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| **School/ Setting** | Music Stuff | **Date of Assessment** | 03/03/2021 |
| **Assessment Completed By** | Matthew McCann - Headteacher |

**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.

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**Our Employees**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
| **01** | Any employee or persons within their household that has [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |[x] [ ] [ ]  Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results.  |
| **02** | Any employee who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. |[x] [ ] [ ]  Staff made aware of this via emails, meetings, briefings, and training. |
| **03** | Any employee who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested).  |[x] [ ] [ ]  Staff, pupils and families should be reminded that they should not attend school, even if they are feeling better, until they receive their test results. |
| **04** | An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes). Sample assessment template provided by Directorate for Children and Education Services |[x] [ ] [ ]  All staff individual risk assessments should be reviewed and updated regularly. CEV staff, although should have been vaccinated as part of Priority Group 1, are advised to continue to shield and not attend the workplace. This is until further data is available on vaccination effects. Any staff living with someone who is CEV can still attend the workplace. CV staff can continue to attend school. |
| **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 |[x] [ ] [ ]  Weekly headteachers briefings, dedicated HR employee liaison line, regular phone calls from SLT. |
| **06** | We provide suitable information and equipment to work at home safely and effectively including those staff who require additional aids and adaptations. |[x] [ ] [ ]   |

**Our Pupils**

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| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
| **07** | Any pupil or persons within their household has [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |[x] [ ] [ ]  Letters and phone calls to reiterate this. |
| **08** | Any pupil who has tested positive for COVID 19 in the past 10 days should not attend school/ setting. |[x] [ ] [ ]  Letters and phone calls to reiterate this. |
| **09** | Any pupil who develops COVID-19 symptoms during the school day should be sent home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) |[x] [ ] [ ]  All staff have received training regarding this. |
| **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. |[x] [ ] [ ]  RL in place and readily available from lockdown arrangements. |
| **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. 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. |[ ] [ ] [ ]  Maintaining details of all close contacts, particularly in a secondary school where whole year groups are classed as a bubble, with seating plans, knowledge of friendship groups and means of travel, has proven to help schools to complete their own track and trace system and reduces the need for whole year groups to isolate when there is a confirmed case in a year group bubble.Currently there is a KS3 staff bubble and KS4 staff bubble. Due to the comparatively low cohort number (due to the specialist provision type); this is more than suitable. Only teachers are peripatetic, and they have been trained to rigidly implement protective measures. |
| **12** | School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.  |[x] [ ] [ ]  Been in place for some time, since initial COVID-19 RA. |

**Our School**

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| **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). |[x] [ ] [ ]   |
| **14** | Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible). |[x] [ ] [ ]   |
| **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). |[x] [ ] [ ]    |
| **16** | Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc). Appointments for school visits, reduced numbers in school reception area (one in/ one out) etc. |[x] [ ] [ ]  Any school visits should continue to be limited where possible. Although this does not include specialist therapists and, teachers. Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying of staff and enabling specialist from both within and outside the school to work with pupils in different classes or year groups.  |
| **17**  | 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. |[ ] [ ] [x]  . |
| **Travel to and from School (including Public Transport and School Buses)** |
| **18** | 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).  |[x] [ ] [ ]  Where staff are having to take public transport, we have increased flexibility with start/finish times. |
| **19** | Pupils on dedicated school buses should wherever possible:* 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.
 |[ ] [ ] [x]   |
| **20** | Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed. |[ ] [ ] [x]   |
| **21** | 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. |[x] [ ] [ ]  Music Stuff is working with MS PRU and commissioned taxi services to manage and alleviate this risk. Consistent drivers, well cleaned and appropriate distancing in vehicles (with child/adult mask wearing). |
| **23** | Families and pupils that have no alternative to use wider public transport are referred to the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers) |[x] [ ] [ ]   |
| **Face Coverings** |
| **24** | Face coverings are required to be worn by all secondary school children and staff (unless medically exempt) in corridors, communal areas and classrooms, where 2m social distancing cannot be maintained. Face coverings can be removed during PE lessons, when outdoors and when eating/drinking. There should be a process in place for removing face coverings when this is required.Face coverings are required to be worn by all primary school staff (unless medically exempt) in corridors and communal areas. 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. |[x] [ ] [ ]  Displays are in place across centres. Additionally, all centres have been supplied with a vast number of disposable masks.A letter has gone out, and all pupils/staff are aware that non-mask wearing will be treated as a disciplinary matter. |
| **Asymptomatic Testing** |
| **Ref** | **Control Measure** | **Y** | **No** | **N/A** | **Actions Taken** |
| **25** | Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are asymptomatic;* Secondary school pupils should complete 3 onsite tests, on return to school, before moving to regular twice weekly tests at home.
* Secondary school staff should complete regular twice weekly tests at home.
* A small on-site LFD test centre should be maintained in secondary schools to allow for those unable to take LFD test at home on site.
* Primary school staff should complete twice weekly tests at home.
 |[x] [ ] [ ]  Secondary schools have a Lateral Flow Device Testing risk assessment in place for their on-site test centre.All staff have received LFT (at home kits) as supplied by the LEA. There are procedures in place to replenish, as necessary.There is a GDPR tracking compliant system, allowing staff to log results in addition to logging results via track and trace.Pupil transitions to at home testing is planned and being co-ordinated by senior leaders/centre managers. |
|  **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. |[x] [ ] [ ]  - Secondary school teaching staff (and older primary year groups) should continue to maintain 2m from other staff and children where possible. This should be done by marking out an area at the front of the classroom. - Teaching staff, are limited to a specific bubble, to reduce the risk of transmission. - SLT should ensure they maintain their distance from other members of SLT and limit physical contact with other staff. SLT are broadly split across the school. |
| **26** | Reduced movement around school- * 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 considered, together with ensuring appropriate time for cleaning surfaces and equipment.
 |[x] [ ] [ ]  As our buildings are small, practices have not needed to be refined in singular centres. However to avoid cross centre transmission; bubbles have been established to reduce movement of peripatetic teachers. |
| **27** | Older pupils are regularly reminded of the need to socially distance. E.g. Posters are located throughout school. |[x] [ ] [ ]  Posters, daily briefings, letters, and staff modelling reinforces this. |
| **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/ 6th 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. |[ ] [ ] [x]   |
| **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. |[ ] [ ] [x]   |
| **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.  |[x] [ ] [ ]  Outdoor sports should continue to be prioritised wherever possible. However, it is permitted for some PE sessions to be indoors. Considerations for indoor PE (onsite):- Ensure indoor PE session takes place in a large well- ventilated space. Windows and doors should be open (where it is safe and appropriate to do so).- Consider PE activities that use limited equipment, such as dance, yoga, circuits. - If equipment is used, try to keep this to a minimum and pupils are given their own equipment and use only this during the lesson. - Equipment should be cleaned thoroughly before and after use (or left in quarantine for 48 hrs (72 hrs if plastic) before another bubble uses. The Association for Physical Education have completed detailed PE guidance- please see link here:<https://www.afpe.org.uk/coronavirus-guidance-support> |
| **31** | Stagger the use and limit the occupancy of staff room and offices by employees and ensure staff maintain social distancing of 2m. SOCIAL DISTANCING SHOULD STILL BE FOLLOWED REGARDLESS OF WHETHER STAFF HAVE BEEN VACCINATED UNTIL FURTHER DATA ON VACCINATION EFFECTS ARE AVAILABLE.  |[x] [ ] [ ]  This has been one of the main issues highlighted during Health and Safety compliance visits. Measures to ensure social distancing between staff:- Ensure maximum occupancy of each room is calculated based on social distancing requirements of 2m, mark out the available spaces in staff room/ PPA room and remove any unnecessary tables/ chairs. - Ensure contact with Admin staff is limited. Staff, including members of SLT should limit access with the school office and Admin staff wherever possible. If possible, contact should be via phone, on-line or through another digital means.- Car sharing should be avoided where possible, as all occupant of the vehicle will be classed as a close contact if someone tests positive. - Ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use). |
| **32** | Kitchen staff maintain social distancing of 2m in the kitchen. If not possible 1m plus additional controls. Kitchens must comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19).  |[x] [ ] [ ]  Whilst we do not have dedicated kitchen staff, use of the kitchen is reduced and well signed. 2m+ distancing is mandatory. |
| **33** | Use of Small Meeting Rooms and Confined Areas (including Photocopier / Printer/ Storage areas) by more than one person prohibited. |[x] [ ] [ ]  Review the occupancy of all small meeting rooms and confined areas. As above, ensure clear signage regarding use of the photocopier, kitchen area, small meeting rooms and confined areas (i.e one member of staff only, clean before and after use). |
| **34** | Non Essential repair / contracted works in buildings to be carried outside school hours. |[x] [ ] [ ]   |
| **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. |[ ] [ ] [x]   |
| **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). |[ ] [ ] [x]  Detailed work has been completed by health, and health & safety colleagues to ensure staff that assist pupils with AGP can do this in a covid secure way. Refer to Amie Stocks/ Julie Hicklin if applicable. |

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

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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 [coronavirus (COVID-19) symptoms](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus), should not attend school/ setting. They should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |[x] [ ] [ ]  Staff trained on this, posters to reinforce this, and letters have been sent home. |
| **38** | Staff who experience symptoms as above whilst at work should go home as soon as possible and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested). |[x] [ ] [ ]  All staff have received training, meetings, and documents to reinforce this. |
| **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.  |[x] [ ] [ ]  There are dedicated areas for suspected case/s to isolate until they can safely exit. PPE is readily available. |
| **40** | Parents 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 where it is uncertain they will get a test for their child or may struggle to get a test. |[x] [ ] [ ]  Music Stuff has a good quantity of tests readily available. |
| **41** | Staff/ pupils who test positive for COVID 19 should self-isolate for 10 days. Other members of their household (including siblings) should self -isolate for 10 days from when the symptomatic person first has symptoms.  |[x] [ ] [ ]   |
| **42** | Provision of hand-washing / hand-hygiene facilities at entrances and throughout school/setting. (Regularly monitored & maintained).  |[x] [ ] [ ]  Dedicated hygiene station in placed upon arrival this is maintained and restocked every day. |
| **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. |[x] [ ] [ ]  Posters, hygiene station and resources in place to support this. |
| **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 |[x] [ ] [ ]   |
| **45** | Educational Resources;* 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 and rules on hand cleaning and cleaning of the resources should apply.
 |[x] [ ] [ ]  - Touch points should be cleaned thoroughly before and after use.- Heavily stocked centres with cleaning resources (wipes/spray) readily available and accessible.- Routines in place, supervised by the Learning Centre Manager for regular cleaning and maintenance. |
| **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). |[x] [ ] [ ]  This has been explained to pupils/parents/carers; additionally, cleaning materials are available for equipment brought from home. All pupils have a dedicated pencil case with required equipment readily available. |
| **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) |[x] [ ] [ ]  Bins, posters and tissues in place. |
| **48** | Additional lidded bins and increased emptying / replacement are provided / in-place. |[x] [ ] [ ]   |
| **49** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. |[x] [ ] [ ]  Key area looked at by Health and Safety Executive (HSE) on their visits. Good ventilation can be achieved by a variety of measures including:* natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
* natural ventilation – if necessary external opening doors may also be used (if they are not fire doors and where safe to do so).

To balance the need for increased ventilation while maintaining a comfortable temperature, consider:* opening high level windows in colder weather in preference to low level to reduce draughts
* increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)
* providing flexibility to allow additional, suitable indoor clothing – for more information see school uniform
* rearranging furniture where possible to avoid direct draughts.

Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.  |
| **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:* Toilets
* Door Handles/ Access Buttons
* Kitchen areas and associated equipment
* Water dispensers/ coolers
* Printers/ Photocopiers
* White Boards
* Play Equipment
* Shared resources
 |[x] [ ] [ ]  As described above, cleaning resources and routines in place and supervised by dedicated managers. |
| **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. |[x] [ ] [ ]  Cleaning materials in place in all rooms readily available whilst adhering to COSH principles. |
| **52** | Staff should consider the storage of their personal items to ensure they are Covid secure. |[x] [ ] [ ]   Dedicated storage spaces to allow staff to freely and securely store their belongings. |
| **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. |[x] [ ] [ ]  [**Hand-Washing Guidance**](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)[**Hand-Washing Video**](https://www.youtube.com/watch?v=aGJNspLRdrc)Posters/resources in place; additionally, pupils and parents/carers are reminded via letters and briefings. |
| **54** | Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser. |[x] [ ] [ ]  All staff handling post/deliveries are expected to immediately sanitise after handling. |
| **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. |[x] [ ] [ ]  Managers checking these on a daily basis. |
| **56** | Suppliers and Contractors advised if attending premises of infection control arrangements, no-access areas and expectations around personal hygiene. |[x] [ ] [ ]  Visitor leaflets/agreements in place and distributed pre-visit. All visits are authorised from the Headteacher only. |

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

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| **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:* 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.
* 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.
 |[x] [ ] [ ]  Posters, training, and experience all ensure this is reliabily in place. The COVID-19 lead (Matthew McCann – Headteacher), handles and reinforces this regularly. |
| **58** | If an outbreak is confirmed health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak. |[x] [ ] [ ]  RL arrangements in place, and the COVID lead is responsible for co-ordinating the response and communicating with all parties/agencies. |

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| **Key Roles and Responsibilities** |
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| **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. |[x] [ ] [ ]  High staff-pupil ratio; resources are in place, and the building is compliant with all relevant legislative guidance/requirements. |
| **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). |[x] [ ] [ ]  Centre teams in place with suitable infrastructure; trained and underpinned with clear contractual arrangements. |
| **61** | Sufficient numbers of trained staff are in place to provide First Aid and First Aiders are aware of updated HSE guidance.(See link). |[x] [ ] [ ]  <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>. |
| **62** | Sufficient numbers of staff are in place to enable safe evacuation of the building in the event of an emergency. |[ ] [ ] [ ]   |

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|  **Statutory Premises Compliance and Maintenance** |
| **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:* Fire Alarm and Detection
* Powered Doors / Gates
* Legionella and Water Testing
* Electrical Safety
* Gas Safety
* PAT Testing
* Asbestos Management
 |[x] [ ] [ ]  All visits are coordinated carefully by senior leaders to ensure that the RA is strictly followed, whilst not hindering essential work. |
| **64** | Defect Reporting arrangements are in place.  |[x] [ ] [ ]   |

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

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| **Additional Measures/ Considerations for Special Schools** |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
| **65** | 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. |[x] [ ] [ ]  As mentioned, due to the nature of the provision class sizes are considerably small (max 8). |
| **66** | 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. |[x] [ ] [ ]  Music Stuff is working in collaboration with MS PRU, relevant agencies, and parents/carers to monitor and implement this. |

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

 Health.and.safety@manchester.gov.uk

**School Leadership (please ensure completed prior to return to Local Authority).**

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| **Approved by (Head Teacher/ Chair of Governors)** | Matthew McCann (Headteacher)Andrew Portersmith (Proprietor) | **Date of Approval** | 03/03/2021 |
|  | **Date when school will be operating and open for ALL pupils.** | 08/03/2021 |