



COVID-19 Educational Settings Risk Assessment – Autumn Term F646c

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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:

Date of change	Section, Page and Change
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
21-08-2020	Page 4 – COVID-19 Secure contractor arrangements Page 10 and 11 updated Music and Drama Page 13 – New links to CLEAPSS guidance Page 14 – Supervised toothbrushing programmes Page 21 – New information for spaces without direct outside air



<b>Setting/Premises:</b>	Fakenham Infant and Nursery School		
<b>Location:</b>	Fakenham		
<b>Assessment Date:</b>	24.8.20	<b>Review Date:</b>	11/9/20
<b>Assessment completed by:</b>	Sarah Gallichan		

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>Class based bubbles to be in place. Where staff are required to work across more than one bubble this will be within year groups only. Nursery groups to operate as one bubble as will be self contained. Staff to maintain social distancing including those working within one bubble wherever possible. Staggered break times, lunch times for both pupils and staff and entry and exit times to the school day are to be in place to minimise the amount of people in particular areas at any one time. Movement around the school to be accessed via outside routes wherever possible and staff should not move through other bubbles as a thoroughfare. Hand washing to be undertaken on entry to school and at regular intervals throughout the day, this will include</p>	7/9/20



	<p>This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).</p>		<p>moving between different areas of the school and before and after eating. Cleaning caddies to be added to each classroom containing necessary equipment and materials to enable touch points and tables to be cleaned at regular intervals. Where toilets are shared between more than one bubble, cleaning of touch points including door handles, flushers, taps and hand driers to be undertaken at regular intervals and signed off by staff. Records to be maintained. Cleaners to be given clear instructions relating to cleaning required which again should be signed off on a daily basis and records retained. All children will be encouraged to follow the bubble rules and the hygiene arrangements which will be on display in every classroom.</p>	
	<p>All normal operational premises management requirements have been implemented including fire, asbestos and legionella</p>	<p>yes</p>	<p>The school has remained operational and the caretaker has continued to maintain all relevant Health and safety checks. Additional guidance to be followed from the Health and Safety team from the LA.</p>	<p>7/9/20</p>
	<p>HSW information provided on Infospace or Norfolk School is followed and communicated</p>	<p>yes</p>	<p>Disseminate as appropriate</p>	<p>7/9/20</p>
	<p>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.</p>	<p>yes</p>	<p>1<sup>st</sup> review 11/9/20 – Circulate email to staff asking for comments prior to this review date. 2<sup>nd</sup> review 25/9/20. Amendments based on updated guidance to be circulated to staff.</p>	<p>7/9/20</p>
	<p>Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.</p>	<p>yes</p>	<p>Initial information and risk assessment to be shared with staff prior to the end of the summer term. Further guidance and training to be provided during allocated training days in September. E learning</p>	<p>7/9/20</p>



			module to be shared and completed during this period too.	
	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	SLT to be on site to review and amend arrangements.	7/9/20
	COVID-19 Case Management Guidance is implemented.	yes	Information related to this to be shared with staff prior to the start of the Autumn term.	7/9/20
	COVID Secure Commitments is signed and displayed	yes	Signed and displayed in office foyer.	7/9/20
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	yes	Office staff to ascertain upon arrival at the school. Planned maintenance visits arranged for out of school hours unless emergency. Arrangements in regard to how social distancing can be maintained to be agreed ideally in advance.	7/9/20
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	County template used. Board approval of template. LGB approval of assessment.	7/9/20
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	Current safeguarding arrangements to continue	7/9/20
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	Additional materials purchased to ensure high levels of stock. First aid / Intimate care PPE for pupils being sourced to increase stock levels. PPE packs to be provided to each bubble to ensure ease of access. Regular reviews of stock by site teams.	7/9/20
Premises adoptions	Small adoptions identified through risk assessment such as installation of wireless fire door retainers which keep fire doors	yes	Door guards fitted on all classrooms and most corridor doors. Hand driers in operation in pupils toilets. Where these	7/9/20



	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.		are not efficient, paper hand towels to be provided as an alternative.	
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**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</li> <li>• Longer assignments with supply teachers are agreed</li> </ul>	yes	The school will not initially be using any temporary staff or specialist coaches. Where external specialist support staff are required to be on site, social distancing will be maintained and infection control requirements complied with. Temporary staff will not be used unless required for long term teacher absence. Supply staff rarely used but if unavoidable longer assignments would be agreed.	7/9/20
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	yes	Staff breaks staggered. Teachers and TA's would be expected to cover each other for comfort breaks in the morning. Assigned MSA's will be assigned to each bubble to avoid crossover.	7/9/20
	Consistent working arrangements are applied to ITT trainees.	yes	Any agreed ITT students would be allocated to one bubble and form part of the staffing within.	7/9/20
	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	Where staff are required to work across more than one class to support with intervention work and teacher PPA this will be maintained within year groups.	7/9/20
	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	Staff to remain as consistent as possible. Class bubbles rather year group bubbles will further reduce the spread. Compliance with hygiene and cleaning arrangements will further support.	7/9/20



	Where volunteers are used the same staff principles are applied.	yes	Volunteers not to be used initially until training relating to Covid 19 and infection control arrangements can be shared and understanding acknowledged. Once in place, volunteers would only be permitted to work within one bubble.	7/9/20
Premises and cleaning staff	Normal premises management arrangements have resumed.	yes	Site staff to manage. Overseen by HT.	7/9/20
	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	The school day is to be staggered to ensure mixing of bubbles does not happen. Timetables for the use of the hall, ICT suite to be in place to ensure that cleaning between can happen bubbles.	7/9/20
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	yes	Site team to ensure, as now.	7/9/20

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

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

Developing groups	<p>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:</p> <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	<p><i>Class sized bubbles to be in place. Bubbles to operate mostly from own classroom. Staff assigned to each bubble. Where movement of staff is required to support interventions, PPA cover this will only happen within year groups.</i></p> <p>Wrap around care not being used in initial stages as bubbles cannot be maintained.</p> <p>Understanding to be gained as to wraparound care provided by others and how bubbles will be maintained.</p> <p>Staggered entry and exit times, break and lunch times. Staff access to staff room facilities limited to specific times</p>	7/9/20
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			and movement around the school to be via external routes.	
	Any extended groups created remain as small and consistent as possible	yes	Wrap around care not being used in initial stages as bubbles cannot be maintained. Understanding to be gained as to wraparound care provided by others and how bubbles will be maintained.	7/9/20
	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: <ul style="list-style-type: none"> <li>• some secondary curriculum practical activities</li> <li>• some music activities</li> <li>• With very young children</li> <li>• Because of health conditions or understanding of the children</li> </ul>	yes	Music curriculum to be amended and planned for through smaller group teaching to allow for socially distant positioning of pupils, particularly where the activity involves singing. Class sized bubbles smallest feasible groups possible.	7/9/20
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	yes	As required	7/9/20
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	yes	Class bubbles in place which includes allocated staff.	7/9/20
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	yes	<i>As currently</i>	7/9/20

**Other general measures**

	The use of outdoor spaces has been maximised	yes	Staff advised to plan for outdoor learning as much as possible within designated outdoor spaces.	7/9/20
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	yes	Parents asked to contact the office via telephone or email to avoid queuing for this purpose. Staggering of other aspects of the school day should avoid queues as pinch points will be reduced.	7/9/20
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	Assemblies to be class based or undertaken through the use of technology into classrooms.	7/9/20





Activities involving invited audiences do not take place	yes	No class assemblies or events that involve audiences or parents coming into school will take place. The harvest festival in the church will also be unable to go ahead.	7/9/20
An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	yes	Close contact unavoidable within Nursery, YrR. Other measures in place to mitigate risk. Staff to plan activities that will not require high levels of close contact, where this is required it will be side by side rather than face to face.	7/9/20
A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	Yes	Designated toilet areas. Timetabled handwashing times determined by class teachers. Staggering of pinch points should alleviate. To be considered as part of arrangements between bubbles where toilets need to be shared. Close supervision of pupils will be required	7/9/20
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 advised of this and should plan accordingly.	7/9/20
The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	Staff advised of this. Information relating to rotation of books brought into school from home to be shared with staff and applied consistently.	7/9/20
Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	yes	Resources to be mostly restricted to within bubble spaces. Where possible Pupils to be allocated their own pencil due to high level of usage. Where these need to be shred, for example reading books, maths equipment cleaning between will be required or quarantine period applied.	7/9/20
Movement around the school is kept to a minimum as follows:	Yes	Pupils and staff to remain in their assigned classroom for the majority of time. Access to other areas of the school via external routes where	7/9/20



	<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> <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>possible. Staff/ pupils are not permitted to walk through other classrooms as a thoroughfare. Staggering of times will avoid congestion in year group cloakrooms and staff should monitor that pupils are moving through these areas quickly.</p> <p>Pupils to be supervised with movement around the school.</p>	
	<p>Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.</p>	yes	<p>Resources to be maintained within each bubble ensuring regular cleaning of objects.</p> <p>No non essential things to be brought in from home.</p> <p>picking-up and dropping-off collection points for resources rather than passing them hand-to-hand To be determined and then shared with parents and staff.</p>	7/9/20
	<p>Larger spaces are not used by more than one group without partitioning in order to create physical separation.</p>	N/A		
Lifts	<p>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</p>	N/A		
	<p>Posters have been used to encourage this where required</p>	N/A		



	Hand sanitiser is provided for use before and after touching lift controls.	N/A		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Yes	Only staff lockers in operation. Staff to be advised that they should be mindful of social distancing measures when accessing their locker and adhering to the maximum number of staff permitted to be in the staff room.	7/9/20
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	Staggered start and end times and entry points at different places within the school for each bubble which should support access to cloakrooms.	7/9/20
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes	As above	7/9/20

**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 teachers space/desk is considered as part of the configuration to support distancing from the class</li> </ul>	Yes	<p>Organisation of forward facing chairs to be in place for Year 2 only due to curriculum requirements of younger age pupils. Staff should discourage face to face contact between themselves and pupils and between pupils. Furniture re configured as necessary to support classroom layout.</p> <p>The removal of unnecessary equipment and resources Considered as part of classroom configuration.</p>	7/9/20
	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	Allocated bag hooks to be used to separate out individual pupils belongings.	7/9/20
	The teaching approach is modified where possible in order to:	Yes	As appropriate. This may look very different in Year 2 compare to YrR/1. Direct contact for long periods of time to be avoided but contact will be necessary	7/9/20



	<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 teachers desk</li> <li>• Where close contact is needed, interact side to side with pupils and not face to face</li> <li>• Not require pupils to share or swap resources, including no marking each others books</li> <li>• Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand</li> </ul>		<p>due to the age and stage of pupils. Face to face contact should be avoided Systems in place for transference of resources.</p>	
	<p>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.</p>	<p>yes</p>	<p>No non essential things to be brought in from home.</p>	<p>7/9/20</p>

**Playgrounds**

	<p>Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment</p>	<p>No</p>	<p>Equipment organised so that it is only used by class bubbles at any one time. Regular cleaning in between will support.</p>	<p>7/9/20</p>
	<p>Equipment use is supervised, and time limited to enable other users to take their turn</p>	<p>Yes</p>	<p>Rotation of areas and staggered use of spaces should support this.</p>	<p>7/9/20</p>
	<p>Seating has been removed or marked off to encourage distancing on individual items of equipment.</p>	<p>yes</p>	<p>Seating to be either removed from use or marked off.</p>	<p>7/9/20</p>
	<p>A one-way system has been introduced around outdoor gym equipment and trim trails</p>	<p>yes</p>	<p>One way system to be implemented around trim trail.</p>	<p>7/9/20</p>
	<p>Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)</p>	<p>yes</p>	<p>Placement of equipment to be reviewed and removed if deemed too close to avoid direct contact.</p>	<p>7/9/20</p>
	<p>Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.</p>	<p>yes</p>	<p>Pupils to wash hands as soon as they return from outside activities.</p>	<p>7/9/20</p>



	Bins are installed to encourage use of tissues and appropriate disposal	yes	Bin to be installed near to climbing frame on field and on main playground.	7/9/20
	Time is allocated for play equipment for each group/bubble	yes	Rotation of play areas. EY areas to be split by 3 YrR/1 classes which will then rotate on a weekly basis. The field and playground will be rotated between year groups / those that have the same staggered timings.	7/9/20
	Multiple groups do not use outdoor play equipment at the same time.	yes	Rota in place as above	7/9/20

**Specialist curriculum considerations**

Music and drama	<ul style="list-style-type: none"> <li>• Carried out in outside space used wherever possible</li> <li>• Where carried out inside, activities are in a well-ventilated space</li> <li>• Social distancing of 2 metres is maintained (and consideration given to using screens or barriers in addition to social distancing).</li> <li>• Taught in groups of no more than 15 (or less where the space is not available to achieve 2 metre distance between all participants)</li> <li>• Limited in duration</li> <li>• Not require anyone to face each other, giving preference to back to back or side to side positioning</li> <li>• Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly.</li> <li>• Avoiding extending main groups outside of curriculum requirements where possible.</li> <li>• Plan appropriate hand hygiene and disinfection arrangements.</li> <li>• Musical instruments are not be shared unless thoroughly disinfected between each user</li> </ul>	yes	Music sessions to be planned to ensure that groups of 15 children or less can take part allow for social distancing between. Staff advised that back to back organisation is preferable whilst undertaking singing activities.	7/9/20
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	<ul style="list-style-type: none"> <li>In addition to the above where applicable, Drama arrangements consider:</li> <li></li> <li>Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones.</li> <li>One-way systems and mapping movements are carried out in order to ensure social distancing</li> <li>Prop handling is limited</li> <li>Costume use is avoided.</li> </ul>	yes	These will not be planned.	7/9/20
Music and drama	Singing, wind and brass playing does not take place in large groups such as school choirs	yes	Assemblies with multiple bubbles will not take place in the hall but will happen virtually or be class based.	7/9/20
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	Outdoor space is used wherever possible. Where this is not possible the hall is used but windows need to be open and doors if safe to do so.	7/9/20
	Prioritisation of low impact activities is given over high impact	yes	To be considered as part of planning alongside scheme followed.	7/9/20
	Contact sports will not take place	yes	No contact sports will be permitted.	7/9/20
	Distance between participants is maximised.	yes	Spacing during PE activities is maximised.	7/9/20
	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	Pupils to come dressed in PE kits on days Peon timetable. Spare kit will not be available for use.	7/9/20
	External facilities are used in line with Educational Visits arrangements.	N/A		
	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 grassroots sport</li> </ul>	yes	Guidance reviewed and actions undertaken to be shared with staff prior to the return of pupils on 7/9/20	7/9/20



	<ul style="list-style-type: none"> <li>advice from organisation such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>			
	<p>The use of changing rooms and showering facilities are avoided where possible. Where used:</p> <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>	N/A		
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	N/A		
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> <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> </ul>	yes	Consideration as part of planning for D&T in particular food technology sessions that take place. Group size to be as small as possible and resources not shared.	7/9/20





Supervised toothbrushing programmes	<ul style="list-style-type: none"> <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 for science departments returning to school after an extended period of closure</a></li> <li><a href="#">Guide for managing practical work in non-lab environments</a></li> <li><a href="#">Guidance for schools where pupils spend all day in a lab</a></li> <li><a href="#">Guidance for schools where pupils spend all day in a D&amp;T, food or art room</a></li> <li>Relevant primary schools guidance for example, <a href="#">Practical activities in a bubble</a></li> </ul>	yes	Guidance shared and to be considered as part of planning. Staff to be aware that any equipment used across bubbles needs to be quarantined for 72 hours or cleaned with disinfectant solution in between. If items are to be brought in from home by the children cardboard needs to be quarantined for 48 hours and plastic items for 72. Plastic boxes for collection to be provided.	7/9/20
	<p><a href="#">COVID-19: guidance for supervised toothbrushing programmes in early years and school settings</a> has been followed and procedure documented.</p>	N/A		

**Educational visits**

	No overnight educational visits are carried out	N/A		
	Outdoor spaces in the local area are used to support delivery of the curriculum	yes	To be considered as part of curriculum planning.	7/9/20
	<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> </ul>	yes	Evolve to be used to risk assess visits as currently. Appropriate checks to be made as to whether proposed venue is Covid secure.	7/9/20



	<ul style="list-style-type: none"> <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:             <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> </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	Visit not to take place unless a pre visit has taken place and all the necessary checks have been reviewed.	7/9/20

**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	Liaise with SRB regarding provision for affected pupils.	7/9/20
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**Extra curricular provision**

	Pupils will keep within their main bubble where possible.	yes	Class based bubbles to be in place for the vast majority of the time.	7/9/20
	<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 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</li> </ul>	yes	<p>Clear documentation to be kept outlining bubble arrangements and where individual pupils attend more than one setting.</p> <p>To be sent in information to parents.</p> <p>School to have a clear understanding of the way in which the wrap around care</p>	7/9/20



	<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>		providers are operating and the protective measures they have in place.	
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	yes	To be considered as part of any extracurricular activities planned.	7/9/20

***Measures for arriving and leaving***

General principles	<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>	yes	Reception children will not be present for the first week of term allowing for other year groups to become established with expectations. Staggered start times for the different bubbles.	7/9/20
	<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>	yes	As above	7/9/20
	There are hand sanitiser stations outside for pupil and visitor use	yes	Hand sanitiser in main foyer for visitors and staff to use. Hand sanitiser in classrooms but children and staff to wash hands on arrival at school.	7/9/20
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	yes	Wet weather contingency planned for. Due to staggered wet weather	7/9/20



			contingency planning to be in place. SLT to safeguard gate.	
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	yes	Deliveries via main office area only. Screens is place to protect staff .	7/9/20
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	HT/DHT on duty. Group leaders to meet parents prior to children entering the site.	7/9/20
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Staggered start and end times for wider groups. Placement of keyworker groups around the school to support minimal contact. Parents to wear masks during drop off and pick up to support where social distancing difficult.	7/9/20
	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.	yes	Reception staff to check on pupils health on arrival. All children will be expected to wash hands on arrival.	7/9/20
	For all other years not including Reception class 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	Considered as part of school planning. All children will be expected to wash hands on arrival.	7/9/20
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	yes	Clear processes for parents dropping off children into the setting via an external door into the classroom via the playground. Measures in place to ensure that arrival of the three classes is not at the same time.	7/9/20
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	Instructions to be issued in letter to parents	7/9/20
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	Different entrances and exits for all groups. These coordinate with staggered entry and exit times to manage possible points of congestion.	7/9/20
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	yes	Different entrances and exits for all groups. These coordinate with staggered entry and exit times to manage possible points of congestion.	7/9/20



	Staff and school champions supervise at peak times.	yes	HT/ DHT to manage	7/9/20

**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	Instructions to be issued in letter to parents. Barrier to be put down and part of car park to be demarcated for pedestrian access from 1/6/20.	7/9/20
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	yes	Instructions to be issued in letter to parents. Where no other options are available a plan to be drawn up with the school to further minimise the risk to the parent involved.	7/9/20
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes	Very few children currently bike to school Instructions to be issued in letter to parents Staggered start and end times. Signage to be added to the cycle shed.	7/9/20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Instructions to be issued in letter to parents	7/9/20
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes	Instructions to be issued in letter to parents.	7/9/20
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	Instructions to be issued in letter to parents	7/9/20
	Pupils and parents have been advised that they should not walk together in large groups	Yes	Instructions to be issued in letter to parents.	7/9/20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/A		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	N/A		
	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	N/A		



	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	N/A		
	Markings are provided where queuing is required for transport services on school premises	N/A		
	Windows are opened during journeys where it is safe to do so	N/A		
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	N/A		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	N/A		

**Visitors and reception area**

	The number of visitors is minimised as much as possible	yes	Only essential visitors permitted to access the site. Ideally via appointment only	7/9/20
	Visitor times are planned and by appointment only	yes	Appointment process in place for visitors.	7/9/20
	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, no matter how mild.</li> </ul>	yes	Office staff to share relevant information.	7/9/20
	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	Office staff to share relevant information, ensure hand hygiene and confirm they have no symptoms.	7/9/20



	Visitors will use their own pen or will be provided with a pen that they take with them.	yes	Office staff to sign visitors in.	7/9/20
	The reception operates on a one in and one out basis	yes	Signage on the door confirms this. Office staff to monitor and enforce.	7/9/20
	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	N/A		
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	yes	Main deliveries via main office where a screen is in place. Food deliveries via kitchen, access easily achieved whilst maintaining distance.	7/9/20
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	yes	Planned maintenance visits planned for out of school hours unless emergency.	7/9/20
	Where visits cannot take place outside of school hours, 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	Site team to manage as now.	7/9/20
Parents and carers	Parents and carers should only attend the setting where they have a pre-arranged appointment	Yes	Instructions to be issued in letter to parents	7/9/20
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	yes	Information shared on arrival and monitored by member of staff working alongside professional.	7/9/20

**Lunchtime and breaks**

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	yes	Staggered lunch times. Pupils to eat in classrooms to avoid large groups within the hall.	7/9/20
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	yes	As above	7/9/20
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	yes	Home packed lunches to be stored in classrooms but cleaned upon arrival. School packed lunches to be set up in a	7/9/20





			socially distant space where they can be collected at staggered times.	
	The use of pre-ordering and trolley services have been considered.	N/A	All pre ordered	7/9/20
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A		
	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.	N/A		
	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	Specific areas for play have been allocated and designated times for accessing these have been staggered. Two staff rooms spaces have been allocated for use at specific, staggered times.	7/9/20
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	yes	Information to be sought from catering provider in relation to this.	7/9/20
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	yes	Information to be sought from catering provider in relation to this.	7/9/20
	The way in which essential food deliveries are received are managed	yes	Via side entrance to the kitchen. No access to the building is required and social distancing can be maintained.	7/9/20
	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	N/A	Packed lunches only which will be delivered to classrooms or collected from designated points at staggered times.	
	Additional meal collection points have been put in place to reduce queuing where necessary	N/A		
	Alternative payment methods are being used to eliminate cash handling	N/A		
	Tills are screened where still in use	N/A		

**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.	yes	Discussions to take place with staff where applicable.	7/9/20
	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.	yes	Staff to request with the HT that a fan is necessary.	7/9/20
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	yes	Classroom doors to remain open and fire exits where possible. Windows to be open too.	7/9/20
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Yes	To be reviewed in consultation with classrooms staff where alternative measures for ventilation are not possible.	7/9/20
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	yes	PPA room has no side windows or direct access to outside. It does however have 4 roof windows which can be opened for direct supply of outside air. Staff using this space should ensure that the roof windows are opened and masks should be worn if social distancing cannot be achieved.	7/9/20

**Toilets and handwashing facilities**

	Times of use are staggered where possible.	Yes	Designated toilet areas. Timetabled handwashing times determined by class teachers. Staggering of pinch points should alleviate.	7/9/20
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	yes	To be shared following return to school.	7/9/20
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	If hand driers are not efficient, paper towel rolls can be provided and can also be accessed within every classroom.	7/9/20



	Consideration has been given to replacing traditional taps with easy operating lever taps	N/A		
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**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	Teams to be utilised for this purpose.	7/9/20
	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	Teams to be utilised for this purpose.	7/9/20
	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> <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> </ul>	yes	Year group meetings to be carefully planned ensuring that where technology cannot be used, 2 metre distance is maintained and that good hygiene practice is in place. Sharing of paperwork should be kept to a minimum and where required, hands should be sanitised following the exchange.	7/9/20



	<ul style="list-style-type: none"> <li>All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented.</li> </ul>			
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> <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>	yes	<p>Face to face training not to be undertaken unless a statutory requirement.</p> <p>Paediatric first aid training to be delivered to small group, Social distancing measures to be in place to support staff. No other group training to take place.</p> <p>Contact with the necessary providers to be made to ascertain arrangements and ensure procedures are Covid secure</p> <p>Restricted access to training, prioritising Nursery staff whose certificates need immediate update and then YrR TA's</p> <p>Records to be taken on each day of training. Staff to be advised of measures required to maintain social distancing and movement through the school.</p> <p>Hall to be used when outdoor not possible</p> <p>Delegates to be advised as to social distancing requirements.</p> <p>Delegates to be advised of hygiene requirements expected during the training.</p> <p>Equipment will not be shared.</p> <p>Break and lunch times will be planned so they do not coincide with breaks of other school staff.</p> <p>Additional equipment to be provided as required.</p>	7/9/20
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	Staggered times and specific areas for staff to access have been shared.	7/9/20



	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	As above	7/9/20
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	Furniture placed to encourage social distancing.	7/9/20
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	yes	No unnecessary events will happen on school premises.	7/9/20
Parents evenings	Meetings are undertaken by telephone or internet.	yes	To be discussed and agreed with staff.	7/9/20

## 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	Cleaning information to be provided to staff which will outline the need for dual cleaning in this instance.	7/9/20
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	yes	Cleaning information provided. Colour code cloths use for different purposes.	7/9/20
	The setting has identified the specific cleaning methods for the items that require cleaning.	yes	Outlined as part of cleaning information.	7/9/20
	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	Cleaning caddies with a range of cleaning materials provided to each class/ bubble. Staff aware of expectations via cleaning information. disinfectant wipes Contained as part of cleaning pack.	7/9/20
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: <ul style="list-style-type: none"> <li>Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day as well as cleaning</li> </ul>	yes	As currently	7/9/20



	<p>equipment, resources and surfaces in between sharing their use between each main group</p> <ul style="list-style-type: none"> <li>• <b>Secondary settings</b> -, the frequency of cleaning hand contact surfaces is increased</li> <li>• <b>Early years settings and settings where pupils may find it difficult to maintain personal hygiene</b> – the frequency of cleaning hand contact surfaces is increased</li> </ul>			
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	yes		
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	yes	To be considered and staff made aware of the way in which this will work.	7/9/20
Water coolers and drinking water	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.	yes	Cleaned at regular points during the day and after use. Staff room only.	7/9/20
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	Hand sanitiser to be stored in cleaners cupboard or locked office cupboard.	7/9/20
Tissues and waste from bins provided	<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>	yes	Tissues provided to each classroom and in communal areas across the school. Bins available across the school for tissue disposal. Nappy bags provided to use to double bag tissues.	7/9/20

**Handwashing and respiratory hygiene arrangements**

Handwashing	Good hand hygiene is supported by:	yes	Handwashing on entry and in first activity	7/9/20
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	<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> <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>		<p>Handwashing timetable built into school day by class teachers          As part of hand hygiene systems in place throughout the day.          Information to be shared with parents before the start of the Autumn term          Class bubble staff to monitor.          Baby wipes are available</p>	
	<p>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.</p>	<p>Yes</p>	<p>Hand sanitiser available in main entrance and within classroom caddies. Also next to photocopier and within staff room areas. Hand washing preferred measure of cleaning hands due to the age of pupils.</p>	<p>7/9/20</p>





	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	Handwashing deemed more appropriate at the end of the day. Staff to access sanitiser from within classroom caddy. Exit from classroom directly to outside.	7/9/20
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	yes	Stored in locked cleaners/ office cupboard. In classrooms, sanitiser to be placed out of the reach of pupils and for supervised use only.	7/9/20
	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)			
	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	Posters displayed in classrooms and toilet areas Bins in all classrooms and offices Tissues in all classrooms and offices	7/9/20
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	Advised as part of guidance provided.	7/9/20
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	yes	Staff to be advised prior to the start of the Autumn term.	7/9/20

## 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	Individual discussions with those staff requiring risk assessment. Actions to mitigate and outcome recorded on template provided. Reviews to be undertaken.	7/9/20
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Email to staff Additional guidance still to be provided.	



	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	yes	Flexible working to be considered where possible.	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	Report to HT following social distancing rules Staff member to go home or isolate in school or until a family member can collect	7/9/20
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	Information as to how to access testing will be provided by the school.	7/9/20

**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	Class teachers to teach as part of the curriculum	7/9/20
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	Class teachers to check and monitor	7/9/20
	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	Thermometers in school Staff to monitor pupils.	7/9/20
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	yes	Guidance to be reviewed and considered as part of annex to behaviour policy. Staff to be advised as to the changes and what this means in practice.	7/9/20
	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).	yes	Pupils identified and known by staff. Support plans implemented and clear plan for managing the checking of symptoms.	7/9/20
	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> </ul>	yes	To be included in any relevant plans for identified pupils.	7/9/20



	<ul style="list-style-type: none"> <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>			
	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	Staff provided with information regarding use of PPE. PPE available within classrooms and within Covid secure room.	7/9/20
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 to be in place to address and support pupil wellbeing. Any vulnerable pupils self isolating will receive regular contact from the school during the period to ascertain wellbeing.	7/9/20
	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	Recovery curriculum in place with increased opportunities for emotional support, time out and getting used to being in school again.	7/9/20
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	yes	As currently	7/9/20
	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	To be addressed as part of recovery approach.	7/9/20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	yes	As required	7/9/20
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	yes	Staff have already been instructed to complete an online module based on supporting emotional literacy based on the principles of Barry carpenters recovery curriculum.	7/9/20
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	yes	Updated behaviour policy to reflect this.	7/9/20



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	Letter to staff Daily protocols to be issued to staff Risk assessment issued to staff Letter to parents and on website	7/9/20
	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	Some information sent out regarding bubble arrangements at the end of the summer term. Additional information including the template letter to be sent out prior to the start of the Autumn term.	7/9/20
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. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	HT/DHT to manage signage on school entrances, office staff to ensure info is added on website	7/9/20
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Yes	As above	7/9/20
	Site changes such as entrances and exits will be identified where required	Yes	As above	7/9/20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Laminated posters displayed in Reception, classrooms and toilets	7/9/20
	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	Some one way (keep left) systems in place within communal areas. External route to be taken around the school where possible.	7/9/20
	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	To be provided in information briefing to staff	7/9/20



	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	yes	To be displayed in Reception area to the school.	7/9/20
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**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	Risk assessment circulated to all staff Emailed letter to staff protocols to ensure safety emailed to staff Staff response via email. A training record to be set up and maintained outlining training and instruction provided.	7/9/20
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	As above	7/9/20
	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	As above	7/9/20
	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	To be shared as part of communication to staff.	7/9/20
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	Responses to staff instructions considered Staff present in school to support with organisation of spaces and resourcing.	7/9/20
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	yes	Feedback from risk assessment to be responded to on an individual basis unless areas of frequent concerns. FAQ's to be sent out to all staff.	7/9/20
	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	Information shared as to steps to take. Cards to be printed with quick reference information that can be provided to staff if taken ill.	7/9/20
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	yes	Staff to be asked to sign agreement that they will isolate if advised to do so via tracing arrangements.	7/9/20



	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	yes	All staff to be advised as currently.	7/9/20
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**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	Behaviour policy updated to reflect changes and the specific arrangements of the school.	7/9/20
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	yes	To be considered as part of the updated behaviour policy	7/9/20

**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	Teachers and support staff to be the social distancing and hygiene champions as pupils too young to take on this role.	7/9/20
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes	Class discussion led by class teacher or TA as part of taught curriculum. Delivery of Ebug content and updated RSE package. Specific EY resources for pre school pupils also available.	7/9/20
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes	As above	7/9/20
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes	Class teachers to use appropriate language and resources	7/9/20

**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> </ul>	Yes	To be delivered as part of the curriculum	7/9/20
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	<ul style="list-style-type: none"> <li>encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>			
	<p>The following resources are used where appropriate:</p> <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	To be delivered as part of the curriculum	7/9/20
	<p>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>.</p>	Yes	Staff to use as required.	7/9/20

**Offices and other work spaces**

	<p>The following measures are applied where staff cannot work from home:</p> <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>	yes	<p>Staff are organised into consistent working groups.</p> <p>Seating in communal areas to be demarcated to ensure social distancing. Limits to be in place as to the number of staff able to occupy specific spaces and staggered timings will further support this.</p> <p>Rooms should be well ventilated at all times. Doors should remain open where ever possible to avoid unnecessary touching.</p> <p>Hot desking not used. Where the PPA room needs to be used by a number of staff at different times, the area should be cleaned down with diluted disinfectant including the desk, chair and computer.</p> <p>The photocopier is unable to be removed but the use of hand santiser is required before use. Staff should be aware that they should not congregate in this area any longer than necessary.</p>	7/9/20
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	<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	As above	7/9/20
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**Planning for emergencies**

Fire evacuation	A fire drill is planned for the first week of term	yes	Date to be confirmed within the first week.	7/9/20
	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	To be reviewed and shared with staff prior to the first drill.	7/9/20
	Fire drills that are carried out encourage social distancing.	yes	To be considered as part of review	7/9/20
	Staff and pupils understand that in an emergency they must leave without delay	yes	As currently	7/9/20
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	yes	Individual pupil circumstances and requirements to be reviewed.	7/9/20
	<p>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:</p> <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	Paediatric first aid booked for September for small number of staff. The school currently has sufficient numbers of staff with in date first aid at work certification.	7/9/20
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes	As currently	7/9/20



	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	As required	7/9/20
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	Yes if appropriate and dependent on the injury and treatment required.	7/9/20
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	yes	Staff advised of the need to wear PPE for administering first aid.	7/9/20

**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	Staff to be aware of the expectations regarding where and when PPE should be used.	7/9/20
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	N/A		
	<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> </ul> <p>They must perform hand hygiene on arrival at the setting and after removing their face covering.</p>	yes	Receptacle to be provided for the disposal of face coverings. Parents / staff to be advised of the arrangements for the safe removal of face coverings.	7/9/20

**Review of existing assessments**

	The setting regularly reviews their arrangements in line with compliance code updates	yes	As currently	7/9/20
	Review arrangements ensure that the control measures are effective and working as planned.	yes	SG to undertake walk around the school during the first week of term at different times to ensure compliance with the control measures.	7/9/20



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


<b>Assessor's Name:</b> Sarah Gallichan	<b>Manager's Name:</b>
<b>Position:</b> Head Teacher	<b>Position:</b>
<b>Signature:</b> <i>SGallichan</i>	<b>Signature:</b>