



COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – Compliance code for all educational settings – Autumn Term

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

The risk assessment should be reviewed prior to any stage of extension of operation e.g. increasing pupil numbers, extending curriculum activities, opening up facilities or planning events.

For ease of reference, changes that are made to this document are detailed below:

<b>Date of change</b>	<b>Section, Page and Change</b>
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
17-07-20	Clarification amendments following feedback
4-11-20	Updated



<b>Setting/Premises:</b>	St Mary's Church of England Junior School		
<b>Location:</b>	Swan Lane, Long Stratton, NR15 2UY		
<b>Assessment Date:</b>	22/07/2020	<b>Review Date:</b>	13/08/2020, 1/09/2020, 10/2020, 11/2020, 05/01/2021
<b>Assessment completed by:</b>	Principal, Deputy, JK (Teacher/Middle Leader), HD (Teacher/Middle Leader), CH (Admin)		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

### Management Planning

#### Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> <li>• The number of contacts that pupils and staff have during the school day are minimised</li> <li>• The distance between people in the setting is maximised as much as possible,</li> <li>• Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying</li> <li>• Enhanced cleaning arrangements are in place</li> <li>• There is a plan in place to manage the first day back to reduce the risk of groups gathering together</li> <li>• The whole setting community are engaged with and support the national effort to reduce the spread of the virus</li> </ul>	Yes	<p>Year group bubbles established</p> <ul style="list-style-type: none"> <li>• Additional staff room (2)</li> <li>• Hygiene stations in every classroom</li> <li>• Enhanced cleaning arrangements agreed and provider changed to meet higher hygiene expectations</li> <li>• First day plan in place</li> <li>• Communication with parents and community via letters and website</li> <li>• Teaching staff, administrative staff and Senior Leaders consulted, as well as governors and parent governors</li> </ul>	01/08/2020



	This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).			
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes	All up to date	07/2020
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes		07/2020
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	Yes	Updates made based on feedback and updated guidance	07/2020 ongoing
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Yes	<ul style="list-style-type: none"> <li>Risk assessment shared with staff and to be discussed/clarified during September INSET</li> <li>Communication to parents July 2020 and 05/01/2021</li> </ul>	07/2020 03/09/2020 11/20/2020 05/01/2020
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	Additional SLT appointed and available on site every day	07/09/2020 Ongoing daily
	COVID-19 Case Management Guidance is implemented.	Yes	Shared with key staff for implementation	07/2020
	COVID Secure Commitments is signed and displayed	Yes	Yes, with Principal and Chair of Gov as references	07/2020
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes	Risk assessments implemented, reviewed and updated with governors approval	07/2020 01/09/2020 11/2020 05/01/2021
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	Safeguarding updated in line with guidance. (See safeguarding during COVID school re-opening)	01/09/2020



			Vulnerable in school and where not, home visits arranged.	From 11/01/2021
Supply chain	Business management teams will ensure that arrangements are in place to ensure: <ul style="list-style-type: none"> <li>continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.</li> <li>that equipment purchased is fit for purpose e.g. meets with required standards</li> </ul>	Yes		ongoing
Premises adoptions	Small adoptions identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	Door stops in place – currently looking into wireless fire door retainers	09/2020
		No	Paper towels to be provided as per guidance further within this document	

**Staffing arrangements**

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that: <ul style="list-style-type: none"> <li>Short duration, ad hoc and working at more than one setting is avoided</li> <li>They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary)</li> <li>A space of 48 hours between site visits is applied <del>No longer applicable under 28/08/2020 guidance</del></li> <li>Longer assignments with supply teachers are agreed</li> </ul>	Yes	<b>No current peripatetic lessons from 04/01/2021</b> Agreed with music teacher regarding peripatetic lessons: <ul style="list-style-type: none"> <li>Larger room.</li> <li>Lessons can be conducted with teacher wearing an acetate face shield. If teaching in a smaller space, both teacher and the student could wear face masks for the duration of the lesson.</li> <li>The room would be configured to ensure that distance from students is at least 1, if not 2 metres, at all times.</li> <li>Remembering that the length of time in contact with others is also</li> </ul>	04/01/2021 09/2020
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			<p>considered to be a significant factor in COVID transmission risks, lessons would not be scheduled for more than 30 minutes, and would not be allowed to overrun.</p> <ul style="list-style-type: none"><li>• There is a very limited need to speak face to face – teacher can sit parallel to students.</li><li>• Shared surfaces (keyboard) can be cleaned before each lesson using a cleaning product approved by the school.</li><li>• Students would be required to wash their hands before and after each lesson.</li><li>• Unlike singing/woodwind classes there will be no increased risk in terms of aerosol generation.</li><li>• If preferred, the door to the teaching room can be left open to increase ventilation.</li><li>• Room is available for longer to make it possible to allow a few minutes ventilation time between each student/bubble.</li><li>• All parents will be contacted in advance to discuss these measures. Each individual parent and student needs to be comfortable with the arrangements.</li></ul> <p>SENCO in for two days per week (M and T) to allow for at least 48 hours between settings</p> <p>Part-time remote work</p>	<p>04/09/2021</p>
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	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	<p>Year group support staff to cover year group breaks and lunchtime provision</p> <p><del>Where break time cover involves members of support staff from a different year group, this will be at a distance and outdoors wherever possible. In the case of adverse weather/indoor play, break timings will be covered by the support staff within their year groups only.</del></p> <p>No crossing of bubbles for break and lunch time cover</p>	<p>01/09/2020</p> <p>04/01/2021</p>
	Consistent working arrangements are applied to ITT trainees.	NA		
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	Yes	<p>HLTA covering <del>one year group per day</del> in order to maintain bubbles in Year 6 and pre-recording French and RE lessons for remote learning</p> <p>TAs to stay in year groups all week</p> <p>SENCO and Pastoral timetables to reduce cross-over of bubbles (eg one year group or phase per day/week)</p>	<p>01/09/2020</p> <p>04/01/2021</p>
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Yes	Members of staff identified and further measures put in place and confirmed by these staff members (eg cleaning/ shields / ventilation / no contact / shorter timeframes where possible)	01/09/2020
	Where volunteers are used, the same staff principles are applied.	Yes	Volunteers to maintain consistent bubbles	01/09/2020
	Normal premises management arrangements have resumed.	Yes		ongoing



Premises and cleaning staff	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	Additional staff room Other areas used to be timetabled to avoid cross-over Staff not to enter staffrooms if there is a member of any other bubble within the space. Cleaning products available and regular handwashing and hand gel application.	Ongoing  06/01/2021
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	Confirmed by cleaning staff	ongoing

**Minimise contact maintain social distance and activity risk reduction**

***Pupil and staff grouping – main groups and extended groups***

Developing groups	Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible: <ul style="list-style-type: none"> <li>• Groups are kept static</li> <li>• Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements.</li> <li>• Contact within groups is minimised through measures outlined in this assessment.</li> <li>• Pupils will stay in their class/group throughout the day, or on subsequent days</li> </ul>	Yes	Support staff on blocked timetables  ASC provision reviewed to ensure contact with Manorfield children is minimised. Larger shared space using hall, with room dividers and resources not to be shared. No ASC until further notice	01/09/2020  21/09/2020  04/01/2021
	Any extended groups created remain as small and consistent as possible	Yes	Interventions considered and consistent with support staff from the relevant year group/bubble	01/09/2020
	Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:	Yes	Where possible and as noted above  ASC reduced numbers	01/09/2020





	<ul style="list-style-type: none"> <li>• <del>some secondary curriculum practical activities</del></li> <li>• some music activities</li> <li>• With very young children (<b>ASC</b>)</li> <li>• Because of health conditions or understanding of the children</li> </ul>			
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes		01/09/2020
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	Exception is HLTA/PPA/NQT cover. HLTA1/PPA cover is within same bubble (year group) each day. NQT cover by further HLTA2, ensuring compliance.	01/09/2020 06/01/2021
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	Updated sign in processes to include contact details Use own pen when signing in/out Use sanitiser on entry	01/09/2020

**Other general measures**

	The use of outdoor spaces has been maximised	Yes	Assigned outdoor spaces timetable Outdoor benches purchased for lunchtimes lunch in classrooms	01/09/2020 06/01/2021
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	LKS2 playground markings to be in place for Sept	01/09/2020
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	Virtual assemblies	ongoing
	Activities involving invited audiences do not take place	Yes	Online links for sharing with parents	01/09/2020
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes		01/09/2020
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the	Yes	In order to allow one toilet per bubble/year group, unisex toilets (girls :00 :30, boys :30 :00) Main toilet	01/09/2020 06/01/2021



	facilities at any one time and, where possible mixing of groups while using these facilities is avoided.		door taken off to ensure adequate supervision, cubicles within each toilet block. <b><i>*Those children with medical needs, requiring toileting outside of allotted time, will be escorted by an adult.</i></b>	
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	Staff to explain to children on first day	01/09/2020
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	<ul style="list-style-type: none"> <li>• Home books offered once a week to stay home and then quarantined when returned.</li> <li>• <del>Additional reading book to be kept in school. No longer required. Book can travel between home and school.</del> Myon for home reading</li> <li>• Schools resources provided, no home resources to come in.</li> <li>• Only coats, lunch and water bottle to be brought in daily. <b><i>*And reading book.</i></b></li> </ul>	09/2020  05/01/2021
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	Individual named packs prepared for children, with all necessary equipment and therefore no need to share resources. <del><b><i>*If resources need to be shared, this will be contained to each bubble and staff will ensure adequate cleaning/disinfecting.</i></b></del>	01/09/2020  06/01/2021
	Movement around the school is kept to a minimum as follows: <ul style="list-style-type: none"> <li>• Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this.</li> </ul>	Yes	(See previous risk assessment for detail)  Movement around school via one-way system and external doors if appropriate.	01/09/2020



	<ul style="list-style-type: none"> <li>Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks)</li> </ul> <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> <li>Staggered times for using stairs and corridors</li> <li>Utilisation of alternative external routes</li> <li>One-way systems introduced</li> <li>Supervision of movements around settings</li> <li>Central dividers placed in the middle of wide corridors to keep groups apart</li> <li>The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other</li> </ul>		<p><b><i>*Year 3 toileting exception due to distance around exterior of site (children to be trained by adults on how to avoid crossing paths with others in any smaller corridors by waiting and giving space for passing)</i></b></p> <p>Planned/scheduled movement around school.</p> <p>Timetables for break, lunch and PE.</p>	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes		01/09/2020
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	Partitioning purchased for hall	01/09/2020
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	Yes	Key for lift held with Admin staff who will ensure that only one person uses the lift at a time.	01/09/2020
	Posters have been used to encourage this where required	Yes		01/09/2020
	Hand sanitiser is provided for use before and after touching lift controls.	Yes		01/09/2020
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Yes	Staff lockers only. Additional temporary staff room and therefore LKS2 staff will either use alternative placement for personal belongings, or use temporary locker allocation.	01/09/2020



Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes		01/09/2020
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes	Coats on chair backs <del>where possible.</del> Where this is not possible, adults will stagger cloak room timings and provide supervision (particularly of younger children) Lunch boxes and water bottles under desk	01/09/2020 06/01/2021

**Measures within the classroom**

	<ul style="list-style-type: none"> <li>Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to</li> <li>Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks</li> <li>Seats are forward facing</li> <li>The position of the teacher's space/desk is considered as part of the configuration to support distancing from the class</li> </ul>	Yes	Extra furniture removed to increase useable spaces	01/09/2020
	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Yes		01/09/2020
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> <li>Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teacher's desk</li> <li>Where close contact is needed, interact side to side with pupils and not face to face</li> </ul>	Yes	Visualisers used by teachers only, for whole class marking and feedback.  Teachers to disinfect hands before and after modelling and surface cleaned, or books/resources place on disposable surfaces to be discarded after each use.	01/09/2020



	<ul style="list-style-type: none"> <li>• Not require pupils to share or swap resources, including no marking each other's books</li> <li>• Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand</li> </ul>		Children's books and resources kept in individual trays in each class.	
	<ul style="list-style-type: none"> <li>○ The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.</li> </ul>	Yes	As above, children to bring only coat, lunchbox and water bottle daily. (No PE kit as children will come in dressed on PE days)	01/09/2020

**Playgrounds**

	<ul style="list-style-type: none"> <li>○ Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment</li> </ul>	Yes	Signage on equipment from September	01/09/2020
	<ul style="list-style-type: none"> <li>○ Equipment use is supervised, and time limited to enable other users to take their turn</li> </ul>	Yes	Year group timetables for equipment and outdoor space usage	01/09/2020
	<ul style="list-style-type: none"> <li>○ Seating has been removed or marked off to encourage distancing on individual items of equipment.</li> </ul>	NA		
	<ul style="list-style-type: none"> <li>○ A one-way system has been introduced around outdoor gym equipment and trim trails</li> </ul>	Yes	One-way signage for one direction usage	01/09/2020
	<ul style="list-style-type: none"> <li>○ Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)</li> </ul>	NA		
	<ul style="list-style-type: none"> <li>○ Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.</li> </ul>	Yes	To be installed for Sept	01/09/2020
	<ul style="list-style-type: none"> <li>○ Bins are installed to encourage use of tissues and appropriate disposal</li> </ul>	Yes	Additional playground bins purchased	01/09/2020
	<ul style="list-style-type: none"> <li>○ Time is allocated for play equipment for each group/bubble</li> </ul>	Yes	*See timetable in handbook	01/09/2020



	<ul style="list-style-type: none"> <li>Multiple groups do not use outdoor play equipment at the same time.</li> </ul>	Yes	Timetabled for each year group and/or bubbled equipment	01/09/2020
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**Specialist curriculum considerations**

Music	Singing, wind and brass playing does not take place in large groups such as school choirs	Yes		01/09/2020
	<p>Music lessons are restricted to using recorded music and not playing wind or brass instruments unless:</p> <ul style="list-style-type: none"> <li>lessons are for smaller groups not exceeding 15 people</li> <li>this is done outside or in well-ventilated space</li> <li>participants are positioned to maintain at least 2m distance (3 metres is preferable) with no-one directly facing another person.</li> <li>the teacher will stand 3 metres away where they need to face the group.</li> </ul>	Yes	<p>Please see notes above</p> <p>No in-school music lessons or assemblies - <del>*see updated guidance 28/08/2020 – outdoor singing or in small groups with ventilation, distancing and not facing each other</del></p> <p>If at all, on playground, following guidance as noted here.</p>	<p>01/09/2020</p> <p>06/01/2021</p>
Drama and performances	<p>The following arrangements apply to all drama activities:</p> <ul style="list-style-type: none"> <li>Outside drama is planned as a first consideration</li> <li>Activities that involve raised voices do not take place.</li> <li>Smaller class sizes will operate where possible</li> <li>Back to back and side to side positioning is planned as much as possible</li> <li>Distancing is maintained as much as possible</li> </ul>	Yes	Following guidance as noted here.	01/09/2020
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	Playground and outdoor spaces allocated and timetabled.	01/09/2020
	Prioritisation of low impact activities is given over high impact	Yes		01/09/2020
	Contact sports will not take place	Yes		01/09/2020
	Distance between participants is maximised.	Yes		01/09/2020



	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	Yes	See below regarding PE kit days	01/09/2020
	External facilities are used in line with Educational Visits arrangements.	Yes		01/09/2020
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> <li><a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>advice from organisation such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	Yes	Reviewed by PE Lead and necessary considerations and guidance shared with school staff and children.	01/09/2020
	The use of changing rooms and showering facilities are avoided where possible. Where used: <ul style="list-style-type: none"> <li>their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.</li> <li>Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.</li> <li>Facilities will be used as quickly as possible</li> </ul>	Yes	PE kit days to reduce changing and ensuring regular cleaning of kit as communicated with parents.	01/09/2020
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	NA	To be reviewed during academic year	01/09/2020
Subjects involving practical activities	<ul style="list-style-type: none"> <li>Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other.</li> <li>Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility</li> </ul>	Yes	Visualisers in classrooms for modelling by teacher  No shared equipment  Teacher demonstrations	01/09/2020



	<ul style="list-style-type: none"> <li>Where it is not safe to maintain social distancing such as D &amp; T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.</li> <li>Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact</li> </ul>			
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <ul style="list-style-type: none"> <li><a href="#">Guide to doing practical work in Science</a></li> <li><a href="#">Guide to doing practical work in DT</a></li> </ul>	Yes	Reviewed by Science Lead and shared with staff during Science curriculum weeks.	01/09/2020

**Educational visits**

	No overnight educational visits are carried out	Yes		01/09/2020
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes		01/09/2020
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <ul style="list-style-type: none"> <li>A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</li> <li>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</li> <li>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</li> </ul>	Yes	With support from the LA and EVOLVE when planning any Educational visits.	01/09/2020





	<ul style="list-style-type: none"> <li>○ Do they include measures relating to limiting contact between your group and other visitors?</li> <li>○ Do they support you to maintain distances within your group?</li> <li>○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?</li> <li>○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?</li> <li>○ Are appropriate cleaning and disinfection arrangements in place?</li> </ul>			
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes	As required	01/08/2020

**Where a pupil attends more than one setting**

	Schools work together to ensure that the approach is consistent and does not compromise the group/bubble	Yes	School is working closely with Manorfield Infant in regards to Breakfast and After-School Club provisions.	01/09/2020
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**Extra-curricular provision**

	Pupils will keep within their main bubble where possible.	Yes	No after-school extra-curricular activities offered in September, but will be reviewed in order to enable further learning without compromising the safety and hygiene of the school or pupils.	01/09/2020
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> <li>● Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children</li> </ul>	Yes	No current ASC provision No more than 15 children from Manorfield for ASC	04/01/2021 21/09/2020



	<p>depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups</p> <ul style="list-style-type: none"> <li>• Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently</li> <li>• Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity</li> <li>• Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members.</li> <li>• Records are maintained of all bubbles or groups for 21 days</li> </ul>		<p><del>Hall used and partitioning in place</del></p> <p>Guidance communicated with parents regarding limiting number of settings that their children attend.</p> <p>All records will continue to be maintained</p>	
	<p>Activities are organised in line with all of the relevant requirements of this assessment and compliance code</p>	<p>Yes</p>		<p>01/09/2020</p>

**Measures for arriving and leaving**

<p>General principles</p>	<ul style="list-style-type: none"> <li>• Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements.</li> </ul>	<p>Yes</p>	<p>First day plans in place See handbook</p>	<p>01/09/2020</p>
	<ul style="list-style-type: none"> <li>• Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour</li> <li>• Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting</li> </ul>	<p>Yes</p>	<p><del>KW/V group children in from 8:35-8:45 and dismissed 3pm</del> <del>Years 4 and 6, 8:30 – 8:40 arrival and 3:00 – 3:10 dismissal</del></p> <p><del>Year 3 and 5, 8:40 – 8:50 arrival and 3:10 – 3:20 dismissal</del> <del>*handbook – SLT and support staff on playground to guide children and parents</del></p>	<p>06/01/2021 01/09/2020</p>
	<p>There are hand sanitiser stations outside for pupil and visitor use</p>	<p>Yes</p>	<p>Further stations purchased</p>	<p>01/09/2020</p>



	The impact of bad weather has been considered where it might impact on the ability to follow outside queuing arrangements	Yes	Straight into classrooms during staggered start times, and using ground marking to ensure social distancing	01/09/2020
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes		ongoing
Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	<del>Staff on gates and outdoors. One member of staff on each playground to supervise during movement times</del>	01/09/2020 06/01/2021
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Communicated to parents – no gathering, staggered timings	01/09/2020
	<del>Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.</del>	NA		
	For all other years <del>not including Reception class</del> parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes	<del>Support staff on playgrounds and SLT at gates</del> Wear a mask/face shield when taking children to the gate and when on gate duty <del>Staggered times (8:30-8:40 / 8:40-8:50)</del>	01/09/2020 06/01/2021
	<del>Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible</del>	NA		
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	Communicated with parents	01/09/2020
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance	Yes	Classroom entrances and exits	01/09/2020
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	NA		01/09/2020
	Staff and school champions supervise at peak times.	Yes	All staff - general <del>Claire</del> Support staff and MSAs – lunchtimes	01/09/2020 11/2020



			Andrea – reception area and visitors SLT - general and phase	
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**Transport and travel**

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes		01/09/2020
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes		ongoing
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes	Additional bike racks, signage and floor markings	ongoing
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Communicated to parents and staff out to supervise	ongoing
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes	Communicated to parents	Ongoing
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes		Communicated further in July and Sept
	Pupils and parents have been advised that they should not walk together in large groups	Yes		
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes		
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes		
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	NA		



	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	NA		
	Markings are provided where queuing is required for transport services on school premises	NA		
	Windows are opened during journeys where it is safe to do so	NA		
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	NA		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes	This should be easily avoided through parents being contacted to collect children	01/09/2020

**Visitors and reception area**

	The number of visitors is minimised as much as possible	Yes		ongoing
	Visitor times are planned and by appointment only	Yes		ongoing
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> <li>• Site rules, which entrances and exits to use, vehicle movement and parking</li> <li>• Specific arrangements such as areas of the premises that are and are not suitable for use</li> <li>• Action to take if they cannot keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, not matter how mild.</li> </ul>	Yes	Yes  Script for Admin staff and any staff expecting visitors. Scripts for both verbal and email.	01/09/2020
	On arrival visitors will be: <ul style="list-style-type: none"> <li>• Provided with relevant site information</li> <li>• Asked to perform hand hygiene</li> <li>• Asked to confirm that they do not have symptoms no matter how mild</li> </ul>	Yes	Script for Admin staff and reception	01/09/2020
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	In place	ongoing
	The reception operates on a one in and one out basis	Yes	Signage and communicated to parents and visitors	01/09/2020



	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Yes	No screen do to window available and 2m distance using a table in front of the reception desk.	ongoing
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes		ongoing
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes		ongoing
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes		ongoing
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment	Yes	Communicated to parents	01/09/2020
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	Script in place	01/09/2020

**Lunchtime and breaks**

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	See handbook <b>OneDrive rota</b> for timings, rota and spaces used to avoid mixing and queues.	01/09/2020 05/01/2021
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Packed lunches eaten outside where possible, using new benches located in the court yard <b>or in classrooms due to colder weather</b>	01/09/2020 06/01/2021
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes		01/09/2020
	The use of pre-ordering and trolley services have been considered.	Yes	Using Christmas dinner arrangements (staff and MSAs aware), in order to stagger and clean between groups.	01/09/2020
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Yes		01/09/2020



	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes		01/09/2020
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Yes	Unisex bubble toilets, staggered timings	01/09/2020
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Yes	Via Norse providers	01/09/2020
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes		01/09/2020
	The way in which essential food deliveries are received are managed	Yes		01/09/2020
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	Perspex screen installed in kitchen serving hatch	01/09/2020
	Additional meal collection points have been put in place to reduce queuing where necessary	Yes		01/09/2020
	Alternative payment methods are being used to eliminate cash handling	Yes	ParentMail payments	01/09/2020
	Tills are screened where still in use	NA		

**Increasing ventilation**

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	NA		
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	NA		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	All windows and doors kept ajar as much as possible (reviewed for colder	ongoing



			seasons – with windows remaining open for ventilation)	
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	NA		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	NA		

**Toilets and handwashing facilities**

	Times of use are staggered where possible.	Yes	<del>As above, girls :00 -:30 and boys :30 to :00</del> One in one out	01/09/2020 06/01/2021
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Re-iterated in first days and ongoing As above (one in/one out during lesson times, hygiene signage, timings)	01/09/2020
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Paper towels and additional bins provided in toilets	01/09/2020
	Consideration has been given to replacing traditional taps with easy operating lever taps	NA	Push taps in children's toilets. Signage in adult toilets regarding turning off taps using paper towels.	01/09/2020

**Meetings and events**

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Yes	Virtually where possible.	Ongoing
	Meetings only take place in person where: <ul style="list-style-type: none"> <li>• There is a need to be in person for safeguarding, well-being or statutory reasons or</li> <li>• Limitations of technology, poor or unstable signal</li> </ul>	Yes		Ongoing
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> <li>• They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</li> </ul>	Yes	Larger room/hall, minimising times gathered where possible, facing forward in bubbles.	01/09/2020





	<ul style="list-style-type: none"> <li>• All other participants will connect to the meeting remotely.</li> <li>• The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</li> <li>• Use separate spaces or rooms where possible to limit the number of people in the same area</li> <li>• Ensure 2 distance is maintained at all times, not sitting face to face</li> <li>• Paperwork is shared electronically where possible</li> <li>• Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first.</li> <li>• People do not shake hands.</li> <li>• Participants practice good hand and respiratory hygiene before after and during the meeting.</li> <li>• Where held indoors they are held in well ventilated spaces.</li> <li>• All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented.</li> </ul>		<p>In hall or in teams/phases as required, following guidance.</p> <p>Laptops and updated IT being purchased for staff and school as required</p>	
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> <li>• Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online.</li> <li>• course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible</li> <li>• Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible</li> </ul>	Yes		01/09/2020



	<ul style="list-style-type: none"> <li>• Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.</li> <li>• Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.</li> <li>• Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.</li> <li>• Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.</li> </ul>			
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	Additional staff room: <ul style="list-style-type: none"> <li>• LKS2 staff and staff working on that side of building to use LKS2 kitchen area. Year four intervention to be located in the library to allow bigger staff area.</li> <li>• UKS2 and staff on that side of building and main connecting corridor to use existing staff room.</li> </ul>	01/09/2020
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Breaks staggered: <ul style="list-style-type: none"> <li>• Year 3 and 5 - 10:10 to 10:25</li> <li>• Year 4 and 6 – 10:30 – 10:45</li> </ul> <p><i>(See lunchtime provision for further detail regarding lunch timings)</i></p>	01/09/2020



	Furniture has been arranged to encourage distancing and not sitting face to face	Yes		ongoing
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		01/09/2020
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	To be communicated and booked in with parents. September 'touch-base' virtual meetings/phone calls and Autumn term parent consultations to be done via phone or virtual meetings.	01/09/2020

**Universal Hygiene Arrangements**

***Cleaning and disinfection***

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	Confirmed with chosen cleaning providers, Norse.	01/09/2020
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	Teachers Classrooms – desks, chairs, taps, door handles x 4 (2 on each door), light switches, gel dispensers.	01/09/2020
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes		01/09/2020
	All Staff who under take cleaning: <ul style="list-style-type: none"> <li>Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</li> <li>Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them.</li> </ul>	Yes	MSAs Toilets (adults and children's)- touchpoints, handles, taps. Gel dispensers – Hall and other areas. Doors – outdoors doors and resources room. Staff Rooms – kettles, canisters, taps, fridge doors, microwave doors, cupboard handles, toaster handles.	01/09/2020
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:	Yes	TAs - intervention spaces.	01/09/2020



	<ul style="list-style-type: none"> <li>• Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between sharing their use between each main group</li> <li>• <del>Secondary settings – the frequency of cleaning hand contact surfaces is increased</del></li> <li>• <del>Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased</del></li> </ul>		Office Staff General Reception Area – photo copier, keypad/buzzer in/out, front door(2), laminator.	
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	Yes		01/09/2020
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes		01/09/2020
Water coolers and drinking water	<ul style="list-style-type: none"> <li>• Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Water bottles to be provided by home for children (enough water for your child for the day)</li> <li>• Water bottles provided by the school at a charge if water bottles are forgotten at home, in order to ensure that all children have access to drinking water.</li> <li>• Staff to email to inform office, who will deliver a new, unused, disposable water bottle.</li> </ul>	01/09/2020
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes		Ongoing



<p>Tissues and waste from bins provided</p>	<ul style="list-style-type: none"> <li>• Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>• Waste bins are provided in classroom and other key locations such as dining areas</li> <li>• Bins are emptied regularly throughout the day</li> <li>• Bins and tissues are provided in the same place</li> <li>• Waste bags for tissues are double bagged for disposal</li> </ul>	<p>Yes</p>	<p>In place</p>	<p>Ongoing</p>
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**Handwashing and respiratory hygiene arrangements**

<p>Handwashing</p>	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> <li>• Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class</li> <li>• Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.</li> <li>• Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>• Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.</li> <li>• Hand washing frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</li> </ul>	<p>Yes</p>	<p>Communicated with staff, children and parents</p> <p>Signage in class</p> <p>Hypoallergenic anti-bacterial wipes available if required</p> <p>Please let office staff know if you require more wipes/sanitiser etc.</p>	<p>01/09/2020</p>
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	<ul style="list-style-type: none"> <li>Entrances are supervised on arrival in the morning to support hand sanitising on arrival.</li> <li>Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home</li> </ul>			
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Yes		ongoing
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes		ongoing
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes	Where applicable or required	ongoing
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes		ongoing
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes	Signage up around school and in classrooms	01/09/2020
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		01/09/2020
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	Communicated with staff	01/09/2020

**Health Needs**
**Staff health**

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the <a href="#">template provided</a> is used to record conversations and agreed control measures.	Yes	Staff communicated with and to inform school if an individual risk assessment should be required.  Those completed in Summer 2020, to be reviewed before 7 <sup>th</sup> September 2020.  Staff to communicate any new or additional risk to Principal if required	01/09/2020    05/01/2021
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Shared with staff Summer 2020 Further signage up in staff rooms and held with Admin staff In handbook	06 & 07/2020 01/09/2020
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes		01/09/2020
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		01/09/2020
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a>	01/09/2020

**Pupil Health and planned close contact activities**

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Posters in most classrooms. Needs to be put in Year 3 classes and check all rooms.	01/09/2020
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		01/09/2020



	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes	Remote temperature gun purchased for school	01/09/2020
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Yes	Communicated and shared with staff during INSET Addendum in staff handbook	01/09/2020
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	N/A	To be put in place if required	
	Support plans include: <ul style="list-style-type: none"> <li>• Specific cleaning and disinfection requirements such as changing beds and wheelchairs.</li> <li>• Ensuring that staff increase their level of self protection,</li> <li>• Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> <li>• Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>	N/A		
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes	All staff have their own named PPE. New staff to receive PPE and training. Additional PPE stock location known to staff. PPE guidance displayed. <b>PPE for supply staff</b>	01/09/2020  06/01/2021
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	Recovery Curriculum. Staff training regarding mental health. Added to curriculum coverage.	01/09/2020
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	Pastoral support staff available for those who require this additional support	01/09/2020





	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Pastoral Lead is also Deputy DSL	01/09/2020
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Yes	Recovery Curriculum and PSHE APs also leading PSHE within phases	01/09/2020
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Well-being information shared with staff and parents via website and email. Discussions with children. Pastoral Lead and teaching staff to make contact with parents if this is the case.	01/09/2020
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	Yes	Autumn term CPD for staff	01/09/2020
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		01/09/2020

## Communication and Involvement

### General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	Regular emails, CPD and shared drives	01/09/2020
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Yes	July 2020	01/09/2020
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms.	Yes	Signage in reception area	01/09/2020



	Where possible this information is also shared on the setting website or directly with visitors in advance.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Yes		01/09/2020
	Site changes such as entrances and exits will be identified where required	Yes		01/09/2020
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		01/09/2020
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes		01/09/2020
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub</a> .	Yes		01/09/2020
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	Yes		01/09/2020

**Staff Instruction**

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes	Done Spring/Summer 2020  Sept INSET to retrain existing staff and to train new staff  Electronic form to collect confirmation of understanding and to collect any clarification points	01/09/2020
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Staff have completed training and read guidance, confirming understanding. All staff (including all new staff) to sign electronic form, to confirm understanding	01/09/2020



	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes	PPE training -new staff need to do via form shared with all staff in summer 2020. PPE posters for accurate on/off and disposal in first aid room	01/09/2020
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes		01/09/2020
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	Shared Summer 2020, to be revisited during staff INSET days	01/09/2020
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	Through staff meetings and during Sept INSET.	01/09/2020
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes		01/09/2020
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	Confirmation as above	01/09/2020
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	As above	01/09/2020

**Behaviour policy**

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	In Staff Handbook and updates as addendum.	01/09/2020
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	Behaviour policy in Staff Handbook. NCC Supporting Positive Behaviour addendum in handbook.	01/09/2020

### ***Pupil involvement and communication***

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	Yes	Class Teachers to appoint as part of class job responsibilities.	01/09/2020
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes		01/09/2020
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes		01/09/2020
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes		01/09/2020

### ***Educational tools***

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> <li>• become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.</li> <li>• encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>	Yes	Information sent home via email and taught in school	01/09/2020
	The following resources are used where appropriate: <ul style="list-style-type: none"> <li>• <a href="#">e-Bug</a> resources to teach pupils about hygiene.</li> <li>• <a href="#">the Educational Settings poster</a></li> <li>• the <a href="#">Coronavirus Toolkit for Professionals</a> which contains campaign materials.</li> </ul>	Yes	In place and signage up around school as appropriate	01/09/2020
	Additional information used to educate pupils is taken from trusted sources such as <a href="#">InfoSpace</a> or <a href="#">Norfolk Schools</a> (which both contain the same COVID-19 information) and <a href="#">Public Health England</a> .			

### ***Offices and other work spaces***

	The following measures are applied where staff cannot work from home:	Yes	Table set up outside reception office to create distance for Reception Admin.	01/09/2020
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	<ul style="list-style-type: none"> <li>• Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.</li> <li>• Rooms are well ventilated (see section on ventilation)</li> <li>• Staff are cohorted in consistent working groups</li> <li>• Unnecessary items have been removed to support effective cleaning of the area</li> <li>• Hot desking is avoided</li> <li>• desks near busy circulation spaces are not used</li> <li>• Shared equipment has been moved to reduce group mixing such as printer location</li> </ul>		<p>Doors, windows open for ventilation.</p> <p>Rooms re-allocated based on space and locations</p> <p>Additional desks purchased as required, to avoid hot-seating</p> <p>Do not enter offices, email or book a meeting</p>	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> <li>• additional work spaces are be allocated where possible</li> <li>• sharing of workspace is minimised and workspaces are thoroughly cleaned between users.</li> <li>• Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities</li> <li>• Screens are installed as a last resort</li> </ul>	Yes	<p>Staff Rooms – limited numbers, space, less chairs, bigger area for LKS2.</p> <p>Staff toilets – labels stalls and sinks opposite for usage as per bubble.</p> <p>Staff should not come to rest in staff rooms, but rather gather what is needed and use 'spare classroom' areas for rest in order to ensure no bubble mixing</p>	<p>01/09/2020</p> <p>06/01/2021</p>

**Planning for emergencies**

Fire evacuation	A fire drill is planned for the first week of term	Yes		WC 07/09/2020
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	On UKS playground and split onto LKS2 playground to minimise large gatherings. One SLT on each playground.	01/09/2020
	Fire drills that are carried out encourage social distancing.	Yes	Using playground floor markings for social distancing	01/09/2020



	Staff and pupils understand that in an emergency they must leave without delay	Yes		01/09/2020
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	First aid packs for staff on playground to have basic first aid needs and children to apply if appropriate (eg plasters for minor cuts or grazes). See guidance below.	01/09/2020
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> <li>• Explain why requalification hasn't been possible</li> <li>• Demonstrate the steps taken to access training.</li> </ul>	Yes		01/09/2020
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		01/09/2020
	Staff who require refresher training use <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.	Yes	All staff currently First Aid trained and further training booked as required	01/09/2020
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	In place –communicated again with parents	01/09/2020
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes		01/09/2020

**PPE and face coverings**

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	Instructions up where appropriate (eg, where PPE will be put on and taken off)	01/09/2020
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	Yes	Communicated in letter to parents Face masks/shields when on gate at the start and end of the day.	01/09/2020



	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> <li>• The wearer must not touch the front of their face during use or when removing the face covering.</li> <li>• They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin.</li> <li>• They must perform hand hygiene on arrival at the setting and after removing their face covering.</li> </ul>	Yes		01/09/2020
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**Review of existing assessments**

	The setting regularly reviews their arrangements in line with compliance code updates	Yes		Ongoing
	Review arrangements ensure that the control measures are effective and working as planned.	Yes		Ongoing

**Any other actions that are not listed above**

	Resources		If resources are needed, eg pencils, cleaning materials – email CH. Allow time (at least 48 hours)	11/2020
	Behaviour in class		No children out of seats, No singing or shouting	01/09/2020
	Classrooms		Use of one classroom for Year group bubbles. Children should remain at the same desk for the entirety of the current lockdown, using own personal equipment, including allocated Chrome book.	06/01/2021

<b>Assessor's Name:</b> Aziza Cranmer	<b>Manager's Name:</b> Reverend Heather Wilcox
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<b>Position: Principal</b>	<b>Position: Chair of Governors</b>
<b>Signature:</b>	<b>Signature:</b>