible for learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Outdoor areas are zoned and timetabled to avoid groups mixing.</p>
20	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Groups stay together with their teacher and do not mix with other pupils.</p> <p>Movement of pupils around school is minimised as much as possible, with pupils staying in same classroom or learning outside in designated area</p> <p>Agreed new timetable and arrangements confirmed for each year group prior to them returning to school</p> <p>Circulation plans have been reviewed and revised.</p> <p>One-way system in place where possible</p> <p>Appropriate signage is in place to clarify circulation routes.</p> <p>Children are accompanied to the toilet, to reduce the chance of groups mixing there.</p>

21	Communal spaces such as dining room, assembly hall to be used at half capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dining room not to be used initially
22	Stagger the use and limit the occupancy of staff room and offices by employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place where appropriate to allow for social distancing.</p> <p>Additional staffroom created - BOTs.</p> <p>Staggered breaks to minimise staff mixing and to facilitate social distancing</p> <p>Take fabric chairs out of use, unless used by one person only</p> <p>Staff briefed on the use of these rooms and included as an appendix in the staff handbook.</p>
23	Kitchen staff maintain social distancing of 2 metres in the kitchen where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Manchester Fayre to guide employees</p> <p>Provision of packed lunches lessens need for close working</p>
24	Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff informed of this (applies to SLT offices, stock cupboard, The Retreat and Bungalow rooms).</p> <p>Clear signage supports this.</p>
25	Non Essential repair / contracted works in buildings to be carried outside school hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>On-site contractors developing kitchen area provide own kitchen/ toilet facilities.</p> <p>Assessments carried out (SBM/ HT) to see if any additional control measures are required to keep staff, pupils and contractors safe.</p> <p>Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times.</p> <p>Non essential work carried out outside school hours.</p> <p>If essential work has to take place:</p> <p>Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart.</p> <p>Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed.</p>

26	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 type="checkbox"/>	n/a
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Additional Physical / Social Distancing Measures applied (Please detail below)

<p>Location of different ‘bubbles’, identified on a school map, as well as the direction of movement around the premises.</p> <p>Children to bring in packed lunch (FSM packed lunches provided) in disposable plastic bag and their own bottle of water that goes home each day.</p> <p>School to buy a supply of bottled water incase any child forgets theirs. .</p> <p>Policies are agreed prior to the school opening on the wearing of uniforms by pupils and staff clothing to minimise risks (in appendix to staff handbook).</p> <p>Expectations and guidance are communicated to parents.</p>
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Infection Control, Cleaning and Hygiene Arrangements					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
27	Staff and/or pupils who are experiencing symptoms associated with COVID-19 are instructed not to attend the school/ setting and to refer to current advice and guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff, pupils and parents have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</p> <p>This guidance has been explained to staff and pupils as part of the induction process.</p> <p>Guidance on getting tested has been published.</p> <p>The guidance has been explained to staff as part of the induction process/ in the staff handbook.</p> <p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school.</p>

					<p>This guidance has been explained to staff and pupils as part of the induction process.</p> <p>Guidance on getting tested has been published.</p> <p>The guidance has been explained to staff as part of the induction process/ in the staff handbook.</p> <p>Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders.</p>
29	<p>Pupils who experience COVID-19 symptoms should be collected from school/ setting as soon as possible. They should be kept 2m apart from all other pupils and staff whilst on site.</p> <p>If a 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.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Additional room (the Retreat) is designated for pupils with suspected COVID-19 whilst collection is arranged.</p> <p>Collection by the parent/ carer will be via the external door.</p> <p>Procedures are in place for designated room to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets.</p> <p>The designated room is not used for any other purpose.</p> <p>One member of SLT to attend to the unwell child - gloves, mask and apron to be worn. Room to be well ventilated</p> <p>Individual risk assessments to be made for individual pupils, where behaviours may pose an increased risk eg from the need for close physical contact or through the risk of spitting.</p>
30	<p>Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (regularly monitored & maintained).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</p>
31	<p>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).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff induction / handbook includes the need to remind pupils of the need to wash their hands regularly and frequently.</p> <p>Posters reinforce the need to wash hands regularly and frequently.</p> <p>School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis.</p>
32	<p>Different hand wash facilities should be available for each cohort/group within school/setting where possible.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Initially, 6S use the toilets next to Acorns and 6C and 6M share the toilets near 4T.</p>

					The KW/ vulnerable children will be split into 3 groups (EYFS/ KS1 and KS2 from 01/06/20) - each group use one set of toilets on the Y1/3 corridor.
33	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Phase leaders to check this has been done prior to children being admitted.</p> <p>Each 'bubble' has its own set of PE equipment/ play equipment which is not to be shared with another group unless it is cleaned first at the end of the day.</p>
34	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Each child has own, named, sealable jiffy bag with pencil, rubber etc in it (content = age-dependent).</p> <p>Alternatively, children's equipment is stored in a named tray which is put on the child's table by the adult before the start of each day.</p> <p>Children store their coat/ packed lunch on the empty chair next to them in the classroom. Lockers are taken out of use.</p>

Ref	Control Measure	Yes	No	N/a	Actions Taken Details / Further Information
35	Equipment that may need to be shared (laminators, guillotines etc.) should be cleaned and sanitised before and after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Procedures agreed for cleaning after use (procedures shared in induction and in appendix to staff handbook). All doors are propped open to reduce the number of high contact points. Cleaning materials available next to photocopiers.
36	All staff and pupils are encouraged to cough / sneeze into tissues and dispose of these in appropriate waste disposal bins. (Catch it, Kill it, Bin it)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tissues readily available in classrooms and staffroom. Lidded bins in all classrooms and staffroom. Emptied daily.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lidded bins provided in classrooms and staffrooms. Emptied daily.
38	All working areas within the building should be well-ventilated (Windows and doors open) where safe and appropriate to do so.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reminder in staff handbook appendix/ induction.
39	Increased frequency of cleaning of communal areas and locations / high contact points (using detergent and hot water followed by a chlorine based disinfectant solution) including: <ul style="list-style-type: none"> ● Toilets ● Door Handles/ Access Buttons ● Kitchen areas and associated equipment ● Water dispensers/ coolers ● Printers/ Photocopiers ● White Boards ● Play Equipment 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to wider opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Cleaning staff sign each time an area is cleaned. Working hours for cleaning staff are reviewed. An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.
40	If staff bring in their own food this should be food which does not require heating or additional preparation in kitchen / canteen/ staff room areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in staff handbook appendix. Microwaves removed from staffrooms for the foreseeable future.
41	Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in staff handbook appendix.
42	Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Included in staff handbook appendix.

	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.				
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Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
43	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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hand-Washing Guidance Hand-Washing Video Hand-Washing Poster
44	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Posters reinforce the need to wash hands regularly and frequently. Staff to suspend directing personal deliveries to school until further notice. Appendix to staff handbook.
45	Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained. Staff to report shortages to site staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Members of the cleaning team are available throughout the day and will clean areas on rotation. This will be supervised and signed off by the caretaker.
46	Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Non urgent work is done outside school hours.

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

- A staff handbook appendix is issued to all staff prior to reopening.
- Induction and CPD programmes are in operation for all staff prior to reopening, and include:
 - Infection control
 - Fire safety and evacuation procedures
 - Constructive behaviour management
 - Safeguarding
 - Risk management

Key Roles and Responsibilities					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
47	Sufficient staffing / resources are in place to maintain the security of the building and its occupants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staffing planned in advance, including a minimum of one SLT member and a first aider.
48	Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene (including their replenishment).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to wider opening.</p> <p>An enhanced cleaning plan is agreed and implemented which minimises the spread of infection.</p> <p>Working hours for cleaning staff are reviewed.</p> <p>An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary.</p> <p>Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day.</p>
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HT/ SBM to check daily rotas in advance and call replacement staff in if required.
50	Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HT/ SBM to check daily rotas in advance.
Statutory Premises Compliance and Maintenance					
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> ● Fire Alarm and Detection ● Powered Doors / Gates ● Legionella and Water Testing ● Electrical Safety ● Gas Safety ● PAT Testing ● Asbestos Management 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Monitoring records are updated prior to the wider opening of school to ensure that all statutory compliance is up to date.</p> <p>Air conditioning units should be left off to avoid the same air circulating.</p>

52	Defect Reporting arrangements are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff are reminded via staff handbook appendix.
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Additional Statutory Compliance and Maintenance issues.

- Fire procedures have been reviewed and revised where required, due to:
 - Reduced numbers of pupils/staff
 - Possible absence of fire marshals
 - Social distancing rules during evacuation and at muster points
 - Possible need for additional muster point(s) to enable social distancing where possible
- Staff and pupils have been briefed on any new evacuation procedures. (appendix to staff handbook)

Incident controller and fire marshals have been trained and briefed appropriately.

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Any Additional Information and Control Measures (Detail Below)

Ref	Control Measure	Yes	No	N/A	Actions Taken
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					Details / Further Information
53	Further risk assessment focusing minimising risk in Resource Provision for children with SEMH difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Class risk assessment - risk and response for all Individual risk assessment for each student known to be attending the provision
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Further Information via: Health and Safety Team
Internal Audit & Risk Management
6th Floor
Town Hall Extension

Health.and.safety@manchester.gov.uk

School Leadership Use Only

Approved by (Head Teacher/ Chair of Governors)	<i>K.W. Gort</i> Shared and approved by governors 22/05/20	Date of Approval	22/05/20.
Date Provided to Unions	Shared via staff reps 22/05/20 and available on school website.	Date of Review	First Review w/b 15/06/20