

**NORFOLK COUNTY COUNCIL**  
**COVID-19 Educational Settings Risk Assessment for September 2020**

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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

<b>Setting/Premises:</b>	CAWSTON CE PRIMARY ACADEMY		
<b>Location:</b>	AYLSHAM RD, CAWSTON.NR10 4AY		
<b>Assessment Date:</b>	14/7/20	<b>Review Date:</b>	Weekly from 1/9/20
<b>Assessment completed by:</b>	KAY SWANN, SHARON BRETT		

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	<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 can be implemented</li> <li>The whole setting community are engaged with and support the national effort to reduce the spread of the virus</li> </ul>	Y	<p>SMT have reviewed the measures set out in this document.</p> <ul style="list-style-type: none"> <li>Discreet class bubbles with consistent staff</li> <li>Staggered playtimes/ use of play areas/lunchtimes</li> <li>Social distance measures maintained for movements around site &amp; activities</li> <li>Strict hygiene measures in place for frequent handwashing, cleaning surfaces, touchpoints</li> <li>Enhanced cleaning routines in place and monitored.</li> <li>Cleaning materials in stock for Autumn term</li> <li>Information letter to prepare &amp; reassure school community of measures being taken to reduce spread of virus</li> </ul>	<p>14/7/20</p> <p>14/7/20</p> <p>17/7/20</p>

	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Y	DNEAT H&S Audit, policies in place, guidance followed Site check by SMT, H&S governors	1/4/20 14/7/20
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Y	Cleaning schedule checked with site staff	14/7/20
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Y	HSW information shared and update For Staff INSET - this includes e learning module on Covid	3/9/20
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Y	All staff have been involved formation of Risk Assessments. September RA will be shared with staff on INSET 22/7/20 & 3/9/20	22/7/20 3/9/20
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Y	Updated RA to be put on Governor Hub weekly, checked by DNEAT.	From 7/9/20
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Y	Staff training on the September RA – INSET in socially distanced groups/rooms	3/9/20 4/9/20
	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.	Y	SLT on site full time.	From 3/9/20
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Y	Booklet/email to be sent to parents 1/9/20 Website page and Class Dojo information page with information 'Return to School' YR individual appointment times Staggered entry for 2 half days YR-Y6 staggered entry/exit times by family surnames: 8.45- 2.45 -Q-Z; 9.00-3.00 G-P; 9.15-3.15 A-F.	7/9/20 8&9/9/20 From 7/9/20
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Y	DNEAT /COVID/school policies in place	14/7/20

	COVID-19 Case Management Guidance is implemented.	Y	Guidance followed / in place	1/6//20
	COVID Secure Commitments is signed and displayed	Y	Signage in place at entrances	1/6/20
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Y	Virtual Gov meetings H&S discussions to review risk assessment requirements Reviewed document on GovHub	From 1/6/20 14/7/20 From August 2020
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).	Y	SMT meetings to review new arrangements with LA safeguarding training pack for all staff on INSET	14/7/20 3/9/20 4/9/20
Supply chain	Business management teams will ensure that arrangements are in place for the 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.	Y	All cleaning materials and PPE, hand sanitiser have been ordered for the Autumn term by MCH	14/7/20
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Y	Stock ordered through reputable suppliers- ESPO, LA	14/7/20 ongoing
Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Y	Ventilation monitored, windows open, doors hooked back, finger guards checked, hand towels/ bins in place	1/6/20

### Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: <ul style="list-style-type: none"> <li>Short duration, ad hoc work is avoided where possible</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>All infection control requirements are followed.</li> </ul>	Y	Regular supply staff will be used assigned to year groups YR- KS Y6 -SB Y1-5 –ZC (HLTA) Music instrument teacher ABS	14/7/20
	Temporary staff who work at more than one setting is avoided where it is possible.	Y	No temporary staff on site	From 20/3/20

	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	Y	48 hours required if multisite working	14/7/20
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Y	To be reviewed if necessary	14/7/20
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Y	Staff in discreet class bubbles to relieve for comfort breaks	1/6/20
	Consistent working arrangements are applied to ITT trainees.	Y	N/A	
	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.	Y	Teachers deliver lessons in own classes. Nurture group in the library room or The Orchard room for Y5/Y6 vulnerable pupils w AD or SS or SB who are within Alder /Beech Class Bubbles	7/9/20 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 because the increases in staff changes increases the opportunity for the virus to transmit	Y	PPA covered by a consistent staff member with H&S measures in place Y6-SB, YR- KS Y1-5- ZC (HLTA)	7/9/20
	Where volunteers are used the same staff principles are applied.	Y	No volunteers used	
Premises and cleaning staff	Normal premises management arrangements have resumed.	Y	Site staff work normal hours	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.	Y	Premises and cleaning staff work/ before after school day	1/6/20
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Y	Staff use appropriate equipment (e.g. gloves) and disinfectant	1/6/20

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

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

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Y	6 Class groups YR/1 x 18 with T & TA Y1/2 x 23 with T & TA Y3 x 21 with T (cover ZC) Y4 x 26 with T & TA	14/7/20
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			Y5 x 26 with T (cover ZC) Y6 x 29 with T & TA	
	Groups are kept as static as possible including staff assigned to the groups	Y	Class bubbles with consistent staff	14/7/20
	Only where necessary extended groups have been created to accommodate specific activities.	Y	No extended groups	14/7/20
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Y	No extended groups	14/7/20
	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	Y	Transport on school minibus-sitting in year groups socially distanced following NORSE rules	7/9/20
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Y	Socially distanced measures taken between and within groups	1/6/20
	Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include: <ul style="list-style-type: none"> <li>• some secondary curriculum practical activities</li> <li>• music</li> <li>• With very young children</li> <li>• Because of health conditions or understanding of the children</li> </ul> In order to enable distancing through designing spaces that achieve more separation.	Y	Staff / pupil ratios based on using all staff with cohorts. Use of outdoor spaces timetabled to enable classes to social distance on field, playground, eco- park, the Hive play area. The hall is allocated to one class per day for music, drama activities (& PE if necessary).	14/7/20
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Y	Pupils work with class throughout the day	14/7/20
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Y	Classes do not mix: playtimes staggered, eat lunch in class, separate play spaces (field, playground, eco park) rotated each week. PE lessons/spaces timetabled	3/9/20
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Y	6 classes: 6 teachers: 4 TAs; 1 HLTA; 1 AHT for consistent supervision	14/7/20
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y	Class teacher & TA /HLTA/ AHT in same classes throughout week	14/7/20



	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Y	No childcare provision until further review	14/7/20
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Y	No shared spaces used	1/6/20
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Y	Class contact records maintained & readily available in classes	7/9/20

### Other general measures

	The use of outdoor spaces has been maximised	Y	Activities planned for Learning Outside the Classroom	1/6/20
	Unavoidable queues are managed	Y	Queues avoided – one person at a time routine	1/6/20
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Y	Close contacts limited to essential with hygiene measures in place	1/6/20
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Y	Advice followed for no singing, shouting on premises. Pupils reminded to move around school quietly and at playtimes to restrict raised voices.	7/9/20
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Y	Pupils do not take home work books (homework on digital platform), only one reading book, which is then quarantined before cleaning and re-shelving.	7/9/20
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Y	Resources allocated to classes and each pupil has individual equipment zip bags for stationery etc.	14/7/20
	If this is not possible, the resources will be quarantined for 72 hours between groups.	Y	72 hours quarantined routines set up as required	1/6/20
	Large gatherings such as assemblies with more than one group is avoided.	Y	Daily school assemblies set up on video for each class to view; one class allocated in hall per day for assembly interaction	7/9/20

	<p>Movement around the school is kept to a minimum:</p> <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. 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 pupil movement around the premises cannot be eliminated e.g. for D&amp;T, sport.</li> <li>• Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering</li> <li>• Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible</li> <li>• Movements around settings are supervised and school champions support this activity.</li> <li>• Where appropriate one-way circulation and central dividers have been placed in the middle of corridors to keep groups apart.</li> </ul>	Y	<p>Pupils remain in class, one pupil allowed to toilet, no pupils taking messages to office etc,</p> <ul style="list-style-type: none"> <li>• PE lessons timetabled</li> <li>• One class per day allocated to use the hall</li> <li>• Movement in corridor limited- only Y1-Y4 to use for toilet one pupil per class with corridor supervision</li> <li>• Y5/6 not to enter main corridor</li> <li>• YR remain in classroom</li> <li>• Corridor marked to use sides only &amp; one-way system</li> </ul>	3/9/20
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	Y	<p>Entry /exit using own doors Y5/6 side fire doors Y3/4 mid corridor 2 doors open Y1/2 end corridor door YR own patio door</p>	14/7/20
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Y	N/A	
	Locker cleaning and disinfection arrangements are in place	Y	N/A	

### Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Y	<p>Own class spaces used Hall used for music/ drama lessons and PE if required</p>	14/7/20
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Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Y	Pupil tables facing forward	3/9/20
Unnecessary furniture and objects are removed where possible	Y	Spare furniture/items removed	23/7/20
The position of the teacher's space/desk is considered as part of the configuration to support distancing from the class.	Y	Teachers desk and teaching space marked with tape 2m	23/7/20
Where bags are not allowed to 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	Y	Bags kept at desks whenever possible	7/9/20
The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Y	Teachers follow guidance for distance and avoiding F2F tuition	1/6 /20
Where close contact is needed this is conducted side by side rather than face to face	Y	Staff approach pupil's side for teaching	1/6/20
Pupils are not called to the front of the class	Y	Pupils remain at desks	7/9/20
Staff going to a pupils' desk to check on their work is avoided	Y	Staff avoid going to pupil's desks- review of marking policy	7/9/20
Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Y	Pupils have named individual equipment / stationery zip bags	7/9/20
Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Y	Pupils do not share items or do peer marking	7/9/20
Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Y	Classroom allocated books and games are cleaned regularly	7/9/20
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.	Y	Information given to prepare pupils for only essential named items – coat, lunch box, water bottle	1/9/20
There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Y	Collection of quarantined resources from storage boxes or reading books shelves	7/9/20
How pupils enter and exit the classroom is managed to maintain distancing.	Y	Pupils use supervised routine to/from desks e.g line order, staggered start/end school day, toilet one at a time	7/9/20

Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Y	Own classrooms used. Hall cleaned at end of day.	7/9/20
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### Playgrounds

Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Y	2m signage in place at doorways Staggered playtimes Play equipment assigned to one one group	7/9/20
Equipment use is supervised, and time limited to enable other users to take their turn	Y	Supervision of groups at playtimes	7/9/20
Seating has been removed or marked off to encourage distancing on individual items of equipment.	Y	Benches/seats taped off	7/9/20
A one-way system has been introduced around outdoor gym equipment and trim trails	Y	One -way system on trim-trail, play zone area	7/9/20
Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Y	Equipment taped off	7/9/20
Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Y	Hand sanitiser used at start of trim-trail & play zone	7/9/20
Bins are installed to encourage use of tissues and appropriate disposal	Y	Bins provided for disposal of tissues	7/9/20
Time is allocated for play equipment for each group/bubble	Y	Timetabled use of equipment for play equipment	7/9/20
Equipment touch points are cleaned frequently and between each groups use.	Y	Equipment touch points cleaned between groups	7/9/20
Multiple groups do not use outdoor play equipment at the same time.	Y	Timetable use of equipment	7/9/20

### Specialist curriculum considerations

<b>Music</b>	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	Y	No school assemblies, choir or wind/brass instruments	7/9/20
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Y	Music lessons- Charanga recorded, percussion/ bells/ violins Individual or small group music lessons – guitar/ keyboard/violin	7/9/20

	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	Y	No singing/wind / brass instrument lessons	7/9/20
	Where the music teacher needs to face the group they will maintain 3m distance.	Y	Teacher follows 3m distance guidance	7/9/20
Drama and performances	Performances with audiences do not take place	Y	No performances to audiences	7/9/20
	Activities that involve raised voices or shouting do not take place.	Y	No shouting or raised voice activities	7/9/20
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Y	Use of hall to allow for social distancing	7/9/20
	Outside drama is planned as a first consideration where possible	Y	Classes timetable use the outdoor classroom r use own patio areas	7/9/20
	In all cases the following will be applied: <ul style="list-style-type: none"> <li>Increasing hand hygiene and surface cleaning</li> <li>Using back to back or side to side positioning</li> <li>Maintaining distancing</li> </ul>	Y	Hand washing routines followed Teachers avoid F2F Distance maintained	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.	Y	Teachers plan for outdoor lessons/ alter PE day based on forecast/ use hall on allocated day	3/9/20
	Prioritisation of low impact activities is given over high impact	Y	REAL PE lessons used -INSET day training	3/9/20
	Contact sports will not take place	Y	No contact sports in PE lessons or at playtimes	7/9/20
	Distance between participants is maximised.	Y	Social distancing activities used	7/9/20
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Y	Classes allocated PE equipment on 2 weekly rota then quarantined	7/9/20
	The use on non-personal kit is avoided.	Y	Pupils use own PE kit	7/9/20
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Y	No non-personal kit (bibs, tags etc) to be used	7/9/20
	Pupils are kept in consistent groups	Y	Pupils do PE in class group and in separate spaces	7/9/20
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Y	Equipment is cleaned after each use	7/9/20
External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed	N/A			

	in advance considering all of the relevant sections of this assessment and compliance code.			
	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>	Y	Guidance is followed Staff aware of guidance updates Guidance and advice is in PE folder	3/9/20
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.	Y	Premier Sport coach (risk assessed) to provide after school club to one class per half term	7/9/20
	The use of changing rooms and showering facilities are avoided where possible.	Y	Changing rooms not in use	7/9/20
	Where these facilities are needed, 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.	Y	Pupils wear PE kit on the day	7/9/20
	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.	Y	N/A	
	Changing and shower facilities must be used as quickly as possible.	Y	N/A	
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	YY	N/A	
Subjects involving practical activities	Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact	Y	Science lessons to be planned to allow social distancing for practicals and no shared use of equipment	7/9/20
	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	Y	Teachers to use visualiser to show close demonstration or to use video presentations on IWB	7/9/20

	Where it is not safe to maintain social distancing such as D & 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.	Y	Teachers plan activities to allow for social distancing and no shared equipment	7/9/20
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: <a href="#">Guide to doing practical work in Science</a> <a href="#">Guide to doing practical work in DT</a>	Y	Staff updated on COVID 19 advice for Science and DT	4/9/20

### Educational visits

	No overnight educational visits are carried out	Y	No visit to take place in first half term until is guidance reviewed	14/7/20
	Outdoor spaces in the local area are used to support delivery of the curriculum	Y	No visits in first half term	14/7/20
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> <li>o Do they include measures relating to limiting contact between your group and other visitors?</li> <li>o Do they support you to maintain distances within your group?</li> <li>o Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?</li> <li>o 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>o Are appropriate cleaning and disinfection arrangements in place?</li> </ul>	Y	Any visit to be risk assessed on EVOLVE and only with permission of HT	14/7/20

	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Y		
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**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	Y	None at present – to be reviewed as required	7/9/20
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**Extra-curricular provision**

	Pupils will keep within their main bubble where possible.	Y	Clubs held for class groups only	14/7/20
	<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> <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> <li>• Consideration is given to the types of activities organised in line with the compliance code</li> <li>• The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups</li> <li>• Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable</li> </ul>	Y	<p>No extra-curricular clubs this half term</p> <p><i>Key worker children (health, education or food) will be coming to wrap around provision (7.30 – 8.45 and then 3.15 – 6pm.) Afterschool club will be in the hall with two staff who don't work in other bubbles. In the morning the before school club will be held in the hall. This will be cleaned after use. The children will be outside as much as possible. At 8.45 they will go to their classes. The hall will be cleaned. The hall will be cleaned again prior to after school club commencing. At 6 pm the children will leave and the hall will be cleaned prior to the breakfast club children using it. All LA and govt guidance will be strictly followed. Bookings will be taken in advance only and to a maximum of 15 children.</i></p> <p><i>[Group of 15 with social distancing measures in place]</i></p>	7/9/20



	<p>outside locations and the provision of waste facilities and tissues</p> <ul style="list-style-type: none"> <li>Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided.</li> </ul>		<p>[Information guidance sent to parents]  Red Rose girls football club-after school club on school field follows strict Football Association guidance and hygiene measures-no access to school buildings  [For school clubs access to class allocated toilet supervised one at a time]</p>	
	As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided	Y	No contact sports, singing. Wind/brass instrument activities	7/9/20
	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Y	Guidance to parents	1/9/20

### Measures for arriving and leaving

General principles	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. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Y	Pupil and Parent information issued for information to prepare for return to school new routines and hygiene controls YR -individual appointments YR- half days /2 groups Y1-Y6 return to school	17/7/20 1/9/20 7/9/20 8&9/9/20 From 7/9/20
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Y	<b>YR-Y6</b> staggered entry/exit times by family surnames: 8.45- 2.45 -Q-Z; 9.00-3.00 - G-P; 9.15-3.15- A-F. Designated entry/exit points for each year group	7/9/20

			YR/1- side path & field gate one-way system to own patio door Y1/2 -playground left gate & end corridor door Y3/4 hall side door to corridor & classroom doors Y5/6 playground right gate & round Smooga to own classroom door	
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	Y	N/A	
	There are hand sanitiser stations outside for pupil and visitor use	Y	Hand sanitisers at doorways	3/9/20
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use		Touch points limited -hand rails taped, Disinfectant used at entrance by office staff Corridor doors/classroom left open /handles wiped by class staff	14/7/20
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Y	Staggered entry/exit and 2m markers avoids queuing as steady flow of pupils in operation 8.45-9.15	7/9/20
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Y	Kitchen deliveries -Aspens KO Deliveries to foyer accepted by MCH -guidelines followed	14/7/20
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.	Y	Supervision at entrances KS/SB/DD/DP	7/9/20
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Y	Supervision at entrances KS/SB/DD/DP	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.	Y	LW/SG supervise health checks at pupil drop off	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	Y	Parents drop Y1-Y6 pupils off at gate	7/9/20

	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.		Class staff supervise pupil arrivals, health checks & hand washing	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Y	YR enter/ exit at own patio doorways-no adults in class	1/6/20
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 (hand sanitiser has been provided at these points)	Y	Y5/6 to use additional side door Y1/2 to use own patio door to eco park	7/9/20
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Y	Queuing minimised by steady flow of staggered times/ entry points	1/6/20
	Floor marks have been added to assist with social distancing in outside areas.	Y	Marked 2m spaces	1/6/20
	Staff and school champions supervise at peak times.	Y	Supervision in place	1/6/20
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Y	Family surname staggered drop off /collection times	17/7/20
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Y	All entrances used to reduce gatherings	7/9/20
	Parents have been advised that only one parent should attend.	Y	Information booklet	1/9/20
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Y	Pupils only access cloakrooms at staggered time slots	7/9/20
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	Y	N/A	
	Times of use are supervised and managed.	Y	Supervised by class staff	7/9/20

### **Transport and travel**

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	N/A		
	Entrances are supervised to support hand sanitising on arrival.	Y	Hand washing routine established and supervised by class staff	7/9/20

General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Y	No access to the driveway at peak times 8.30-9.30; 2.30-3.30	1/6/20
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Y	Information to parents	1/6/20
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Y	Signage in place, pupil information given and supervised	1/9/20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y	Parent information given and areas supervised	1/9/20
	Parents and staff have been advised that only the same household members should travel together by car	Y	Parent information given	1/9/20
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	Y	Parent information given Walk to school promoted	1/9/20
	Pupils and parents have been advised that they should not walk together in large groups	Y	Information given and pupils reminded to keep safe distance	1/9/20 7/9/20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Y	School/ NORSE minibus regulations followed	7/9/20
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Y	School/ NORSE minibus regulations followed	7/9/20
	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	Y	School / NORSE minibus regulations followed	7/9/20
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	Y	School / NORSE minibus regulations followed	7/9/20
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	Y	School NORSEmini bus regulations followed	7/9/20
	Markings are provided where queuing is required for transport services on school premises	Y	Pupils to assemble on verandah for taxi register w SB/DP	7/9/20
	Windows are opened during journeys where it is safe to do so	Y	Ventilation when possible	7/9/20
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	Y	Cleaning by NORSE	7/9/20
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Y	Guidance followed	7/9/20

## Visitors

The number of visitors has been minimised as much as possible	Y	No visitors unless planned/ authorised. Parents one at a time in foyer.	1/6/20
Visitor times are planned to separate visitors from other site users	Y	Visitor times planned in advance.	1/6/20
Visits are by appointment only	Y	Visitor appointments checked by MCH/KS/SB	1/6/20
<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> <li>• Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety</li> <li>• Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied.</li> <li>• Action to take if they cannot maintain keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, not matter how mild.</li> </ul>	Y	Visitors prepared for arrival arrangements, parking, foyer entrance, hygiene measures, health status.	1/6/20
Visitors are provided with further information on arrival and asked to perform hand hygiene	Y	Visitor leaflet	1/6/20
Visitors confirm that they do not have symptoms no matter how mild.	Y	Office check in to confirm no symptoms	1/6/20
Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Y	Use of own pen	1/6/20
The reception is operating on a one in and one out basis for essential visitors	Y	Signage & expectation one in one out at foyer	1/6/20
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	Y	Office desk behind window Markings on floor to keep distance	1/6/20
Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y	Deliveries to kitchen -Aspen Deliveries to office -MCH	1/6/20

	Visitor records are maintained for contact tracing requirements	Y	Visitor must leave name / contact details for track, trace & test Contact trace details are written on stickers and handed to office for confidential record.	1/9/20  7/9/20
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Y	Contractors booked before or after school day or weekends	1/6/20
	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.	Y	MCH to book and give visitor information	1/6/20
Parents and carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Y	Parents attend by appointment only and to follow visitor guidance	1/6/20

### ***Movement around premises***

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Y	Timetable use of play areas, use of corridor limited, classes remain in classrooms.	3/9/20
	Staggered movement times have been introduced to reduce the number of movements at the same time	Y	Staggered times planned for class activities; start & end of school day by family surname	3/9/20
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Y	All routes/doorways designated for classes	1/6/20
	One-way circulation has been introduced where possible	Y	One-way system for drop-off at YR pathways;	1/6/20
	Central dividers have been installed where necessary to avoid group mixing.	Y	Corridor marked to keep to sides Arrows indicate -Keep Left when Walking system for everyone If standing to talk then 2 adults to stand on the same side with 1m+ distance to allow a walker to pass.	1/9/20  7/9/20
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	N/A		

	Posters have been used to encourage this where required	N/A	
	Hand sanitiser is provided for use before and after touching lift controls.	N/A	

### Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Y	Hall not in use for lunchtimes. MSAs collect packed lunches on trolley to deliver to own class. MSAs supervise lunchtime and playtime for own class -staggered times and play areas. Kitchen staff (risk assessed by ASPEN) collect packed lunch rubbish.	7/9/20
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Y	Pupils eat packed lunch in classroom or on own patio area.	7/9/20
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Y	Packed lunches delivered to classroom by MSA at 11.50	7/9/20
	The use of pre-ordering and trolley services have been considered.	Y	Trolleys used to deliver school packed lunches from kitchen	7/9/20
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A		
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Y	Y4-6 to go outside 12.00-12.30 YR-Y3 to go outside 12.30-1.00	7/9/20
	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	Lunch is eaten at class desks	7/9/20
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Y	Staggered playtimes limit use of spaces, toilets, corridor	7/9/20
	One ways systems are used.	Y	Access to designated spaces by supervised walkways	7/9/20
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Y	Class bubbles remain apart	7/9/20

	Staff room area use is staggered to support distancing	Y	Staff room use staggered by playtimes	1/6/20
	Additional space has been provided to use as staff rooms.	Y	Additional room used for staffroom	1/6/20
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Y	Furniture spaced for social distancing	
	Touch points are wiped down between different groups.	Y	Cleaning routines after each use	1/6/20
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Y	Staggered break times planned	7/9/20
	Pupils and staff have identified suitable play activities for break times	Y	Play activities planned	1/6/20
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y	Staff supervise pupils to leave/enter class line at a time	1/6/20
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Y	Marked spaces for entry at doors	1/6/20
	Additional staff supervision is employed to ensure social distancing takes place	Y	One new MSA to be employed	23/7/20
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Y	ASPENS risk assessment	1/6/20
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Y	ASPENS checked	1/6/20
	The way in which essential food deliveries are received are managed	Y	ASPENS checked	1/6/20
	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		
	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	Y	Payment by MyEd cashless	1/6/20
	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.	N/A		
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	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.	N/A		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Y	Doors and windows opened at start of day by caretaker to allow ventilation	1/6/20
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	Y	Doors hooked back at start of day & locked at end of day	1/6/20
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Y	Windows open instead of using air conditioner system in Y5/6 unit	1/6/20
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		

### ***Toilets and handwashing facilities***

	Usage times are staggered where possible.	Y	Toilets designated for classes reduces usage; staggered playtimes; one child at a time allowed out of class for toilet	7/9/20
	Distancing for queuing has been introduced e.g. through floor markings	Y	Floor markings outside toilet units	1/6/20
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Y	Pupils informed of hygiene routines by teachers on first day and staff reminders on going	7/9/20
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Y	Hand washing system and hand drying by paper towel and bins. Hand dryers have been turned off. Paper towels ordered by MCH.	1/6/20
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Y	Receiving quotes. Hand washing routines. Taps cleaned regularly throughout day	20/7/20 On going work

## 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.	Y	DNEAT CPD and meetings using virtual media. Governor meeting on M-Teams Staff training modules using webinars e.g. PIXL Staff training & meetings on zoom	1/6/20
	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>	Y	Staff training in person for site checks for each classroom by KS with social distancing	1/6/20
	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>• No activities are undertaken that require or encourage people to raise their voices or shout</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>	Y	Staff INSET protocols reminder: <ul style="list-style-type: none"> <li>• Small groups at 2m distance and staff encouraged to wear face coverings <ul style="list-style-type: none"> <li>• Meetings held on the outdoor verandah or class patio areas</li> <li>• Separate rooms</li> <li>• 2 m distance maintained, not F2F</li> <li>• No raised voices</li> <li>• Documents sent by emails/saved on Public server/ Google drive</li> </ul> </li> <li>• Digital training provided</li> <li>• No hand shakes</li> <li>• Universal hygiene and cleaning measures taken</li> <li>• Windows &amp; doors open</li> <li>• HT to authorise meetings</li> <li>• Meeting on Zoom when possible</li> </ul>	1/6/20 22/7/20 3&4/9/20

	<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 rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	Y	Second staff room set up with refreshment facilities & fridge	1/6/20
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Y	Playtimes staggered	1/6/20
	Furniture has been arranged to encourage distancing and not sitting face to face	Y	Chairs spaced 2m not F2F	1/6/20
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Y	No school events planned	1/6/20
Parents evenings	Meetings are undertaken by telephone or internet.	Y	Telephone appointments for autumn term meetings – to be reviewed	1/6/20
Essential course delivery	Courses are delivered on line and all “in person” training is suspended for both employees and external participants	Y	Staff training online whenever possible	1/6/20
	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.	Y	First aid course to be planned for new staff	1/9/20
	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.	Y	No F2F activities	1/6/20
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Y	Social distancing for any small group meetings	1/6/20
	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.	Y	Staff in class unit to work together and using strict hygiene control measures	1/6/20
	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.	Y	No training planned with outside participants  Control measures/ hygiene checking in place	1/6/20

	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.	Y	Training outdoors on verandah, outside classroom or in hall to ensure social distancing	1/6/20
	Delegates will spread out in both outside and inside spaces.	Y	Staff spread out	1/6/20
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Y	Hand washing routines followed	1/6/20
	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.	Y	No shared items used	1/6/20
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Y	Staggered break times	1/6/20
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Y	Lidded bins provided, hand sanitizer, wipes, tissues near bins	1/6/20

## 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.	Y	Cleaning routines/ instructions given to all staff	3/9/20
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Y	Colour coded cloths, brushes used throughout	1/6/20
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Y	Cleaning staff updated on methods	1/6/20
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Y	Enhanced cleaning and disinfectant measure in place	3/9/20
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	Y	YR staff and cleaners use own classroom cleaning wipes throughout the day	1/6/20
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	Y	EY cleaning measures in place Staff vigilant monitoring of hand contact surfaces	3/9/20
	In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the	N/A		

setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day			
Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Y	Cleaning materials available in each classroom. MCH to order wipes as required	1/6/20
Staff who undertake cleaning 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.	Y	Staff reminded of effective cleaning routines	3/9/20
Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Y	Staff clean areas after use by a group	1/6/20
Disinfectant wipes are more generally available for staff to use where they wish to.	Y	Disinfectant wipes available MCH to order as required	3/9/20
All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	Y	Doors are hooked or propped open. Hand rails taped off. Gates left open where no security risk (YR patio to field, Eco park) Twice daily basis - staff to wipe toilet doors handles, touch point code buttons	3/9/20
More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Y	Cleaning routines in place Additional cleaning for toilet units by KO at 1pm	7/9/20
A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Y	Equipment quarantine set up in hall or The Orchard room for cleaning between groups	7/9/20
Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y	Laptops and iPads cleaned with wipes between users MCH to order as required	7/9/20
Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Y	Staff use hand hygiene measures when handling pupils' books; staff to limit handling work books; verbal feedback given/marker stampers used. Books quarantined before and after	7/9/20

			marking one group per day; each child weekly deep marking	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Y	PE equipment put in quarantine then cleaned after use and allocated to each class.	1/6/20
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Y	No shared work stations. YR areas cleaned throughout day	1/6/20
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Y	PE and outdoor equipment cleaned after use and timetabled for each class/ group	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.	Y	Children to bring filled, named water bottle each day. Water cooler supervised by staff for refill. No touching is required as bottle pushes against lever. Lidded large water bottles available for staff in each class for refills.	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	Y	Site staff to manage safe storage of products.	1/6/20
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Y	Only washable toys in use. Pupil's individual resources stored in named plastic bags.	1/6/20
	Toys that are put into children's mouths are cleaned between use	Y	YR staff vigilant and put toys in quarantine before cleaning.	1/6/20
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Y	No soft toys/ material items in use. Hot washing essential if used.	1/6/20
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Y	Named items only in use.	1/6/20
Resources	Children are allocated their own resources e.g. pencils where possible .	Y	Pupils' use own named resources stored in named zip bags.	1/6/20

Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	N/A		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Y	Library is not use by pupils. Books issued by teachers then quarantined before re-issuing.	1/6/20
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Y	Staff limit handling of pupil books and use hand hygiene measures for marking – see feedback policy	3/9/20
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Y	Books quarantined before /after marking	1/6/20
	Books and posters checked for visible soiling and disposed of where necessary	Y	Site checks by class teachers & SLT	1/6/20
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> <li>Apply disinfectant and leave for the appropriate contact time applied</li> <li>Re-apply disinfectant and leave to dry naturally</li> </ul>	Y	Cleaning measures taken and staff advised of contact drying time for effective disinfectant use	1/6/20
Lunchtime	Trays, tables and chair touch points are disinfected after use	Y	MSAs to clean tables and chairs after packed lunches in class. Kitchen staff to collect trays on trolleys from classroom doorway.	7/9/20
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Y	Staggered use of play equipment cleaned after each group use by staff	1/6/20
1/6/20 Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Y	Tissues next to lidded bins available in all classrooms, staffrooms offices. 'Catch it Bin It Kill it' signage in place throughout	1/6/20
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Y	Lidded bins available in all classrooms, staffrooms offices. Bins emptied at 1pm by KO	7/9/20
	Bins and tissues are provided in the same place.	Y	YES	1/6/20
	Waste bags for tissues are double bagged for disposal.	Y	YES by site staff	1/6/20

## Handwashing and respiratory hygiene arrangements

Handwashing	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	Y	NHS guidance is followed and reminders used by age-appropriate videos, instructions songs and signage	1/6/20
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.	Y	Handwashing routines established and communicated to all families	1/6/20
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Y	Handwashing on arrival, before/after play and lunch After sneezing, coughing use of tissues	7/9/20
	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.	Y	Hand sanitizer points at entrances, toilets, classrooms, offices, in First Aid bags	7/9/20
	Consideration has been 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.	Y	Outside hand sanitizer points set up on movable tables/ chairs for night security	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)	Y	Trays provided to catch drips/avoid spills/slips	7/9/20
	Event related prompts are given to pupils by staff.....after..... before.... when as a more effective means of promoting hand hygiene that fixed time prompts.	Y	Staff use rhymes and reminders for hand hygiene routines	7/9/20
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Y	Information sent home Pupils reminded by staff	From 1/9/20
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Y	Staff supervise hand washing I classroom and at toilet block door	1/6/20
	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)	Y	Hand sanitizer storage and use is supervised. Staff are alert to mis-use and signal to SLT for support/behaviour plan.	1/9/20



	Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	Y	Individual risk assessment / materials in place based on health needs	1/6/20
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Y	Hand washing routines established in all classes Hand sanitizer mainly for outside learning/ play activities	1/6/20
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Y	Songs/ rhymes signage, videos instructions for each class	1/6/20
	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.	Y	NHS guidance used Signage in place Tissues and bins in place Handwashing after use of tissue, face touching	1/6/20
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Y	Hand hygiene rules- pupils reminded of no face touching to reduce spread of virus	1/6/20
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	Y	Staff reminder at INSET	3/9/20

## 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.	Y	Individual risk assessments updated as required for H&S COVID-19 control measures Reviewed with staff	3/9/20
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	Norfolk Support line/ H&S poster/ Muscular skeletal information in staffroom and staff toilets Weekly staff yoga sessions outside in social distanced way	3/9/20
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Y	Work-life balance promoted by SLT. Staff to see KS if flexible	3/9/20

			working is required. PPA can be taken at home.	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y	Staff to report immediately to SLT and leave the site	1/6/20
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.	Y	COVID test booked asap KS/SB to inform DNEAT & PHE	1/6/20

### ***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	Y	Information given to pupils through PSHE lessons /class discussions in first week	7/9/20
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y	Staff daily verbal checks on arrival and vigilant to symptoms	1/6/20
	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	Y	Individual care plans as required Staff aware of pupil needs and monitor for symptoms	1/6/20
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Y	Parent information sent and reminders	1/6/20 17/7/20 1/9/20
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Y	Behaviour Guidance followed New Policy amendment June 2020	1/6/20
	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).	Y	Individual behaviour plans in place and to be reviewed as required Staff updated on pupil needs	3/9/20
	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> <li>Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> </ul>	Y	LA support plan template and guidance followed	1/9/20

	<ul style="list-style-type: none"> <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.	Y	Staff updated on guidance and requirements for PPE- video demonstration for INSET	4/9/20
N classrooms and nurture 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.	Y	Focus on pupil well-being in Recovery Curriculum; use of PiXL resources; use of 'Soul Spaces' and nurture room with staff as required	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.	Y	Parents to contact KS if there are concerns/anxieties about return to school. Staff to support child within class and individually with well-being recovery curriculum.	7/9/20
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Y	Safeguarding arrangements in place	1/6/20
	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.	Y	Recovery Curriculum in place for first half term /PATHS curriculum to discuss feelings is on-going	7/9/20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y	Well-being focus and support resources accessed for staff and pupils. Well-being staff SB ML	7/9/20
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	Y	Staff CPD module to be completed in September	From 3/9/20
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Y	Expectations of behaviour policy, home-school agreement and new amendment for COVID-19 rules in place and to be reviewed	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	Y	Information to parents, governors, staff and pupils planned.	1/6/20
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	representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.		Communication available by email, on website, GovHub, Class Dojo and on staff public server	17/7/20 1/9/20
	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.	Y	Newsletters and information booklets sent by email or hard copies available, on website and videos posted on Class Dojo.	1/6/20 17/7/20 1/9/20
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.	Y	Entrance has signage for visitor arrangements Visitors reminded verbally by office staff and by Leaflet	1/6/20 7/9/20
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Y	Signage site check on INSET	3&4 /9/20
	Site changes such as entrances and exits will be identified where required	Y	Information sent to parents about for entry/exit points & signage in place	1/9/20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y	Notices and signage throughout the site	1/6/20
	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.	Y	Yellow paint markings renewed Picture symbols used	1/9/20
	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> .	Y	Instructions/ reminders given	7/9/20
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	Y	COVID-19 secure signs in place	1/6/20

### Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. <b>The principles which are outlined in the compliance code and the local arrangements in place have</b>	Y	Training given in June will be refreshed with use of video by scientist	3/9/20
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	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.		CPD record kept of staff training & materials used	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	Staff updated with control measures following union guidance	4/9/20
	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.	Y	Staff will refresh training and updates	4/9/20
	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.	Y	Staff follow universal hygiene measures	4/9/20
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Y	Guidance checked for staff in class setting	4/9/20
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Y	Staff training session in class base to allow for questions	4/9/20
	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.	Y	NHS guidance/advice for accessing COVID-19 tests followed for households	4/9/20
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Y	Staff to isolate as instructed for TEST TRACE	4/9/20
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	New HLTA to receive additional training/support at start of term	7 & 8 /9/20 mornings

### **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.	Y	Amendment for COVID-19 in place and communicated to all stakeholders	1/6/20 1/9/20
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	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y	Consistent sanctions to be used and restorative behaviour policy	7/9/20
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### ***Pupil involvement and communication***

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been 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> .	Y	Health Champions appointed weekly in each class to remind and promote hygiene and social distancing measures	7/9/20
	Pupils and staff have contributed towards how these new roles will support the schools aims	Y	Class PSHE to discuss rules and to list duties for Health Champions	7/9/20
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Y	Pupils understand the need for new hygiene rules	7/9/20
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Y	Age appropriate discussions, videos, and duties used in class	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> <li>encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>	Y	<ul style="list-style-type: none"> <li>Pupils promote how to reduce the spread of the virus in community.</li> <li>Pupils aware of social distancing, hand washing and symptoms</li> </ul>	7/9/20
	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><a href="#">the Coronavirus Toolkit for Professionals</a> which contains campaign materials.</li> </ul>	Y	e-Bug resources on staff public server for use in classes Posters in setting to inform about control of COVID-19	1/6/20
	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> .	Y	PHE and InfoSpace resources used throughout academy	7/9/20

## Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance)

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Y	Office staff to collate weekly records of contact details including visiting staff & their contact with pupils e.g. music lessons, PE coach, EP, social services	From 7/9/20
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme.	Y	Data protection used in line with test & trace regulations	3/9/20
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Y	Data collected and shared as required	3/9/20
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Y	Accessible cloakroom & toilet designated for emergency use if child has COVID-19 symptoms Deep cleaning after use	3/9/20
	Where possible there is separate use of toilet and handwashing facilities nearby.	Y	Individual use of Toilet and handwashing facilities	7/9/20
	The room has been emptied of unnecessary items.	Y	Items removed	3/9/20
	Tissues and a waste bag have been provided in the room	Y	Tissues and bin provided	3/9/20
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	Y	Door left open for supervision and transparent shower curtain hung at doorway	7/9/20
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Y	Area closed and deep cleaned after use	7/9/20
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Y	Supervising staff to wear PPE and to follow strict hand and clothes washing afterwards	7/9/20

	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Y	SICK Bay Isolation signage will be placed and all staff made aware of the incident	3/9/20
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Y	Site staff follow guidance -MCH to communicate incident asap	1/6/20
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Y	Strict cleaning routines followed	1/6/20
	The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Y	Cleaning carried out asap, class pupils to go to hall or outside if required and deep cleaning after school day	1/6/20
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Y	PPE to be worn e.g. gloves, apron, mask, shield (if required) Handwashing routine after cleaning	1/6/20
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Y	Adult soft chairs to be cleaned as required – wet/wash machine	1/6/20
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Y	Cleaning routines for universal hygiene measures	1/6/20
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Y	Template letters prepared on staff public for swift use by SLT	3/9/20
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	Y	If TEST kits are provided by PHE	7/9/20
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Y	Parent Letters to be used DNEAT to check communications required	7/9/20
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Y	Parents advised of process to notify setting of test result asap	1/9/20
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Y	Staff update of advice to follow	3/9/20



	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Y	MCH to notify other settings as required	7/9/20
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Y	SLT to check contact detail records PHE guidance followed	3/9/20
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Y	SLT to inform employer of referral process	3/9/20
	The setting will register with the local testing service to receive their unique employer code by emailing: <a href="mailto:NorfolkRegistercovidtesting@nnuh.nhs.uk">NorfolkRegistercovidtesting@nnuh.nhs.uk</a> providing the name of the employing organisation, their job title and a contact telephone number.	Y	PHE guidance followed Swift Access to testing service provided Staff reminded at INSET	1/6/20 3/9/20
	The employee will be asked to provide their test result to the setting as soon as it is known.	Y	Staff instructed	3/9/20
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	Y	Positive test notified to DNEAT, PHE, NCC, HPT asap	1/6/20
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Y	Advice followed and communicated to all stakeholders	From 1/6/20
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Y	DNEAT and NCC to co-ordinate	1/6/20
Test result actions	The setting is aware of and will follow the required actions that are detailed in the Test result actions section.	Y	Required actions followed	1/6/20
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Y	Action taken as required by SLT	1/6/20
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	Y	Contingency plans for remote learning to continue using Class Dojo, Google platform (tbc), phone call link with teacher or SLT.	7/9/20

## Returning after isolation (pupils and staff)

### 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>		<p>Control measures in place</p> <ul style="list-style-type: none"> <li>One person in office</li> <li>Window and door open</li> <li>Cleaning routines including phone regularly wiped</li> <li>No shared equipment</li> </ul>	1/6/20
	<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>	N/A		

### Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Y	Fire drill planned with social distance reminders and recorded	w/b/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.	Y	Fire drill spaces allocated on field	1/6/20
	Fire drills that are carried out encourage social distancing.	Y	Social distance reminders to pupils before drill	7/9/20

	Staff and pupils understand that in an emergency they must leave without delay	Y	Fire evacuation rules established	7/9/20
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Y	Fire drill in first week	7/9/20
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y	Individual risk assessment for personal evacuation plan in place as required	From 7/9/20
	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>	Y	All staff first Aid training updated in Jan 2019; new staff to access training when allowed	7/9/20
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Y	First Aid training record	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.	Y	New HLTA updated on Basic First Aid	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	Y	Update on INSET	3/9/20
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y	PPE used following guidance	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.	Y	NHS guidance and use of PPE as outlined	4/9/20
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	Y	NORSE transport and public transport advice given to pupils	7/9/20
	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:	Y	Supervision of children arriving on school taxi – liaise with taxi staff	1/9/20

	<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>		Parent and pupil information sent to ensure safe removal and storage of face coverings Handwashing on arrival and after removing face covering	7/9/20
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### Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Y	Weekly review/updates of Risk Assessment, discussed with SLT, CoG and posted on GovHub	From 7/9/20
	Review arrangements ensure that the control measures are effective and working as planned.	Y	SLT liaise with governors and DNEAT	From 3/9/20

### Any other actions that are not listed above

<b>Road crossing</b>	Road crossing patrol on duty with social distancing guidelines	Y	Road crossing employee follows guidance for social distancing	7/9/20
<b>Face coverings</b>	To be reviewed following mandatory use of face coverings inside shops/transport	Y	Review staff guidance for use inside when 2m not possible	7/9/20

<b>Assessor's Name: KAY SWANN</b>	<b>Manager's Name: S Money</b>
<b>Position: HEADTEACHER</b>	<b>Position: Operations</b>
<b>Signature: KayASwann</b>	<b>Signature: SMoney</b>