



School/ Setting	Music Stuff	Date of Assessment	21/09/2020
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.

Our Employees

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 , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All staff are aware of the procedures and there is a COVID-19 management folder in each centre with the latest LA guidance in. All staff have access to the folder. Addendum added to SG/Child Protection policy. COVID lead (CL) appointed: Matthew McCann – MS Headteacher.
02	Any employee who has tested positive for COVID 19 should isolate for 10 days from the onset of symptoms. If the test is positive but the employee has not had symptoms, they should self-isolate for 10 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> As above (01)
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 .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> As above (01). Home testing kits available in each centre and the Headteacher has discussed managed referrals.
04	An individual risk assessment will be completed for all staff that have characteristics that increase their potential risk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> As above (01).



	from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report . Sample assessment template provided by Directorate for Children and Education Services				<ul style="list-style-type: none"> CL ensures these are in place; shared with appropriate staff and placed in personnel files.
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"/>	<ul style="list-style-type: none"> As above (01). CL and school HR manager maintain contact on a daily basis via teams and telephone.
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"/>	<ul style="list-style-type: none"> As above (01). Laptops readily available for staff usage.

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 coronavirus (COVID-19) symptoms , should not attend school/ setting. They should self-isolate immediately and arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Added addendum to MS child protection and safeguarding policy. Recorded via contact log and immediately shared with DSL and MS PRU PSO. CL will ensure work is sent out to cover the period of absence. Daily contact will continue. Authorised (illness) absence to be recorded on register.
08	Any pupil who has tested positive for COVID 19 should not attend school/ setting for 10 days from the onset of symptoms. If the test is positive but the pupil has not had symptoms, they should self-isolate for 10 days from the date of the test.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> As above.
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> As above; additionally: If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.



					<ul style="list-style-type: none"> As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace. We would tell all pupils/staff who have been in close contact with a confirmed case; followed up with a specific formal letter supplied by the LA. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.
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"/>	<ul style="list-style-type: none"> On admission pupils are allocated an email address. Parents are given support on how to access/support virtual learning. Topic specific/relevant materials (physical) are ready to distribute.
11	Pupil groups should be arranged to enable the school to deliver the full range of curriculum subjects and students to receive specialist teaching.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Due to the nature of the provision, there are no necessary adaptations. Pupils are in small fixed groups, in the same centre/classrooms (2) every day.
12	School Behaviour Policy and expectations should be updated to reflect COVID measures and communicated to all staff, pupils and parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> B4L policy updated. B4L training and pupil reintegration training conducted with all staff. Consideration, implementation and distribution of appropriate recommendations listed in the DfE behaviour/attendance checklists. Updated pre-admission information and letters sent to parents.

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Already in place, due to low numbers in a single year group (per centre), this is not necessary. Consideration for staggered entrance/exit times.
14	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 checked="" type="checkbox"/>	
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"/>	<ul style="list-style-type: none"> Taxi drivers wait in taxis within the car park. No parents or taxi drivers permitted in the building. Parental access must be pre-arranged.
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> No visitors permitted to attend any centre without the permission of the Headteacher. All meetings suspended with immediate effect. 14/09/20 Special measures will be implemented if it is necessary for visitors to attend; these will usually include: <ul style="list-style-type: none"> Attendance when no pupils are about. Separate entrance. No exposure to unnecessary staff or facilities. Stringent adherence to social distancing and cleaning protocols. All visitors will be given access to the RA in advance (or a leaflet/letter) informing them of the RA measures. Centre-specific RA will detail the exact arrangements for welcoming visitors. If possible, meetings will take place via a digital platform (Zoom/Microsoft Teams). If it is necessary that a third party needs to visit when a pupil is in centre, then they will be expected to strictly adhere to the RA or will be asked to leave the centre.
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;	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Consideration for staggered entrance/exit times.



	for Primary EYFS & KS1/ KS2, for Secondary KS3/ KS4/ 6 th 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.				
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).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Support offered to staff via supply of PPE and/or access to a cycle. Monitor staff commuting routine.
19	Pupils on dedicated school buses should wherever possible: <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Pupils (in the same bubble) may share a taxi but this is limited to two pupils and must be pre-agreed. Taxi drivers always expected to wear face coverings. Pupils encouraged to wear face masks whilst in taxis. (21/09/20)
20	Assurance should be sought from school bus providers of additional cleaning regimes and that a COVID secure risk assessment has been completed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Evidence to be sought from taxi service which escort pupils. Taxi drivers always expected to wear face coverings. (21/09/20)
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Evidence to be sought from taxi service which escort pupils. Taxi drivers always expected to wear face coverings.
22	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 and the Local Authority to the	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Monitoring and tracking of this to be overseen by COVID lead. Data to be gathered during admission.



	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 safer travel guidance for passengers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Guidance readily available in centres for distribution.
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"/>	<ul style="list-style-type: none"> Hygiene station at entrance point to the building. Guidance available on the hygiene station and provided to parents/pupils during pre-admission.
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 checked="" type="checkbox"/>	<ul style="list-style-type: none"> Smaller desks now in classrooms. All desks facing forward in rows. Rows of desks stop to leave adequate distance at the front of classroom.
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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> Low numbers in each cohort. Fixed cohort which exists in its own bubble.



	with ensuring appropriate time for cleaning surfaces and equipment.				
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"/>	<ul style="list-style-type: none"> Abundance of posters across all learning centres. These are updated as LA and national sources publish them.
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"/>	<ul style="list-style-type: none"> Adequate seating (spaced at least 1m+) in recreational areas. At least two different areas available for monitored breaks, e.g. classroom and rec space. Other school areas are able to be locked to ensure monitoring.
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"/>	<ul style="list-style-type: none"> Vocal booth remains locked and only accessible via a trained specialist. Pop-shield in place, which is cleaned after every use. The vocal booth is sanitised after each use.
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"/>	<ul style="list-style-type: none"> Currently all external PE sessions are cancelled except playing fields and parks within walking distance. Headteacher to pre-approve any external PE arrangements. External PE arrangements to be appropriately vetted. Risk considered in curriculum policy.
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"/>	<ul style="list-style-type: none"> Guidance on the staff room door. All staff received the RA and training on this.
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) .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Minimal food kept on site. Though it is very unlikely that COVID-19 is transmitted through food or food packaging, as a matter of good hygiene practice anyone handling food must wash their hands frequently with soap and water for at least 20 seconds. This should be done routinely, including:



					<ul style="list-style-type: none"> ○ before and after handling food ○ when moving between different areas of the workplace, and especially after being in a public place ○ after blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow • Food packaging should be handled in line with usual food safety practices and staff should continue to follow existing risk assessments and safe systems of working.
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"/>	<ul style="list-style-type: none"> • Wherever possible printers will be kept in a large staff room. • Where not possible there will be visible warnings (posters) onsite to promote social distancing.
34	Non Essential repair / contracted works in buildings to be carried outside school hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Proprietor and caretaker have planned for the management of this.
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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



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 , should not attend school/ setting. They should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">Added to employee handbook (Annex).Shared with all staff.Monitored and tracked by Music Stuff's COVID lead.
38	Staff who experience symptoms as above whilst at work should go home as soon as possible and should arrange to have a test .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">As Ref:9 describes.
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,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none">As Ref:9 describes.



	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.				
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> COVID lead to liaise with LA about this and source kits. Letter to be sent to all parents.
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 14 days from when the symptomatic person first has symptoms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Guidance added to relevant school policies. Training of all staff. COVID lead to oversee and track isolation, in partnership with MS PRU PSO.
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"/>	<ul style="list-style-type: none"> Hygiene station in place at the entrance of every centre.
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"/>	<ul style="list-style-type: none"> All toilet areas will have anti-bacterial handwash in place and all people coming into the centre must wash their hands upon entrance and exit to the building. Anti-bacterial hand sanitiser in place via hygiene station. All staff and pupils will be expected to observe the 20 seconds wash rule. Posters will display the necessary techniques for hand washing across all centres.
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"/>	<ul style="list-style-type: none"> All toilets will be cleaned and checked daily.
45	Educational Resources;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All staff and pupils have a labelled pencil case with specific equipment necessary for them to engage in learning/work.



	<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 and rules on hand cleaning and cleaning of the resources should apply. 				<ul style="list-style-type: none"> • All resources are cleaned daily. • Hard to clean resources/soft furnishings are removed. • Pool cues and game controllers are cleaned after each use.
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).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Music Staff to provide equipment and lunch. • Unnecessary items will be confiscated (hygienically) and parents will be contacted.
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"/>	<ul style="list-style-type: none"> • Promoted via posters. • Tissue readily available. • Bins emptied daily.
48	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Lidded bin available in every room and entrance/exit point. • Bins emptied daily via a staff member wearing gloves.
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"/>	<ul style="list-style-type: none"> • Windowless rooms are of a considerable size where social distancing can be easily maintained; additionally, the door always remains open to ensure there is a consistent draft. Ventilation systems are scheduled to be fitted which filter in (external) fresh air.



					<ul style="list-style-type: none"> • Windows and internal doors are kept open to promote consistent ventilation.
50	<p>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:</p> <ul style="list-style-type: none"> • Toilets • Door Handles/ Access Buttons • Kitchen areas and associated equipment • Water dispensers/ coolers • Printers/ Photocopiers • White Boards • Play Equipment • Shared resources 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Cleaning record in place to ensure the following procedures are followed, using only anti-bacterial spray and disposable cloths: <ul style="list-style-type: none"> ○ All door handles are cleaned twice a day. ○ Toilets are cleaned at the end of every day. ○ Kitchen areas are cleaned daily. ○ Office equipment is cleaned after every use. ○ Classroom desks are cleaned at the beginning of every day and after each group; thus, these should be done at least twice a day. ○ Pencil cases and equipment to follow the same standard as desks. ○ White boards to be cleaned at the start of every day and after every use. ○ Non frequently touched items/surfaces, e.g. television, games consoles, windows, windowsills etc... must be cleaned at least once a day (end of day). • Gamepads/pool cues and frequently used resources must be cleaned before and after each use.
51	<p>Staff should ensure shared facilities such as staff room kitchens are cleaned thoroughly after use. E.g. following lunch or hot drink preparation.</p> <p>Staff should ensure any communal crockery, cutlery used is thoroughly washed and where possible use their own.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Each staff member to have a designated (labelled mug). • All plates/cups, and cutlery will be plastic, designated to pupils and thoroughly cleaned after use.
52	<p>Staff should consider the storage of their personal items to ensure they are Covid secure.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Where it is not possible to use a desk, staff may use one of the many locked storage areas. • Staff are expected to only bring essential items to work and keep these separate from other staff belongings/school equipment by ensuring they only use designated storage areas.
53	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Posters to be in place in all toilets/kitchen/sink areas. • All pupils will receive written instructions.
54	<p>Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • All post will be kept in a pigeon-hole for SLT. • Staff member handling post/deliveries will be expected to wash their hands immediately after handling.
55	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Toilets are checked every morning (pre pupil arrival), dinner time and at the end of the day. • Equipment is replenished and the areas are cleaned.



					<ul style="list-style-type: none"> Cleaning records are maintained; these overseen by the centre manager.
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"/>	<ul style="list-style-type: none"> External visitors to be strictly managed by SLT only.

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

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) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> All visitors are pre-approved by the COVID lead. COVID lead is Matthew McCann (DSL and Headteacher). COVID lead has undergone sufficient training to manage responsibilities and facilitation of the RA. All visitors sign-in and out via a specific template (in a hardback book).



	<ul style="list-style-type: none"> - 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. 				<ul style="list-style-type: none"> • COVID lead is responsible for managing, tracking and coordinating the response to suspected cases of COVID-19.
58	If a case is confirmed, the COVID lead will liaise with the GM Integrated Tracing Hub and immediately identify potential contacts who will be required to isolate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • In line with GM guidance the CL will assess potential contacts through considering the following: Contact must have taken place during the 'infectious period' of the index case which is defined as: 2 full days before the onset of symptoms (or the date of test if they don't have symptoms) until 10 days after symptoms started (or the date of the test if they do not have symptoms). • Contacts will be advised to self-isolate for 14 days. • M.McCann (the CL) will liaise with all parties and agencies in managing the confirmed case response. • Remote/distance learning contingency arrangements for all pupils should be maintained in case of school/ year group closure during any local COVID 19 outbreak; teachers have prepped work ready to be sent out to pupils. A pupil/home digital audit is underway.
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"/>	<ul style="list-style-type: none"> • Additional staff recruited to support absence. • External (cover) agency relationships/contact in place.
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"/>	<ul style="list-style-type: none"> • Minimum of 4 staff in any building at any given time; buildings are small; thus, this number is sufficient to maintain the RA. • SLT are readily available to support at all times.



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"/>	<ul style="list-style-type: none"> Staff have received refresher/new first aid training and are in place in every Music Stuff learning centre.
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"/>	<ul style="list-style-type: none"> Nominated fire officer in place. All staff have received training in evacuation procedures.
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: <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"/>	<ul style="list-style-type: none"> Proprietor and caretaker to continue to manage these checks. Specific consideration for checks to be carried out when staff and pupils are not in the building.
64	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Usual checks in place; these are documented on Music Stuff H&S RA.

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



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 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"/>	<ul style="list-style-type: none"> SLT (under the guidance and oversight of CL) will ensure all vulnerable pupils, or those deemed at significant risk will have an individual RA. This will be monitored and reviewed by staff in cooperation with centre staff and PRU PSO.
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"/>	<ul style="list-style-type: none"> Due to the nature of the provision, small fixed groups are in place.
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"/>	<ul style="list-style-type: none"> Remote learning provided as described in this RA. Music Staff COVID lead to provide management of this in cooperation with MS PRU PSO.
68	Staff should adjust classroom support to ensure they are adhering to social distancing protocols.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> 1m+ kept between pupil and staff member when offering support.



69	All staff are limited to accessing two centres (only); thus minimising the enforced closure of more than two centres at any time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> New interim timetable shared with all staff; this support the control of bubbles and minimises the possibility of cross-school/centre transmission. Some teachers taking on cross-curricular duties.
70	All staff expected to wear face coverings at all time, except where it may inhibit teaching.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Disposable masks available in each centre. Staff permitted to wear their own washable masks. Teachers are required to wear a visor or face covering during lessons.(21/09/20)
71	Increased flexibility towards staff childcare/caring responsibilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Staff are aware that they can speak to the HR manager or/and the CL at any time to discuss their specific concerns. Temporary arrangements can be implemented to support individual situations; this could include revised start/finish times. Staff will not be penalised for any interim measures implemented.
72.	In addition to point 50. There will be a scheduled one hour clean each Friday between 12.00PM-1.00PM.(21/09/20)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> No meetings should be booked between 12-1 on a Friday. All staff should deep clean the centre; this includes: <ul style="list-style-type: none"> All rooms (including toilet, kitchen, offices etc..) should be cleaned. All surfaces/handles should be cleaned with an appropriate anti-bacterial agent Hard floors should be mopped with a disinfectant, and carpets should be hoovered. Teachers should clean their desk and area thoroughly with appropriate cleaning agents. All bins should be emptied. SLT should deep clean their office. The clean should be recorded in the cleaning record within the COVID-19 management folder. Managers have the responsibility for ensuring this is completed

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).

Completed by Head Teacher & Approved by Chair of Governors	Matthew McCann (Music Stuff Headteacher) Andrew Portersmith (Music Stuff Proprietor)	Date of Approval	21/09/2020
Date shared with all staff included the H&S representative	21/09/2020	Date when school will be open and operating for ALL pupils.	01/09/2020