

## COVID-19 Educational Settings Risk Assessment

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### Contents

Management Arrangements .....	4
Staffing arrangements .....	4
Minimise contact maintain social distance and activity risk reduction .....	6
Pupil and staff grouping – main groups and extended groups .....	6
Other general measures .....	7
Measures within the classroom .....	9
Playgrounds .....	10
Specialist curriculum considerations .....	11
Educational visits .....	16
Where a pupil attends more than one setting .....	16
Extra curricular provision and wrap around care .....	16
Measures for arriving and leaving .....	18
Transport and travel .....	19
Visitors (including familiarisation and parents evenings) and reception area .....	20
Lunchtime and breaks .....	22
Increasing ventilation .....	23
Toilets and handwashing facilities .....	24
Meetings and events .....	24
Universal Hygiene Arrangements .....	27
Cleaning and disinfection .....	27
Handwashing and respiratory hygiene arrangements .....	28
Health Needs .....	30
Staff health .....	30
Pupil Health and planned close contact activities .....	31
Communication and Involvement .....	33
General Arrangements .....	34
Staff Instruction .....	35
Offices and other work spaces .....	36
Planning for emergencies .....	37
PPE and face coverings .....	37

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.

This template does not follow the traditional format for a risk assessment. It only covers the control measures needed to manage the risks presented by COVID-19 as low as is possible, in line with community risk levels, therefore the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

The controls identified below are designed to manage the risks relating to:

- Positive cases bringing COVID-19 into the setting
- Exposure to numerous people while in the setting increasing transmission risk
- Direct person to person transmission
- Surface transmission including through the use of equipment
- Staff and pupil health increasing the risk of transmission (separate risk assessments are available for staff at increased risk)
- Staff and pupil mental health and well-being due to anxiety or increased pressure
- Educational visits increasing the risk of contact with others and therefore transmission
- Extra curricular activities increasing the risk of transmission with others and therefore transmission
- Lack of awareness of the control measures and requirements (the need for information, instruction and training)

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 to 01-07-2020	Various minor amendments to reflect government changes
13-07-2020	Updated for September Term
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment



07-08-2020	Minor updates to wording
21-08-2020	COVID-19 Secure contractor arrangements updated Music and Drama New links to CLEAPSS guidance Supervised toothbrushing programmes New information for spaces without direct outside air
27-09-1010	Contractors are aware of schools expectations in advance of making a site visit Peripatetic teachers and invigilators added to staffing arrangements Additional information for where resources are taken home. Reference to updated COVID-19 Cleaning and Disinfection supplementary checklist Updated Music, dance and drama Updated Physical Activity Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed Updated Public and School transport. Visitor section updated to including familiarisation and parents evenings Hand hygiene update to confirm that where hand washing is carried out, running water must be used. Parent communications updated regarding external wraparound care and extra curricular providers where necessary. First aid section updated.
20/10/20	Updated completion guidance Separated out management planning information into a new checklist Changed wording from local lockdown to new alert level terminology Updated shielding for pupils information to reflect new alert level advice. Updated information on temporary staffing Updated information on performing arts
24/02/21	Changes to reflect updated government guidance on full reopening of education settings including the use of face coverings, educational visits, live performances, wrap around care and testing. Changes are highlighted in grey

<b>Setting/Premises:</b>	Denver V C Primary		
<b>Location:</b>			
<b>Assessment Date:</b>	02/03/21	<b>Last Review Date:</b>	January 2021
<b>Assessment completed by:</b>	<a href="#">Louise Jones</a>		

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

### Management Arrangements

Item	Control measures	Yes/no/ not applicable	How? Notes and further information	Date required and completed
General management planning	Management planning has been undertaken following the management planning checklist and compliance code	Yes		
Opening after reduced occupancy	The <a href="#">Premises Management Risk Assessment</a> has been completed where applicable.	Yes	Completed on 2/3/21	2/3/21

### Staffing arrangements

Staffing levels	<p>Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches work is arranged where possible so that:</p> <ul style="list-style-type: none"> <li>The number of such staff are kept as low and consistent as 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> </ul>	Yes	Strict social distancing/infection control must be followed by any outside adults/ sports coaches etc. coming into school. Sports coaches work only with specific bubbles and have been offered lateral flow tests. We do not employ any temporary staff who work at more than one setting.	2/3/21
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	<ul style="list-style-type: none"> <li>They have minimal contact with, and maintain 2m distance from, permanent staff</li> </ul>		Strict social distancing will be essential for the music teacher. We will avoid using supply teachers where possible, utilising staff in school to provide cover. If necessary, longer assignments will be sought.	
	Teaching staff breaks are organised in a way that avoids staff covering for a different group	Yes	Staff breaks are covered by adults within the same bubble.	2/3/21
	Consistent working arrangements are applied to ITT trainees.	Yes	We do not have any ITT trainees, although we do have 3 TA students working with us this term. All students have been offered lateral flow tests and will be required to show a negative result before coming to school. They will work consistently within one bubble.	2/3/21
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	Yes	This applies to the music teacher and a small number of staff. They are consistently assigned.	2/3/21
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Yes	This applies to the music teacher and a small number of staff. Strict infection control measures are followed.	2/3/21
	Where volunteers are used the same staff principles are applied.	Yes	Volunteers have signed to say they understand the school's control measures.	2/3/21
Premises and cleaning staff	The principles of distancing and hygiene are in place for normal premises management activities.	Yes	These resumed back in June.	2/3/21
	Activities are scheduled to avoid times where pupils and staff are using the same areas.	Yes	All activities are scheduled to avoid the mixing of bubbles.	2/3/21



	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task in line with the relevant guidance/compliance code.	Yes	We have appropriate equipment/supplies to carry out regular cleaning and disinfection.	2/3/21
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## Minimise contact maintain social distance and activity risk reduction

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

Developing groups	Main groups (staff and pupils) have been developed that are the smallest practicable, consideration has been given to the following where possible: <ul style="list-style-type: none"> <li>Groups are kept static</li> <li>Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements.</li> <li>Contact within groups is minimised through measures outlined in this assessment.</li> <li>Pupils will stay in their class/group throughout the day, or on subsequent days</li> </ul>	Yes	The children will continue to be in 4 separate class bubbles. Each class will stay in the classroom, apart from computing, PE, break and lunchtimes. Work with SEN children may involve extended groups, although numbers in the group will be low. 2 bubbles eat in the lunch hall together, although separated by a partition down the middle of the hall. The bubbles do not mix.	2/3/21
	Any extended groups created remain as small and consistent as possible	Yes	After school clubs will be based on class bubbles to avoid mixing.	2/3/21
	Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including: <ul style="list-style-type: none"> <li>some secondary curriculum practical activities</li> <li>some music activities</li> <li>With very young children</li> <li>Because of health conditions or understanding of the children</li> </ul>	Yes	A maximum of 10 children will be allowed in the choir lessons at any one time.	2/3/21
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes		2/3/21
	Staff are consistently to each class group, and where possible for the same day and subsequent days.	Yes	With the exception of the music teacher, who will maintain strict	2/3/21



			social distancing. One MSA will cover 2 bubbles, although this will be outside and social distancing will be adhered to. Some TAs and teachers work in 2 bubbles, although strict social distancing is adhered to. Face coverings are used.	
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	Contacts are recording as per this guidance.	2/3/21

### Other general measures

	The use of outdoor spaces has been maximised	Yes	The field will be used wherever possible.	2/3/21
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	Due to staggered breaks, lunchtimes, start and finish of the school day.	2/3/21
	Gatherings involving more than one group is avoided e.g. assemblies	Yes	Class assemblies will take place each day in each bubble's own classroom.	2/3/21
	Activities involving invited audiences do not take place	Yes	All meetings etc. will take place virtually.	2/3/21
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	Interactions have been reduced, where possible.	2/3/21
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	Yes	Children are supervised, where possible, when going to the toilet. Staggered break/lunchtimes mean that children use the toilets at different times.	2/3/21
	Activities that encourage or cause people to raise their voices unduly will not take place. Pupils are advised of these requirements while on the premises.	Yes	Children have been made aware of the need to not raise voices. Activities where children need to raise voices are avoided.	2/3/21
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	More online learning is being provided for homework etc. The online remote learning platform will	2/3/21



			continue to be used to set homework etc.	
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	Yes	All classrooms have quarantine boxes and a system for quarantining library books is in place. Good hand hygiene is maintained when touching items coming in from home.	2/3/21
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	All children have their own resources. Books are quarantined after use.	2/3/21
	<p>Movement around the school is kept to a minimum as follows:</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. The rooms used have been selected to enable this.</li> <li>• Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks)</li> </ul> <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> <li>• Staggered times for using stairs and corridors</li> <li>• Utilisation of alternative external routes</li> <li>• One-way systems introduced</li> <li>• Supervision of movements around settings</li> <li>• Central dividers placed in the middle of wide corridors to keep groups apart</li> <li>• The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other</li> </ul>	Yes	<p>Movement around school will be kept to a minimum. Class bubbles will keep in their classrooms, apart from computing, PE, break and lunchtimes.</p> <p>A 'keep left' system will continue to work down the corridor.</p>	2/3/21
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	All classrooms have quarantine boxes and a system for quarantining library books is in place. All classes	2/3/21





			have spray cleaning bottles to wipe equipment. Each class bubble has its own play equipment which is wiped after use each time.	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	The school hall has a partition to avoid bubbles mixing at lunchtimes.	2/3/21
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		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	Children in KS2 do not hang up coats/bags in the corridor – these are kept in the classrooms. KS1 children go out individually to hang up items and are supervised.	2/3/21
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes	Children keep items in classrooms.	2/3/21

### Measures within the classroom

	<ul style="list-style-type: none"> <li>Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to</li> <li>Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks</li> <li>Seats are forward facing</li> <li>The position of the teachers space/desk is considered as part of the configuration to support distancing from the class</li> </ul>	Yes	The children will be taught in their classrooms. On wet days, PE will take place in the hall, although the doors will be opened for ventilation. All seats in classrooms, apart from Class 1 are forward facing. Space is maintained between teachers' desks and the children. Unnecessary furniture has been removed from classrooms.	2/3/21
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	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	N/A	Book bags will be kept in classrooms. PE kit will not be brought into school.	2/3/21
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> <li>• Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk</li> <li>• Where close contact is needed, staff interact side to side with pupils and not face to face</li> <li>• Staff do not require pupils to share or swap resources, including no marking each others books</li> <li>• Picking-up and dropping-off resources is managed in a way that prevents passing them hand-to-hand</li> </ul>	Yes	Staff are aware of this. Where social distancing cannot be maintained, masks will be worn by adults.	2/3/21
	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.	Yes	Parents have already been made aware of what resources can come into school. Children will come to school in their PE kit on days when they have PE.	2/3/21

### Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	Each class will have their own playground equipment. Rules were established in September for its use.	2/3/21
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	Monitored by staff.	2/3/21
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	Only 4 children will be allowed into the shelter at any one time. Only one child at a time should sit on each section of the benches on the playground.	2/3/21



	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	Children will be encouraged to follow a one-way system when moving around the musical instruments.	2/3/21
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	N/A		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Yes	Children will wash their hands or use hand sanitiser before and after each break/lunch time.	2/3/21
	Bins are installed to encourage use of tissues and appropriate disposal	Yes		2/3/21
	Time is allocated for play equipment for each group/bubble	Yes	Each class will have their own playground equipment	2/3/21
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Each class will have their own playground equipment. Rules were established in September for its use.	2/3/21

### ***Specialist curriculum considerations***

All activities	<ul style="list-style-type: none"> <li>The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities.</li> </ul>	Yes		2/3/21
Music, dance and drama – general principles	<ul style="list-style-type: none"> <li>Playing instruments and singing in small groups takes place outdoors where possible</li> <li>Care is taken to observe 2m social distancing as much as possible</li> <li>Background and accompanying music sound levels discourage unduly raised voices</li> <li>The available space and ventilation in that space is considered, and group activity has been limited where necessary due to space available and ventilation requirements</li> </ul>	Yes	Choir will take place in smaller groups within class bubbles. Choir will be outside if possible, if not in the school hall with the door open. Children will be at least 2m apart and forward facing. Choir will be limited to 10 children at any one time. Clarinet/brass lessons will not take place until further notice.	2/3/21



	<ul style="list-style-type: none"><li>• Microphones are used where possible to reduce the need to shout or sing loudly.</li><li>• Children are encouraged to sing quietly.</li><li>• Face to face positioning is avoided, giving preference to back to back or side to side positioning</li><li>• Wind and brass players are positioned so that air from their instrument does not blow into another player.</li><li>• Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed</li><li>• Drama activities are planned to map movements to ensure social distancing, including one way systems</li><li>• Extending main groups outside of curriculum requirements is avoided where possible.</li><li>• Hand hygiene and disinfection arrangements are in place</li><li>• Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission.</li><li>• Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained.</li></ul>		Children will be able to look at all instruments, however will not be able to play wind instruments. Other instruments can be played, although these will be cleaned and children will sanitise hands afterwards.	
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Handling items, equipment and instruments	<ul style="list-style-type: none"> <li>Equipment sharing is avoided wherever it is possible including microphones and instruments, limiting handling music scores, parts and scripts by issuing them for individual use.</li> <li>Drop off points and transfer zones are provided where required.</li> <li>Where equipment is assigned to an individual for sole use, it is labelled to identify the user.</li> <li>The use of costumes are avoided in drama</li> <li>Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment</li> <li>Consideration has been given to limiting the number of suppliers when hiring equipment.</li> <li>Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments).</li> <li>Hand hygiene is always followed before and after handling shared items</li> <li>Items and equipment are stored in a clean location when not in use</li> </ul>	Yes	If instruments are used in lessons, they will be cleaned thoroughly and not shared amongst the children.	2/3/21
Individual lessons	Individual lessons apply all the controls outlined above as applicable including: Staffing principles detailed in this risk assessment Limiting shared equipment and cleaning requirements Maintaining social distancing where possible Avoiding physical correction	Yes		2/3/21
Physical activity	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.	Yes		2/3/21
	Team sports are only provided in line with the <a href="#">return to recreational team sport framework</a> .	Yes		2/3/21



	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	PE lessons/physical activity will take place, where possible outside.	2/3/21
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	Yes		2/3/21
	The means to collect, pass on and return shared resources and equipment to prevent close contact is in place	Yes	Equipment will be cleaned after use.	2/3/21
	Facilities run by external organisations are used in line with Educational Visits arrangements.	Yes		2/3/21
	<p>The following advice has been referred to as part of the risk assessment process:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisation such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	Yes	The PE subject lead keeps staff up to date with such guidance.	2/3/21
	<p>The use of changing rooms and showering facilities are avoided as much as is possible. Where used:</p> <ul style="list-style-type: none"> <li>• their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.</li> <li>• Social distancing is maintained in these facilities, including limiting the numbers in the space at any one time, the use of floor markings, planning movement around the space and cleaning arrangements.</li> <li>• Facilities will be used as quickly as possible</li> </ul>	N/A		
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	N/A		
Subjects involving practical activities	<ul style="list-style-type: none"> <li>• Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other.</li> <li>• Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of</li> </ul>	Yes		2/3/21



Supervised toothbrushing programmes	<p>the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility</p> <ul style="list-style-type: none"> <li>Where it is not safe to maintain social distancing such as D &amp; T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.</li> <li>Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact</li> </ul>			
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p><a href="#">Guide to doing practical work in Science</a></p> <p><a href="#">Guide for science departments returning to school after an extended period of closure</a></p> <p><a href="#">Guide for managing practical work in non-lab environments</a></p> <p><a href="#">Guidance for schools where pupils spend all day in a lab</a></p> <p><a href="#">Guidance for schools where pupils spend all day in a D&amp;T, food or art room</a></p> <p>Relevant primary schools guidance for example, <a href="#">Practical activities in a bubble</a></p>	Yes	These resources are used routinely in school.	2/3/21
	<p><a href="#">COVID-19: guidance for supervised toothbrushing programmes in early years and school settings</a> has been followed and procedure documented.</p>	N/A		

Live performances	Live performances are not taking place at this time	Yes	Live performances will not take place at this current time.	2/3/21
Examinations	Only exams required and permitted by Government to take place are facilitated.  Where they do take place the requirements outlined in the compliance code have been implemented and the examinations checklist completed	N/A		

### ***Educational visits***

	Educational visits are not taking place at this time in line with Government guidance	Yes	Educational visits will not take place until Government guidance changes. We have changed our residential visit planned for July 2021 to 2 day visits, although these will only take place if guidance changes.	2/3/21
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### ***Where a pupil attends more than one setting***

	We will work with the other setting to ensure that the approach is consistent and does not compromise the group/bubble	Yes	Discussions have taken place between school and childcare providers.	1/10/20
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### ***Extra curricular provision and wrap around care***

General provisions	<ul style="list-style-type: none"> <li>Extra curricular provision and wrap around care is only provided in line with legislation and Government advice (as outlined in the compliance code). Provision is reviewed and amended regularly as this advice changes.</li> <li>Whenever the legislation and government advice changes parents are advised who can access services and for what purposes.</li> </ul>	Yes	The Before School Club and sports clubs provide wrap around care for parents needing to work.	2/3/21
	We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.	Yes	Discussions have taken place between school and childcare providers.	2/3/21





	Pupils will keep within their main bubble where possible for the schools provision.	Yes	This will be the case for after school clubs. Due to small numbers of children attending the Before School Club, only one bubble will run, although social distancing can be maintained because of small numbers.	2/3/21
	<p>The schools provision ensures that small consistent groups created are as follows:</p> <ul style="list-style-type: none"> <li>Where main school bubbles cannot be maintained, 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).</li> <li>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 is offered</li> <li>Records are maintained of all bubbles or groups for 21 days</li> </ul>	Yes	This guidance will be followed for the Before School Club.	2/3/21
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	N/A	We do not have multiple groups using the same shared space.	2/3/21
	<p>Activities are organised in line with all of the relevant requirements of this assessment and compliance code including:</p> <ul style="list-style-type: none"> <li>Utilisation of outside space as much as possible</li> <li>Social distancing</li> <li>Hand and respiratory hygiene</li> <li>Cleaning</li> </ul>	Yes		2/3/21



	<ul style="list-style-type: none"> <li>Provision to use equipment and resources safely</li> </ul>			
	Parents have been advised that where they use childcare providers or out of school activities for their children, they should seek assurance that the providers are carefully considering their own protective measures, and should only use those providers that can demonstrate this. The government <a href="#">guidance for parents and carers</a> has been supplied (or a link to it) to support their decision making	Yes	This will be communicated to parents in a letter outlining control measures prior to the children's return.	2/3/21

## Measures for arriving and leaving

General principles	Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	Staggered start/end times to the school day will continue.	2/3/21
	Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting	N/A		
	There are hand sanitiser stations outside for pupil and visitor use	No	These are inside and at all entrances, although not outside.	2/3/21
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	The field will continue to be used. Children have been encouraged to wear wellies.	2/3/21
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes		2/3/21
Parents and pupils – arriving and leaving the premises	Consideration has been given to how to reduce the risk of gatherings while arriving and leaving (and particularly during the initial return to school in March)	Yes	Staggering start and finish times and using the field entrance.	2/3/21
	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes		2/3/21
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes		2/3/21
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes		2/3/21



	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes	Children will be met by teachers at the field gate.	2/3/21
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes	Class 1 children will be collected from the back gate to the Class 1 outdoor area.	2/3/21
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	Only one parent allowed and face coverings should be worn.	2/3/21
Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance	Yes		2/3/21
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes		2/3/21
	Staff and school champions supervise at peak times.	Yes	Close staff supervision at all times	2/3/21

### ***Transport and travel***

General	Additional vehicles and vehicle movement changes implemented as a result of COVID-19 measures can be carried out safely (a vehicle movement assessment has been carried out where required)	N/A		
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	N/A		
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Parents reminded in letter to be sent out prior to children's return on 8 <sup>th</sup> March.	2/3/21
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Parents reminded in letter to be sent out prior to children's return on 8 <sup>th</sup> March.	2/3/21
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	Children using the taxi will be reminded again of this on their return on 8 <sup>th</sup> March.	2/3/21



	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so	N/A	Children under 11 do not have to wear face coverings. We do not have parents coming to school via public transport.	
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	N/A		
	School groups/bubbles are maintained as far as is possible in school vehicles	Yes	Children sit separately in the taxi, spaced out.	2/3/21
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	Yes	Children sit separately in the taxi, spaced out.	2/3/21
	Markings are provided where queuing is required for transport services on school premises	N/A		
	Windows are opened during journeys where it is safe to do so	Yes	Windows will be opened in taxi transporting children to school.	2/3/21
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	Yes		2/3/21
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		2/3/21

**Visitors (including familiarisation and parents evenings) and reception area**

General	The number of visitors is minimised as much as possible	Yes	Visitors will continue to be minimised.	2/3/21
	Visitor times are planned and by appointment only	Yes	This will continue.	2/3/21
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> <li>• Site rules, which entrances and exits to use, vehicle movement and parking</li> <li>• Specific arrangements such as areas of the premises that are and are not suitable for use</li> <li>• Action to take if they cannot keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, not matter how mild.</li> </ul>	Yes	This will continue.	2/3/21



	<ul style="list-style-type: none"> <li>How you will maintain social distancing during the visit</li> </ul>			
	On arrival visitors will be: <ul style="list-style-type: none"> <li>Provided with relevant site information</li> <li>Asked to perform hand hygiene</li> <li>Asked to confirm that they do not have symptoms no matter how mild</li> </ul>	Yes	This will continue.	2/3/21
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	This will continue to be made clear to external visitors coming into school.	2/3/21
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Yes	This information is recorded.	2/3/21
	The reception operates on a one in and one out basis	Yes	This will continue	2/3/21
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Yes	A screen is in place.	2/3/21
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes		2/3/21
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes		2/3/21
	Where visits cannot take place outside of school hours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained has been carried out and agreed with the contractors in advance.	Yes		2/3/21
Parents and carers (including parent evenings)	<ul style="list-style-type: none"> <li>All meetings are carried out remotely where possible.</li> <li>Parents and carers should only attend the setting where they have a pre-arranged appointment</li> <li>Where possible, only one parent/carer attend.</li> <li>Visits are planned and organised to ensure distancing and hygiene measures can be maintained</li> </ul>	Yes		2/3/21



	<ul style="list-style-type: none"> <li>Information is provided in advance to ensure arrangements are communicated</li> </ul>			
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	This was communicated in the plan for parents and is made clear to external visitors coming into school	2/3/21
Pupil familiarisation visits	Visits are provided virtually where possible.	Yes	Where possible.	2/3/21
	The visitor arrangements in this section are applied where in person visits are planned.	Yes		2/3/21
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Yes	All visits will take place after school.	2/3/21
	Visitor numbers are limited and appointments are staggered	Yes	Time slots are given.	2/3/21
Pupil lesson attendance for familiarisation	<p>Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include:</p> <ul style="list-style-type: none"> <li>Limiting visiting pupils mixing between additional groups</li> <li>Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining)</li> <li>Avoiding compromising the existing social distancing arrangements within the class</li> <li>The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented</li> <li>Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.</li> </ul>	Yes		2/3/21

### ***Lunchtime and breaks***

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes		2/3/21
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Packed lunches may be able to eat outside, weather permitting.	2/3/21



	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes		2/3/21
	The use of pre-ordering and trolley services have been considered.	No		2/3/21
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Yes	A partition has been put up to separate 2 bubbles within the hall.	2/3/21
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	Different entrances/exits to the school hall will be used for different bubbles to enter/leave.	2/3/21
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Yes		2/3/21
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Yes		2/3/21
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	Norse is used.	2/3/21
	The way in which essential food deliveries are received are managed	Yes	Deliveries are left outside the kitchen.	2/3/21
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	The children do not move from their seats in the lunch hall, meals are taken to them by members of staff.	2/3/21
	Additional meal collection points have been put in place to reduce queuing where necessary	N/A		2/3/21
	Alternative payment methods are being used to eliminate cash handling	Yes	The school now uses a cashless system.	2/3/21
	Tills are screened where still in use	N/A		

## Increasing ventilation

Ventilation	Windows and doors are opened as much as is safe and possible to do so to increase ventilation in line with the compliance code	Yes	This will continue as before.	2/3/21
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	Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air.	N/A		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible).	N/A		
	Responsibility for opening and closing windows have been assigned to appropriate staff in all occupied areas of the premises	Yes	Class teachers will be responsible for opening windows in and around their classrooms. The caretaker will be responsible for closing these at the end of each day.	2/3/21
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	Fans will only be used if the secretary is in agreement	2/3/21
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes	Fans will only be used if all staff are in agreement in individual classrooms	2/3/21

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

	Times of use are staggered where possible.	Yes	This will continue as before.	2/3/21
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	No	A one in one out system will continue to be used and children will be supervised.	2/3/21
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes		2/3/21
	Consideration has been given to replacing traditional taps with easy operating lever taps	No	Most taps are lever taps already.	2/3/21

## ***Meetings and events***

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Yes	Where possible. Staff meetings will continue to take place via Teams.	2/3/21
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	<p>Meetings only take place in person where:</p> <ul style="list-style-type: none"> <li>• There is a need to be in person for safeguarding, well-being or statutory reasons or</li> <li>• Limitations of technology, poor or unstable signal</li> </ul>	Yes	Yes, this will continue.	2/3/21
	<p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> <li>• They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</li> <li>• All other participants will connect to the meeting remotely.</li> <li>• The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</li> <li>• Use separate spaces or rooms where possible to limit the number of people in the same area</li> <li>• Ensure 2 distance is maintained at all times, not sitting face to face</li> <li>• Paperwork is shared electronically where possible</li> <li>• Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first.</li> <li>• People do not shake hands.</li> <li>• Participants practice good hand and respiratory hygiene before after and during the meeting.</li> <li>• Where held indoors they are held in well ventilated spaces.</li> <li>• All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented.</li> </ul>	Yes	The HT will authorise any visits. Visitors will be asked to wear masks. Staff will wear face masks. Social distancing will be maintained.	2/3/21
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> <li>• Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online.</li> </ul>	Yes	Staff training will continue to take place virtually.	2/3/21



	<ul style="list-style-type: none"> <li>• course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible</li> <li>• Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible</li> <li>• Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.</li> <li>• Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.</li> <li>• Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.</li> <li>• Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.</li> </ul>			
Staff rooms	Where available, additional areas are used in order to avoid compromising cohorted staff groups.	No	We do not have enough space.	2/3/21
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Staff break times will be staggered due to the children's breaks being staggered. Social distancing can be maintained at lunch due to low numbers. Staff will be encouraged to make use of outdoor spaces when possible.	2/3/21
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes		2/3/21
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		2/3/21

Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Parents' evenings will happening by telephone conversation or Teams.	2/3/21
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## Universal Hygiene Arrangements

### *Cleaning and disinfection*

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes		2/3/21
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		2/3/21
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes		2/3/21
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> <li>Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</li> <li>Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them.</li> </ul>	Yes		2/3/21
	<p>The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:</p> <ul style="list-style-type: none"> <li>Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group</li> <li><b>Secondary settings</b> -, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes.</li> <li><b>Early years settings and settings where pupils may find it difficult to maintain personal hygiene</b> – the frequency of cleaning hand contact surfaces is increased</li> </ul>	Yes		2/3/21



	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment and these are recorded	Yes		2/3/21
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Quarantine boxes	2/3/21
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.	N/A		2/3/21
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	Stored and locked away in the cleaning cupboard.	2/3/21
Tissues and waste from bins provided	<ul style="list-style-type: none"> <li>Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>Waste bins are provided in classroom and other key locations such as dining areas</li> <li>Bins are emptied regularly throughout the day</li> <li>Bins and tissues are provided in the same place</li> <li>Waste bags for tissues are double bagged for disposal</li> </ul>	Yes	Bins are provided in all classrooms, on the playground and in the lunch hall and emptied at lunchtime and after school. Children are encouraged to flush used tissues down the toilet.	2/3/21

### ***Handwashing and respiratory hygiene arrangements***

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> <li>Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class</li> <li>Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.</li> </ul>	Yes	Children will be reminded about good hand hygiene measures on their return.	2/3/21
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<ul style="list-style-type: none"> <li>Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.</li> <li>Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</li> <li>Entrances are supervised on arrival in the morning to support hand sanitising on arrival.</li> <li>Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home</li> </ul>			
Hand washing is carried out using running water (static bowls are not used)	Yes	Children will again be reminded.	2/3/21
Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Yes		2/3/21
Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	No	Hand washing and hand sanitiser use will happen indoors. Children will have to wash hands/apply hand sanitiser when coming into the school building.	2/3/21
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	No	Hand sanitiser bottles will rest on tables and adults will monitor spillages.	2/3/21
Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points	Yes	Continue with close supervision in Class 1.	2/3/21



	presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)			
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes	Posters present around school to remind children and staff. Children reminded about this message on their return.	2/3/21
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	Children will be reminded on their return to school and regularly there on.	2/3/21
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	Children are not allowed to wear jewellery. Staff will be encouraged to avoid excess jewellery.	2/3/21

## Health Needs

### COVID-19 Testing

COVID Testing	Staff are encouraged to have a PCR test when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	Yes, this continues to be the case.	2/3/21
	<p>Lateral Flow Device testing arrangements are followed as detailed in guidance on the <a href="#">COVID-19 website for Norfolk Schools</a></p> <p>The risk assessment templates for LFD testing have been completed as appropriate</p> <p>All eligible persons are encouraged to participate in testing</p>	Yes	All staff are encouraged to participate in testing and guidance is followed. Although optional, all staff have been carrying out the tests twice weekly.	2/3/21

### Staff health

Individual assessment	<ul style="list-style-type: none"> <li>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.</li> <li>Staff who have received a letter advising them to shield do not come to work in setting until the government advise it is safe to do so in line with <i>COVID-19 Your health and your safety when working in educational settings</i></li> </ul>	Yes	<p>Risk assessments have been updated for certain individuals requiring them.</p> <p>No staff members have been asked to shield.</p>	2/3/21
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	The Norfolk Support Line is displayed in the staffroom and staff know they can contact this for support.	2/3/21
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Staff wellbeing continues to be key and staff will be encouraged to only stay in the building for as long as necessary after school each day and to go home early on a Friday.	2/3/21

### Pupil Health and planned close contact activities

Shielding	Pupils who have received a letter advising them to Shield continue with remote learning until the Government advise it is safe for them to return to setting	N/A	We do not have any children who have been asked to shield.	2/3/21
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Yes		2/3/21
	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).			2/3/21
	Support plans include:	Yes		2/3/21



	<ul style="list-style-type: none"> <li>• Specific cleaning and disinfection requirements such as changing beds and wheelchairs.</li> <li>• Ensuring that staff increase their level of self protection,</li> <li>• Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> <li>• Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>			
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes		2/3/21
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	The RSH lead continues to provide staff with ideas to support mental health and wellbeing. The Mental Health Champion has undertaken training to support pupils and cascaded to staff.	2/3/21
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	Support will be tailored to individual pupils as required.	2/3/21
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		2/3/21
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Yes	This will be covered through the RSHE curriculum.	2/3/21
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	RSHE resources.	2/3/21
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	Yes	Completed by RSHE lead.	2/3/21
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		2/3/21





## Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> <li>Staff know to go home as soon as possible if they develop symptoms of COVID-19</li> <li>Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible</li> <li>Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day</li> <li>Anyone who has developed symptoms and cannot go home immediately will wait in the designated room</li> <li>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</li> </ul>	Yes	Staff and pupils know what to do if they develop symptoms. Children will be reminded on their return to school.	2/3/21
Self-isolation criteria	<p>Close contacts will isolate:</p> <ul style="list-style-type: none"> <li>Where notified by NHS Test and Trace that they are a close contact of a positive case</li> <li>Where they are notified that they are a close contact of a positive case by the School</li> <li>Where a member of their household or support or childcare bubble develops symptoms.</li> </ul> <p>Staff and pupils will immediate isolate if they test positive (PCR or LFD) and follow household isolation requirements.</p>	Yes	Guidance will be followed and communicated with parents.	2/3/21
Travelling from abroad	The school will encourage staff and pupils to follow the requirements for <a href="#">Entering the UK</a>	Yes	When needed.	2/3/21

## Communication and Involvement

### General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	Communication posters are present around school and parents have been made aware.	2/3/21
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Yes	This was communicated at the beginning of September and an updated version will be sent before the return on 8 <sup>th</sup> March.	2/3/21
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the <a href="#">guidance for parents and carers has been shared to support their decision making</a>	Yes	This will be communicated in a letter prior to the return on 8 <sup>th</sup> March.	2/3/21
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	Visitors will be asked to read an information leaflet before entering school. This information will be placed on the website.	2/3/21
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Yes	Posters are placed outside, at the field gate and the front of school, to remind people of the need for social distancing.	2/3/21
	Site changes such as entrances and exits will be identified where required	Yes	The field gate will continue to be used as the entrance/exit for children coming onto the school site.	2/3/21
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Communication posters are present around school.	2/3/21



	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.	N/A		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub</a> .	Yes	Each class and the school front entrance has a poster displayed explaining how to correctly apply hand sanitiser.	2/3/21
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	Yes	This is displayed in the front entrance hall and in the staffroom.	2/3/21

## Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes	Staff are all aware of the nature of COVID-19 and its transmission. Staff will all have all signed to say they are aware of the control measures required and understand the reason for them. This was discussed on the PDD in September.	2/3/21
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Staff all signed in September to confirm they are confident. Updates to the risk assessment have been communicated. Additional training/advice will be offered to any member if staff unsure or lacking confidence in this area.	2/3/21
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes	All staff will have received the risk assessment and were able to comment on it before September. Updates to the risk assessment since have been communicated and staff have been given the opportunity to comment.	2/3/21



	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes	This was communicated on the Professional Development Day.	2/3/21
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	Copies of this risk assessment have been made available for staff to comment.	2/3/21
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	Staff are given the opportunity to discuss any concerns.	2/3/21
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes	Staff know to contact the Headteacher immediately for guidance if they or a member of their household develops symptoms.	2/3/21
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	Staff have confirmed that they will follow instructions.	2/3/21
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes		2/3/21

### Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> <li>• Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.</li> <li>• Rooms are well ventilated (see section on ventilation)</li> <li>• Staff are cohorted in consistent working groups</li> <li>• Unnecessary items have been removed to support effective cleaning of the area</li> <li>• Hot desking is avoided</li> <li>• desks near busy circulation spaces are not used</li> <li>• Shared equipment has been moved to reduce group mixing such as printer location</li> </ul>	Yes	<p>Windows will be kept open.</p> <p>Only one member of staff works in the office.</p> <p>Office staff will be responsible for cleaning the office area.</p> <p>Hot desking is not used.</p>	12/3/21
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	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> <li>• additional work spaces are be allocated where possible</li> <li>• sharing of workspace is minimised and workspaces are thoroughly cleaned between users.</li> <li>• Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities</li> <li>• Screens are installed as a last resort</li> </ul>	Yes	Only one member of staff works in the office.	12/3/21
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## Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	A fire drill is planned for the first week back of the children's return on 8 <sup>th</sup> March. The usual evacuation routes will apply.	12/3/21
	Fire drills that are carried out encourage social distancing.	Yes	The children will gather on the school field in their class bubbles with sufficient distance between groups. Fire assembly points will be marked for each class.	2/3/21
	Staff and pupils understand that in an emergency they must leave without delay	Yes	Children will be reminded on their return to school.	2/3/21
First aid – all settings	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		2/3/21
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes		2/3/21

## PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	Staff have received training on the correct use of PPE.	2/3/21
Face coverings	Staff and pupils have been advised that it is mandatory to wear face coverings on public and school transport and where the exemptions to this apply	N/A	Children under 11 do not have to wear face masks on public transport.	2/3/21



A policy on wearing of face coverings in setting has been developed in line with the Compliance Code and Government advice	Yes	A policy has been developed and shared with staff.	2/3/21
Consideration has been given to where it would not be appropriate for some people to wear a face covering as described in the Compliance Code and additional hygiene measures implemented as appropriate.	Yes	Staff wear face coverings when they cannot social distancing themselves from other adults or children. Face coverings are worn down corridors and central areas. Staff have been made aware of government guidance.	2/3/21
Face visors or shields are not worn as an alternative to face coverings.	Yes	Staff all use face coverings rather than visors and shields.	2/3/21
Where face coverings are worn to or in a setting: <ul style="list-style-type: none"> <li>• Arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission.</li> <li>• A stock of disposable coverings is available to offer to people who are struggling to access them, need a replacement during the day or have forgotten their own.</li> </ul>	Yes	A supply of disposable face coverings is available.	2/3/21
Communication about the use of face coverings includes: <ul style="list-style-type: none"> <li>• The settings policy on when face coverings must be worn</li> <li>• Even when a face covering is worn all other measures that are in place to reduce the risk of transmission continue to apply.</li> <li>• Advising that multi-layered face coverings are considered to be the most effective</li> <li>• If you have COVID-19, wearing a face covering does not make it safe to go out in the community, attend school or work</li> <li>• Hygiene measures regarding putting coverings on, taking off, storage and hand hygiene as detailed in the compliance code.</li> </ul>	Yes	Staff wear face coverings when they cannot social distancing themselves from other adults or children. Face coverings are worn down corridors and central areas. Staff have been made aware of government guidance.	2/3/21
<del>Where face coverings are required within the premises either due to an increase in alert level or by educational setting decision these requirements and information relation to hygiene measures have been clearly communicated to all concerned</del>			



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


<b>Assessor's Name: Louise Jones</b>	<b>Manager's Name: Louise Jones</b>
<b>Position: Headteacher</b>	<b>Position: Headteacher</b>
<b>Signature:</b>	<b>Signature:</b>