

This is the draft for September 2020 any additions after the government announcements over the summer will be added in red, staff will discuss the final version on our Inset Days in September .

This should be read alongside the detailed plan produced for school by the SLT Part 2 and Joint Union guidance for Sept 2020 which we will call Part 3 of our Documentation. For Clarity staff should follow information in Part 1 and Part 2.

<b>School/ Setting</b>	Davyhulme Primary School	<b>Date of Assessment</b>	15.07.2020
<b>Assessment Completed By</b>	Patrick McDowell And SLT, Govs, Staff /union reps on-going consultation as it is a working document to be adjusted as we go along if necessary.	Consulted - SLT Governors - All Staff and Unions Together . On-going consultation with all stakeholders	Review by PMcD After LA and Union feedback 15/07/20  Review for Wider Opening in Sept 20

### 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 parents 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 <a href="#">Clinically Extremely Vulnerable</a> employees are required to self-isolate and must not attend school/ setting. Where possible they are required to work from home.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff with shielding letters working from home. Staff who are pregnant ( unknown at this time )also working from home.Any Staff at home need to update school regularly.
02	All employees who live with a person who is Clinically Extremely Vulnerable should work from home where possible, if they do attend work then stringent social distancing measures must be adhered to.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff have been asked to consult with relevant GPs to check if they fall into this category. Staff must report to HT if they are living with someone who is extremely vulnerable. See above.

03	All <u>Clinically Vulnerable</u> employees are required to take extra care in observing social distancing and should work from home where possible. If unable to work from home, they will be offered the safest available on site role, ensuring that they adhere to stringent social distancing measures. (NB employees who live with a person who is Clinically Vulnerable can attend school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff asked to check and declare if they fall into this category so necessary arrangements can be made. This has been done and the form offered to staff.
04	All employees, themselves or persons within their household, who have COVID-19 symptoms, should self-isolate and should not attend school/ setting until they can be tested. If test is negative they can return to work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All staff informed. Staff have been invited to keep us up to date. We will seek advice from Public Health in all serious cases giving cause for concern. 'There is some emerging evidence that someone may still have the virus even if testing negative - in such cases ( if they are still displaying symptoms but have tested negative ) they may still have to stay at home until symptoms have resolved - this will be dealt with on a case by case basis.
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"/>	HT , Line Managers or Office Staff to contact colleagues who are self-isolating once a week by phone.Updated list to be produced for Line Managers and office staff to act on.
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"/>	All teaching staff working from home have laptops which have been updated to allow all staff to access shared drives to enable staff to plan remote learning-tablets may be used for support staff ( TAs ) to support learning.

## Our Pupils

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
07	All <a href="#">Clinically Extremely Vulnerable</a> pupils are required to self-isolate and must not attend school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children identified as clinically extremely vulnerable to remain at home until further notice</p> <p>Clinically vulnerable children – parents must refer to GP for confirmation that their child is safe to come in before they return to school –specific Risk Assessments maybe completed on a case by case basis to gauge whether or not school will accept pupil where risks are high.</p> <p>School to share information ( via letters on how <b>LBs</b> will be set up )with parents/ carers informing them of how the provision is organised and reminding them that social distancing cannot be guaranteed and that children will have their own individual stationary sets and other resources to be personalised as much as possible. Toilets will be allocated to <b>LBs and cleaned regularly by Trafford Cleaning services.</b></p> <p>Information and resources to support children’s emotional well-being and mental health, including those with SEND, available to parents on school website</p> <p>Home learning resources to continue to be provided- Family / Pastoral care leader to support families.</p>
08	All pupils who live with a person who is Clinically Extremely Vulnerable should work from home if possible, if they do attend school/setting then stringent social distancing must be adhered to	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Parents informed.
09	All <a href="#">Clinically Vulnerable</a> pupils should follow medical advice for their individual circumstances. (NB if a child lives with a person who is Clinically Vulnerable they can attend their school/setting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Children identified as clinically extremely vulnerable to remain at home until further notice</p> <p>Clinically vulnerable children – parents must refer to GP for confirmation that their child is safe to come in before they return to school</p> <p>School to share information with parents/ carers informing them of how the provision is organised and reminding them that social distancing cannot be guaranteed and that children will not be sharing resources.</p>

				Information and resources to support children’s emotional well-being and mental health, including those with SEND, available to parents on school website –SEE REF 07 above.	
10	All pupils, or persons within their household that have COVID 19 symptoms should not attend school/ setting until they can be tested. If test is negative they can return to their school/setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any child who becomes ill at school will be sent home and cannot return until they have had a negative test or 7 days isolation ... 'once symptoms have resolved'. There is some emerging evidence that someone may still have the virus even if testing negative - in such cases ( if they are still displaying symptoms but have tested negative ) they may still have to stay at home until symptoms have resolved - this will be dealt with on a case by case basis. We will also take advice from Public Health. Parents will be informed that a member of their child’s Learning Bubble ( LB ) group has become unwell and Trafford’s protocol for these circumstances will be followed.
11	We provide on-line/distance learning for all pupils who are not in school/ setting using our main learning platform Seesaw as well as a variety of other resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	On-line learning resources are posted on school website – teachers will also direct learning using our platform ( SeeSaw )
12	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). Where this is not possible, adjustments will be made.  Advice on PPE is changing all the time but school will support any	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children have been organised into “bubbles” each containing a maximum of 10 children. Number of children in each bubble determined by capacity of the classroom in which they are based. 2 adults to be attached to each group. Same adults to remain with the same group of children to minimise the number of children they come into contact with. Each bubble to use the same indoor and outdoor space. Children to eat lunch in classroom where they are based. The use of PPE by staff has been discussed by the headteacher and governing body. We note that the DfE guidance <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a>  States that “wearing a face mask in schools or other settings is not recommended”. However, each member of staff has been offered a visor which they can use if they wish in particular circumstances such as dealing with first aid. A full set of PPE has

member of staff who wishes to wear a visor/mask.			been provided by the LEA for the specific purpose of dealing with a child or adult with COVID 19 symptoms. There are strategic depots of PPE positioned around the school for use by staff in an emergency response to Covid19 episodes.
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### Our School Site

Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
13	Designated Entrance and Exit Points to the Building (for each cohort of pupils where possible). Staggered entry and exit times for Y6 LBs and 2x LBs in the infants ( extra 50 pupils approx ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Different “bubbles” of children using different entrances and exits. Parents will be informed of arrangements by email 1st Sept. Where an entrance or exit needs to be used by more than one group of children, there will be staggered start and finish times.
14	Increased number of Entrance and Exit Points to the Building (external class room doors should be used where possible).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All entrance and exit points to be used. Consider using gate onto field for N and R pupils consult parents trial if necessary.
15	Develop, share and display drop off/ collection protocols e.g. one way system and one parent/carer only to drop off/ collect child. Protocols to remain just develop more staggered drop off and pick up times allowing plenty of time to clear the area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staggered start and finish times to reduce number of parents at gates at any one time. Only one adult to accompany child to school. unless stated on an individual child’s risk assessment Signs left at entrances to remind families entering the site to observe social distancing. Children to enter building via the doors that go most directly into their groups’ areas
16	Restrictions on access to school/setting by third parties (parents, members of the public, visitors etc).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deliveries to be handed over at main doors only ( depends on size as it is unfair on admin staff to expect them to take heavy deliveries). Staff taking in deliveries to wash hands immediately after handling anything that has come in Contractors to only be admitted on site to carry out urgent repairs – contractors not to be in areas where children or staff are (where possible come outside of school hours). One member of staff to sign contractors in and out/ show them to area and

					social distancing to be maintained at all times. Contractors to use hand sanitiser on entry and wear masks and gloves whilst on site, (school to ask them to bring their own but if none, we will provide). No other visitors to be admitted on site – meetings with other professionals etc to be done over the phone or online or by ZOOM.
17	Stagger drop off and collection times, lunch and break times for each cohort/group. Expanded to include Y6 plus 2xLBs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See above - Y6 pupils from extended groups will come in at 9.15am and leave at 3pm - other LBs in KS1 will have own entry and exit times.
Ref	Control Measure	Yes	No	N/A	Actions Taken Details / Further Information
18	Class rooms . Utilise all available outdoor space only come inside for playtimes when weather is REALLY poor. rganised maintaining space between seats/ desks where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All tables arranged so pupils sitting 1-2m apart. Tape placed on floor to mark off teacher's table.
19	Social distancing message is reinforced to pupils at regular intervals. We will stick with 2m as much as practical with pupils - extra emphasis with staff 2M !!	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children regularly reminded verbally about social distancing. Posters in classrooms and around school. Tape markings on floor in appropriate places to reinforce SD. 2m ideally.
20	Outside space is used wherever possible for learning.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rotas for use of outdoor spaces in place. Each group to use the same outdoor space and equipment to minimise risk of infection – no mixing with other LBs. More equipment needed for new LBs.
21	Reduced movement around school- ensure group/ cohort move around school together and limit contact with other groups/ cohorts within the school/ setting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Joint toilet visits – the whole bubble <b>LB</b> will visit the area at the same time but only allowed in two at a time. Single pupil visits will be discouraged during class time and then if needed the child will be escorted by a member of staff.
22	Communal spaces such as dining room or assembly hall to be used at reduced capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Most lunches will be served from trollies to pupils in classrooms / LBs to protect dinner staff. Lunch boxes from home permitted and to be wiped down after lunchtime by

					child.Y6 bubbles to eat in halls SD at all times.
23	Stagger the use and limit the occupancy of staff room and offices by employees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff to observe SD at all times in staffroom and other available spaces for lunch and break times. Staff encouraged to eat lunch outside wherever possible and utilise extra space in dining rooms, if available.
24	Kitchen staff to maintain social distancing of 2 metres in the kitchen where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use of trollies around school to serve lunches ( hot and cold ) to each LB in classrooms apart from Y6 LBs who will be served and spaced out in 'D'halls.
25	Use of Small Meeting Rooms and Confined Areas by more than one person prohibited.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medical rooms and COvid19 'holding area' for pupils waiting to be collected by parents will be kept separate.
26	Non-essential repair / contracted works in buildings to be carried outside school hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No major work planned for term time – only at weekends or when children are not in school over summer break.
<b>Additional information regarding safe use of space to detailed below.</b>					

#### 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 <a href="#">current advice and guidance</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff advised.
28	Staff who experience symptoms as above whilst at work should immediately go home and follow the guidance set out above.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff advised – also <b>LB</b> if staff are supporting or leading one.
29	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If a child becomes unwell at school parents to be contacted immediately. While waiting to be collected, if weather permits child can wait outside the main entrance with an adult. Adult to wear protective clothing, which is

	If pupil needs direct personal care until they can return home, staff should wear the appropriate PPE.				stored in office in box, marked PPE COVID 19 .If weather does not allow, child to be kept in medical room or KS2 front meeting room with windows open, again accompanied by adult.
30	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"/>	Sanitising stations available at key points of entry around school monitored and maintained by Site Manager daily am and pm. Extra supplies for new intake pupils.
31	All staff and pupils are encouraged to regularly wash their hands with soap and water, especially upon arrival at school/setting, prior to eating, following break/lunch time and any other time deemed necessary (after coughs/sneezes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Children and staff wash hands thoroughly as they enter the school and at regular intervals throughout the day.  Everyone to plan in as much time as possible outdoors for staff and children (including having lunch outdoors) – staff to coordinate this with others to organise who uses what outdoor areas and when Children to only use indoor areas that have good ventilation – windows must be kept open and (if possible) doors to playgrounds - to be kept open during the school day Hall to only used for emergency purposes due to being an area with limited ventilation
32	Different hand wash facilities should be available for each cohort/group within school/setting where possible.  Cleaning staff clean at the end of each day and spray at the end of am session and beginning of afternoon session.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Where this is not possible and groups are required to share hand-washing facilities, staff will liaise to ensure only 1 group using those facilities at once. Teaching and TAs are NOT to clean toilets or sink areas as this will be completed by cleaning staff. Cleaning staff to clean sinks thoroughly at the beginning and end of each day .Only 2 children from any group to be in each area at any given time. Staff to be informed of hand-washing area assigned to their LB and ensure children use that area unless there is an emergency. Try to use one cubicle per LB .Extra pupils to be



					factored in for equal access to these areas.
33	Remove unnecessary items from class rooms and soft toys/ toys that are hard to clean. <b>No refilling of bottles unless on hot days then adults to do refilling.</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any such items have either been removed, taken out of reach or covered so children do not have access to them.
34	Sharing of pencils/ pens and other items of stationery is avoided where possible. (Pupils have their own stationery in their own pencil case). Extra sets to be provided for extra pupils attending.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each child has their own tray at their individual work station. This contains all the equipment they need and will not be shared with any other child. Water bottles to be brought into school must be named. Children will wear their uniform as normal.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff have been informed of this and appropriate cleaning materials have been placed in staff room for this purpose. Sprays and paper towels have been placed at each piece of equipment. Gloves and sanitised wipes will be available for staff to use on request.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tissues are available in each classroom. There is also a pedal bin with a lid in each classroom for correct disposal. Posters in each class and around school reinforcing Catch it, Kill it, Bin it message.
37	Additional lidded bins and increased emptying / replacement are provided / in-place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional pedal bins will be provided and strategically placed around the site ( indoors ).
38	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"/>	Site manager to open all windows in the morning on opening up school. Staff informed that windows are to remain open throughout the day.

39	<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"> <li>• Toilets</li> <li>• Door Handles/ Access Buttons</li> <li>• Kitchen areas and associated equipment</li> <li>• Water dispensers/ coolers</li> <li>• Printers/ Photocopier</li> <li>• White Boards</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Instructions shared with site manager and cleaning supervisor – also daily verbal report given to help direct targeted areas for extra attention with cleaning priorities.</p> <p>Cleaning supervisor informed about additional classrooms being used and when they are available to be cleaned eg Wednesdays and Fridays for additional rooms. To monitor impact on cleaning staff rotas.</p>
40	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff informed</p>
41	<p>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.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff informed SD to be observed at all times staffroom and other shared areas.</p>
42	<p>Employees to store, where possible, coats, bags and non-work essential items in personal lockers. Where lockers are not provided, employees will not use shared coat racks / stands and will store coats on the back of their chairs and bags safely under their desks.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Staff instructed to bring minimum personal belongings into school. All belongings to be kept in area where member of staff is based.</p>
43	<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"/>	<p>Children to be reminded daily about the importance of handwashing. Children also shown how to wash hands correctly using DfE resources below:  Hand-Washing Guidance  Hand-Washing Video  Hand-Washing Poster</p>

44	Office staff who receive deliveries, post etc. are encouraged to wash their hands more frequently and are provided with sanitiser.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Office staff advised.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Toilets to be checked by a member of staff at break and lunchtimes to confirm that there are sufficient supplies of soap and paper towels. Staff supervising hand washing to be vigilant and report to sitemanager and cleaning supervisor or line managers if supplies are running low.
46	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"/>	Advised at main office – ALL visitors now directed to Main office in Junior Department.
<p><b>Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)</b></p> <p>Trafford Cleaning SLA have measures , strategies and specialist equipment in place to use in specific areas if required. Communication between Site Manager , SLT and Trafford Cleaning supervisor to adjust interventions on a daily basis if necessary.</p>					

### 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All ' fit ' staff that report for work are utilised in school on the site while some are held in reserve in emergency scenarios.
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trafford Cleaning Service SLA School Site Manager and SLT.
49	Sufficient numbers of trained staff are in place to provide Emergency First Aid.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paediatric first aiders available at all times children are on site.

50	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"/>	In most cases we are planning to have two members of staff for each LB. We still have capacity to accommodate wider opening.
<b>Ref Control Measure Yes No N/A Actions Taken Details / Further Information</b>					
51	PPM (Planned Preventative Maintenance) work continues to be delivered for critical building systems (Life-Safety) including: <ul style="list-style-type: none"> <li>• Fire Alarm and Detection</li> <li>• Powered Doors / Gates</li> <li>• Legionella and Water Testing</li> <li>• Electrical Safety</li> <li>• Gas Safety</li> <li>• PAT Testing</li> <li>• Asbestos Management</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coordinated , planned by Site Manager , Business Manager and HT.
52	Defect Reporting arrangements are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site manager to report defects as normal to HT as reported by staff on 'ground level '.
<b>Additional Statutory Compliance and Maintenance issues.</b>					

<b>Ref Control Measure Yes No N/A Actions Taken Details / Further Information</b>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<b>Approved by (Head Teacher/ Chair of Governors)</b>	<i>Mr P McDowell</i> <i>Mr Mike Cornes</i>	<b>Date of Approval</b>	15th July 2020 May be adjusted after Summer feedback in Sept 20
<b>Date Provided to Unions</b>	17th July	<b>Date of Review</b>	
<b>Date shared with Parents/Carers</b>		<b>Date shared with LA</b>	