Norfolk County Council

COVID-19 Educational Settings Risk Assessment

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

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

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

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

Date of change	**Section, Page and Change**
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
24/11/2020	Changes to lunchtime arrangements added

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Setting/Premises:	Rollesby Primary School and Nursery	
Location:	Main Road, Rollesby, Great Yarmouth, NR29 5EH	
Assessment Date:	14th July 2020	**Review Date: 17/7/20, 24/11/20**
Assessment completed by:	Louise Hinton	

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	.			
	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: • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • 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 • Enhanced cleaning arrangements can be implemented • The whole setting community are engaged with and support the national effort to reduce the spread of the virus	yes	• Pupils and staff are organised in class bubbles. • People are encouraged to maintain social distancing. • Hygiene stations are fixed to the external door of each classroom, the front door, the hall double external doors, the toilets, Nursery external area. • Mobile hand sanitisers are provided for each classroom, office space,	

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			staffroom. • Doors are kept open to reduce touch points. • Disposable paper towels are provided for hand drying. • Anti-bacterial spray and wipes are provided to classrooms.	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Yes	• Legionella, fire site security, premises checks are up to date.	
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	• The setting is cleaned and disinfected every day. • Additional cleaning / sanitising products are provided to each room. • Shared resources between children are minimised. • Resources are cleaned / quarantined after use.	
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes		
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	• Consultation with teachers on 15/7/20. Consultation with TAs w/b 20/7/20	
	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.	Yes	• A review will be carried out at each weekly staff meeting plus at any other time when the need arises.	
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures	Yes	• Information meetings to be held in bubbles on w/b	

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	(and prior to the recovery phase) following the outlined arrangement for meetings and training.		20/7/20.	
	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.	Yes	• Daily	
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Yes	• Consider a staggered start for the first morning only • Followed by an arrival 'window' in which children arrive and go straight to their classrooms and a staggered finished time with socially distanced, mask wearing adults in family groups congregating on the playground.	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes		
	COVID-19 Case Management Guidance is implemented.	Yes		
	COVID Secure Commitments is signed and displayed	Yes		
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.	Yes		
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	• Safeguarding visits will be allowed.	
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.	Yes	• The school is currently well stocked of essential supplies. Staff have been asked to let Mrs. Guymer know when their supplies	

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			are getting low.	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	• Equipment is checked on arrival and ordered from reputable sources.	
Premises adaptions	Small adaptions 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.	Yes	• Additional hand sanitiser stations, pole to open roof lights, lidded bins, new taps have been actioned.	

Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: • Short duration, ad hoc work is avoided where possible • 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) • All infection control requirements are followed.	Yes	• Go Geronimo will resume with classes in September. The coach is assigned to classes consistently and will follow all infection control requirements.	
	Temporary staff who work at more than one setting is avoided where it is possible.	Yes	• Avoided where possible	
	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.	Yes	• Avoided where possible	
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Yes	• Long term assignments are agreed where needed and where possible.	
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes		
	Consistent working arrangements are applied to ITT trainees.	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.	No	• The HLTA needs to be assigned to each bubble to allow for PPA / non contact time to take place.	

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	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	Yes	• The HLTA will follow infection control measures scrupulously ie. Maintaining social distancing and hand hygiene.	
	Where volunteers are used the same staff principles are applied.	Yes	• Volunteers are not allowed at present.	
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes		
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	• Premises cleaning takes place before and after school.	
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes		

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.	Yes	• Bubbles are arranged in classes • Mrs. West's group to take place in the library, socially distanced.	
	Groups are kept as static as possible including staff assigned to the groups	Yes		
	Only where necessary extended groups have been created to accommodate specific activities.		• Maths teaching will take place across classes. Tables are cleaned between uses.	
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Yes	• Jo West's group remains small and consistent. • Wrap around care takes place in the hall and within the hall, bubbles are kept separate as far as possible.	

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	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	Yes	• See above	
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Yes	Social distancing, positioning of desks. Forward facing not appropriate for Mars and Mercury Class however consideration will be given to the positioning of desks to minimise face to face contact.	
	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: • some secondary curriculum practical activities • music • With very young children • Because of health conditions or understanding of the children In order to enable distancing through designing spaces that achieve more separation.	Yes		
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes		
	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	Yes	• Saturn Class and half of Mars Class eat their lunches in their classrooms. • Hot lunches are served in the hall at separate times, bubbles are kept separate in the hall and tables / seats are cleaned between uses. • Breaks are held at separate times. • PE takes place separately.	
	Staff are paired consistently for two person activities e.g.	Yes		

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	supervision, teaching, personal care.			
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes		
	Group mixing at the settings providing breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Yes	Bubbles will not mix within breakfast / after school care. No other clubs will run at present.	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes		
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes	• Registers are maintained • The visitors book is used	

Other general measures

	The use of outdoor spaces has been maximised	Yes		
	Unavoidable queues are managed	Yes	• Children stand apart	
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	• Close contact should be minimised as much as possible. • Where close contact is needed, this should be conducted side by side rather than face to face.	
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	• No shouting or singing inside.	
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Yes	• Before and after marking books, cleaning of surface and hand sanitising.	
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Yes	• Resources are not generally shared between groups. Where resources have to be shared (ie PE equipment), it is cleaned after use.	

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	If this is not possible, the resources will be quarantined for 72 hours between groups.	Yes		
	Large gatherings such as assemblies with more than one group is avoided.	Yes	• Assemblies are held remotely on Mondays, Wednesdays and Fridays.	
	Movement around the school is kept to a minimum: • 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 • 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&T, sport. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering • 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 • Movements around settings are supervised and school champions support this activity. • Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.	Yes	• Movement around the school is limited and supervised. • External routes used where possible • Pupils walk on the left hand side of the corridor, following the arrows.	
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	n/a		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Yes	• Lockers are only used by one bubble.	
	Locker cleaning and disinfection arrangements are in place	Yes		

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Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Yes		
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Yes	Where possible. Not recommended for EYFS / KS1	
	Unnecessary furniture and objects are removed where possible	Yes		
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Yes		
	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	Yes	Pupils only bring essential bags to school.	
	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Yes		
	Where close contact is needed this is conducted side by side rather than face to face	Yes		
	Pupils are not called to the front of the class	Yes		
	Staff going to a pupils desk to check on their work is avoided	Yes		
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Yes	School to provide all pupils with a pencil case, pens and pencils.	
	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Yes	Pupils only mark their own books and do not share resources.	
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Yes	Those that cannot be easily cleaned are quarantined for 72 hours.	
	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	Resources brought in from home are limited to essential items.	
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Yes		
	How pupils enter and exit the classroom is managed to maintain	Yes		

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	distancing.			
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Yes		

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	Play equipment is out of use for the time being.	
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	Staff supervise to ensure equipment is not used.	
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes		
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	As above	
	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 play equipment and users instructed to perform hand hygiene before and after use.	n/a		
	Bins are installed to encourage use of tissues and appropriate disposal	Yes		
	Time is allocated for play equipment for each group/bubble	n/a		
	Equipment touch points are cleaned frequently and between each groups use.	yes	Any equipment used is cleaned afterwards	
	Multiple groups do not use outdoor play equipment at the same time.	Yes		

Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	Yes		
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller	Yes		

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	groups not exceeding 15 people			
	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.	yes	Singing takes place outside.	
	Where the music teacher needs to face the group they will maintain 3m distance.	Yes		
Drama and performances	Performances with audiences do not take place	Yes		
	Activities that involve raised voices or shouting do not take place.	Yes		
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Yes		
	Outside drama is planned as a first consideration where possible	Yes		
	In all cases the following will be applied: • Increasing hand hygiene and surface cleaning • Using back to back or side to side positioning • Maintaining distancing	Yes		
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	yes		
	Prioritisation of low impact activities is given over high impact	Yes		
	Contact sports will not take place	Yes		
	Distance between participants is maximised.	Yes		
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes		
	The use on non-personal kit is avoided.	yes	Pupils come to school in PE kit on their PE day.	
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Yes	If bibs are used, they must be washed afterwards	
	Pupils are kept in consistent groups	Yes		
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Yes		
	External facilities are used in line with guidance for the use of	Yes		

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	and travel to those facilities. A specific assessment is completed 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: • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust	Yes		
	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.	Yes		
	The use of changing rooms and showering facilities are avoided where possible.	Yes		
	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.	yes	PE kits to be worn on the day of PE	
	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.	yes		
	Changing and shower facilities must be used as quickly as possible.	n/a		
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	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	n/a		
	Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the	Yes		

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	front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility			
	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.	Yes		
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: Guide to doing practical work in Science Guide to doing practical work in DT	Yes		

Educational visits

	No overnight educational visits are carried out	Yes		
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes		
	A risk assessment will be carried out for all educational visits and in addition to using Evolve: A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: o Do they include measures relating to limiting contact between your group and other visitors? o Do they support you to maintain distances within your group? o Do they support good universal hygiene by visitors and	Yes		

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	staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place?			
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes		

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	n/a	Nursery parents have been asked to make our setting their only choice.	

Extra curricular provision

	Pupils will keep within their main bubble where possible.	yes	Class teachers could provide an after school club for their bubble if they wished.	
	Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows: • 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 • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6	yes	This guidance will be followed when after school clubs across bubbles start again, potentially after half term.	

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	people including staff members. • Records are maintained of all bubbles or groups for 21 days • Consideration is given to the types of activities organised in line with the compliance code • 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 • 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 outside locations and the provision of waste facilities and tissues • 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.			
	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	Yes		
	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.	yes	Parents are asked to make our Nursery their only childcare setting. Parents asked to seek assurances from out of school activities that they are COVID secure.	

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	Yes	• Staggered start on first morning • Classteachers go through infection control requirements with classes.	

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	get used to the new way of operating.			
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	No	• A 'window' arrival time a staggered end. We will also implement family groups socially distancing at back of the playground as at present.	
	Where times cannot be altered, for example, due to public transport, plans are in place to prevents groups from mixing once at the setting and busy transit routes.	n/a		
	There are hand sanitiser stations outside for pupil and visitor use	Yes		
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Yes		
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Yes		
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes		
Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes		
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	yes		
	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		
	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	Parents are asked not to bring children to school if they have symptoms. Staff will ask children if they feel unwell.	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where	Yes		

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	possible			
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)	Yes		
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	n/a		
	Floor marks have been added to assist with social distancing in outside areas.	no	This has not been necessary	
	Staff and school champions supervise at peak times.	Yes		
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.	no	Reception class entrance is separate.	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	yes		
	Parents have been advised that only one parent should attend.	yes	Via letter informing parents of the arrangements for September.	
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	yes	Pupils use the cloakroom areas in small groups	
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	n/a		
	Times of use are supervised and managed.	Yes		

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.	Yes		
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)	n/a		
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up	Yes		

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	children			
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes		
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes		
	Parents and staff have been advised that only the same household members should travel together by car	Yes		
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes		
	Pupils and parents have been advised that they should not walk together in large groups	Yes		
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	n/a		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	n/a		
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	n/a		
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	n/a		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	n/a		
	Markings are provided where queuing is required for transport services on school premises	n/a		
	Windows are opened during journeys where it is safe to do so	n/a		
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	n/a		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	yes		

Visitors

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	The number of visitors has been minimised as much as possible	yes	Visitors are restricted to educational, health and safeguarding	
	Visitor times are planned to separate visitors from other site users	yes	All other visitors must attend before or after school where possible and wear masks.	
	Visits are by appointment only	Yes		
	Visitors are advised of the following in advance: • Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety • Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. • Action to take if they cannot maintain keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild.	Yes		
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes		
	Visitors confirm that they do not have symptoms no matter how mild.	Yes		
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes		
	The reception is operating on a one in and one out basis for essential visitors	yes		
	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 glass screen should be in place. Distance is also maintained where possible.	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes		
	Visitor records are maintained for contact tracing	Yes		

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	requirements			
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes		
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes		
Parents an 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.	yes		

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes		
	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes		
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes		
	One way circulation has been introduced where possible	n/a		
	Central dividers have been installed where necessary to avoid group mixing.	yes	Via floor markings	
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.			

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	yes	• Saturn Class and half of Mars Class eat their lunches in their classrooms. • Hot lunches are served in the hall at separate times,	

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			bubbles are kept separate in the hall and tables / seats are cleaned between uses. • Breaks are held at separate times.	
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes		
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	yes	Each class stores their packed lunches separately.	
	The use of pre-ordering and trolley services have been considered.	Yes		
	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.	n/a		
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	n/a		
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	yes	Pupils access outdoors via their classroom fire exit where possible.	
	One ways systems are used.	n/a		
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Yes		
	Staff room area use is staggered to support distancing	Yes	Staff allocated to separate rest areas.	
	Additional space has been provided to use as staff rooms.	Yes		
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Yes		
	Touch points are wiped down between different groups.	yes	Antibacterial wipes / spray are provided for use	
	Breaks are staggered to reduce the numbers of pupils who take	Yes		

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	a break at the same time and groups do not mix.			
	equipment use is supervised to ensure that pupils do not gather.	Yes		
	Pupils and staff have identified suitable play activities for break times	Yes		
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes		
	Markings have been added to outside spaces to assist with queues when coming back into the building.	No		
	Additional staff supervision is employed to ensure social distancing takes place	no	Additional staff have not been employed. All existing staff are vigilant.	
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19).	Yes		
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes		
	The way in which essential food deliveries are received are managed	Yes		
	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	Meals are served from behind a screen.	
	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	yes	Cash is no longer handled	
	Tills are screened where still in use	n/a		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	yes	Consider guidance in the event of fan use
	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	
Ventilation	Windows and doors are open to increase ventilation where it is	yes	

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	safe and appropriate.			
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	Yes		
	Where installed, the setup of air conditioning systems have been reviewed 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		

Toilets and handwashing facilities

	Useage times are staggered where possible.	Yes		
	Distancing for queuing has been introduced e.g. through floor markings	yes	Distancing for queuing implemented. Floor markings were not necessary.	
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes		
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	yes	Disposable paper towels are used	
	Consideration has been given to replacing traditional taps with easy operating lever taps.	yes	All traditional taps have been replaced with lever or push button taps.	

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		
	Meetings only take place in person where: • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal	Yes		
	The following measures have been implemented for in person meetings: • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings	yes		

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	• All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • No activities are undertaken that require or encourage people to raise their voices or shout • Paperwork is shared electronically where possible • 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. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented.			
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	no	Galaxy and the Hub to be used as additional rest rooms.	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes		
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes		
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		
Parents evenings	Meetings are undertaken by telephone or internet.	Yes		
Essential course delivery	Courses are delivered on line and all “in person” training is suspended for both employees and external participants	yes		

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	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.	yes	First aid training	
	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.	Yes		
	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	Yes		
	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.	n/a	This type of training is not planned.	
	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.	yes		
	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.	yes		
	Delegates will spread out in both outside and inside spaces.	yes		
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	yes		
	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.	yes		
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	yes		
	Consideration has been given to additional equipment that is	yes		

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	needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.			

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		
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Yes		
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes		
	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	Yes		
	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.	Yes		
	In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day	n/a		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Yes		
	Staff who under take 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	yes		

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	achieved.			
	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	Yes		
	Disinfectant wipes are more generally available for staff to use where they wish to.	Yes		
	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),	Yes	All touch points will be disinfected twice daily.	
	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	Yes	Additional cleaning of toilets and touch points will take place in the middle of the day.	
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Staff to isolate equipment for cleaning instead of returning to storage.	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes		
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes		
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	yes	Cleaned after use so it is clean for the next user.	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes		
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes	PE equipment is cleaned after use.	
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	Drinking fountains out of use	
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types	yes		

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	have an increased risk). This is particularly important where larger quantities are in storage			
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	Yes		
	Toys that are put into children's mouths are cleaned between use	Yes		
	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.	Yes		
	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	Yes		
Resources	Children are allocated their own resources e.g. pencils where possible .	Yes		
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	Yes		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes		
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes		
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Yes		
	Books and posters checked for visible soiling and disposed of where necessary	Yes		
Wooden desks and wooden work surfaces	The following process is followed: • Apply disinfectant and leave for the appropriate contact time applied • Re-apply disinfectant and leave to dry naturally	Yes		
Lunchtime	Trays, tables and chair touch points are disinfected after use	n/a		
Cleaning equipment after	Outdoor play equipment is cleaned between group use	no	Outdoor play equipment is out of use.	

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breaks				
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes		
	Bins are provided *in classrooms and other key locations such as dining areas* for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes		
	Bins and tissues are provided in the same place.	Yes		
	Waste bags for tissues are double bagged for disposal.	yes		

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 *COVID-19 guidance for all education settings* and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes		
	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.	Yes		
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes		
	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	Hand sanitiser is provided to all classrooms plus fixed to all external doors and the entrance to toilet facilities.	
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes		
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes	Should hand sanitisers drip, preventative measures will be put in place.	
	Event related prompts are given to pupils by staff.....*after..... before.... when* as a more effective means of promoting hand	Yes		

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	hygiene that fixed time prompts.			
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Yes		
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes		
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes		
	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.	Yes	This can be provided if necessary	
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes		
	Age and developmentally appropriate ways are being used to encourage pupils to follow requirements.	Yes		
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes		
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	yes		

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with *COVID-19 Your health and your safety when working in educational settings* and the template provided is used to	yes		

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	record conversations and agreed control measures.			
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes		
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes		
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	yes		

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes		
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes		
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.	Yes		
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes		
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	COVID risk assessments have been completed for pupils with EHCPs. Risk assessments will be completed for new intake who fall into this category.	
	Support plans include:	Yes		

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	• Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code.			
	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		
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		
	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		
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		
	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		
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		
	The training module on teaching about mental wellbeing, will be completed by those staff who require this.	Yes		
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	yes		

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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		
	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	I am not aware of a template letter. LH will write her own letter.	
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	Notices for visitors.	
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes		
	Site changes such as entrances and exits will be identified where required	Yes		
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes		
	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 How to hand rub.	Yes		
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes		

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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	Compliance code and risk assessment emailed to staff. Plans to meet virtually with teachers to discuss 15/7/20 and more widely with all staff in bubbles week beginning 20/7/20. Updated risk assessment emailed to staff on 3/9/20 and 24/11/20.	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Any staff not confident to discuss concerns with LH.	
	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		
	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		
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes		
	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 confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes		
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	New staff will receive information as part of their induction.	

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Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes / no	Behaviour policy has not been adapted. Staff have developed site rules with pupils.	
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	HT is monitoring to ensure a consistent approach is applied and positive behaviour is reinforced.	

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 *COVID-19 guidance for all education settings*.	Sept	Teachers to discuss this with their classes in September and ask children to nominate themselves as social distancing and hygiene champions.	
	Pupils and staff have contributed towards how these new roles will support the schools aims	Sept	See above	
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Sept	See above	
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes		

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: • 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. • encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses	Yes	Teachers to spend time working on this with pupils at the start of term.	
	The following resources are used where appropriate: • e-Bug resources to teach pupils about hygiene.	Yes		

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	• the Educational Settings poster • the Coronavirus Toolkit for Professionals which contains campaign materials.			
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.	Yes		

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	Yes		
	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,	Yes	Privacy Policy updated	
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Yes		
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)	Yes	Galaxy room	
	Where possible there is separate use of toilet and handwashing facilities nearby.	Yes	There are handwashing facilities in the room	
	The room has been emptied of unnecessary items.	Yes		
	Tissues and a waste bag have been provided in the room	Yes		
	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.	Yes		
	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.	yes		

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	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.	Yes		
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes		
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.	yes		
Cleaning	Surfaces that the symptomatic person has come into 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.	Yes		
	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.	no		
	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.	Yes		
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes		
	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.	Yes		
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes		
	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.	yes		
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases	Yes		

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	Guidance including sharing the relevant weblinks			
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes		
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.	Yes		
	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.	Yes		
	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.	yes	It is important that staff members socially distance.	
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes		
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nnuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Yes		
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes		
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.	Yes		
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes		
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes		
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes		

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	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes		
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.	yes	Staff have agreed a Remote Learning Policy.	

Returning after isolation (pupils and staff)

Offices and other work spaces

	The following measures are applied where staff cannot work from home: • Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. • Rooms are well ventilated (see section on ventilation) • Staff are cohorted in consistent working groups • Unnecessary items have been removed to support effective cleaning of the area • Hot desking is avoided • desks near busy circulation spaces are not used • Shared equipment has been moved to reduce group mixing such as printer location	Yes		
	The following measures are implemented where the above measures cannot be followed: • additional work spaces are allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort	n/a	Office spaces are separate for TG and LH.	

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Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Yes		
	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		
	Fire drills that are carried out encourage social distancing.	Yes		
	Staff and pupils understand that in an emergency they must leave without delay	Yes		
	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).	Yes		
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes		
	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: • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training.	Yes	First aid training has been organised for 4th September, socially distanced and COVID secure.	
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes		
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	yes		

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is	Yes		

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	applied in line with the circumstances that are outlined only.			
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	Yes		
	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: • The wearer must not touch the front of their face during use or when removing the face covering. • They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. • They must perform hand hygiene on arrival at the setting and after removing their face covering.	yes		

Review of existing assessments

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

Any other actions that are not listed above

Assessor's Name: **Louise Hinton**	**Manager's Name: Adam Dorkins**

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Position: Headteacher	**Position: Chair of Governors**
Signature: L Hinton	**Signature: A Dorkins**

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