



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



Setting/Premises:	Wreningham VC Primary School		
Location:	Ashwellthorpe Road, Wreningham Norfolk NR161AW		
Assessment Date:	16/7/20	Review Date:	14/9/20 and monthly from this date
Assessment completed by:	R Jones J Leader		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no /not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> 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	<p>The health, safety and well-being of all staff and pupils remain the utmost priority for Wreningham School.</p> <p>This document considers the requirements of the NCC Covid-19 Compliance Code for All Educational Settings – Autumn Term and has been completed alongside it.</p> <p>The principles listed in the Control Measures to the left are the ones used to inform this document.</p> <p>The senior teacher and headteacher have reviewed the operation of re-opening the school and have made alterations to the risk assessment.</p> <p>The assessment has been carried out in conjunction with staff.</p>	7/9/20



			Safeguarding arrangements are not impacted as a result of changes to working arrangements.	
	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	-The school has no known asbestos. -The school has legionella review schedule in place -Routine fire site security has been checked in line with the school's usual practice e.g. The school completes a fire drill each term and will do a test in the first week back (w/b Monday 7/9/20); TP Fire have tested the alarm service and emergency lighting (Wed 4-6-20) The MF room has been cleaned before being brought back into use.	Ongoing 7/9/20
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	-Staff clean and disinfect resources in line with guidance documents e.g. construction toys are cleaned as soon as one pupil finishes using them; sports equipment cleaned thoroughly after being used or quarantined for 72 hours; returned books are quarantined in each classroom for 72 hours and then wiped down. -NORSE employee cleans the premises thoroughly on a daily basis with a particular focus for example on surfaces that are could be touched by multiple people such as photocopiers, door handles, table/counter tops, computers, light, switches telephones, chairs etc. -Every area and room used by pupils/adults is cleaned twice daily (e.g. toilets/staffroom etc.)	Ongoing 7/9/20



			<ul style="list-style-type: none"> -Each day one TA (11.40 am) will take responsibility for cleaning the staff/pupils' toilets, communal touch points and staffroom. -Each lunchtime staff clean the classes (touchpoints/tables/empty bins if required etc.). -Nurse have completed their own risk assessments with regard cleaning activities in school during Coronavirus, COVID – 19 -cleaning materials are under constant scrutiny and replacements are in hand when needed 	
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	As required	Ongoing
	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	<ul style="list-style-type: none"> -All staff and governors received a copy of the school's risk assessment and emailed to confirm they had read it. Staff have emailed any questions and this helped inform the completed risk assessment. -TAs and teachers have been involved with TEAMS meetings being held. -Mon 20/7/20 Govs will hold a FGB meeting to review the updated risk assessment. All staff will email to confirm they have read the updated guidance/risk assessment. 	1/6/20
	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	-Business manager, Headteacher, senior teacher and governors will review the risk assessment and ensure it includes any updates.	Ongoing 7/9/20
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Yes	-Online Teams meeting – Teachers/TAs have been held online and will continued to be held in the autumn term in this format to discuss risk assessment and school arrangements (and their effectiveness).	Ongoing
	Senior colleagues will be present at the site and especially during the early part of return in September in order to	Yes	-Senior colleagues (Headteacher/Senior Teacher) will be present at the site. Nearly	Ongoing 7/9/20



	provide additional support and reassurance and to pick up on any issues and review arrangements.		always either the Headteacher and/or the Senior Teacher are on site. Both are easily accessible by mobile phone and live a short distance away from the school. -a review will take place one/two weeks after pupils have returned to look at the effectiveness of the plan. However, daily changes will be put in place if required.	
	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	-Parents informed about the arrangements for the first day and subsequent days – letter sent to parents Mon 20/7/20 and the information added to the school website. -All staff have a clear understanding of the measures in place -All staff must be on the playground on the first day back to welcome their class at their allocated time -The school has staggered drop off and pick up times -Teachers will share expectations with the children on handwashing, self-distancing, keeping to their bubble, use of resources, keeping their hands below their shoulders, plan for lunch and playtimes, school uniform/ PE kit, toilet rules (including flushing the loo) -Signage will be increased	7/9/20
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	Staff/pupils will be reminded of safe behaviours and the behaviour policy	Ongoing 7/9/20
	COVID-19 Case Management Guidance is implemented.	Yes		7/9/20
	COVID Secure Commitments is signed and displayed	Yes	This is signed and displayed	1/6/20
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	-The risk assessment is included on the governor’s Operational Committee and full	1/6/20 20/7/20



			governor's agenda and has been minuted and reviewed. -Ongoing - governors are given an up-to-date briefing both in TEAMS governor meetings (latest meeting held Monday 20/7/20) and will receive another full report about the Covid 19 situation in the next FGB.	
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 & Child Protection Policy has been adapted and updated in accordance with LA requirements. This was agreed by the full governing body and is on our website. Coronavirus (COVID-19): safeguarding in schools http://www.wreningham.norfolk.sch.uk/documents/SafeguardingPolicyIncorporatingChildProtectionApril2020.pdf	Ongoing 1/6/20 Reviewed
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	Business continuity will continue as usual, with the business manager being responsible for ensuring the continuity of essential supplies (e.g. liquid soap, paper towel, hand sanitiser, tissues etc.)	7/9/20 Ongoing
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	The vast majority of equipment purchased is done through ESPO – the Local Authority supplier	Ongoing 7/9/20
Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	-small adaptations will be implemented as they are thought of e.g. fire doors being used as classroom exits; door to the pupils' toilet kept ajar so that the door handle is not touched	Ongoing 7/9/20

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	Yes	-The school currently has no temporary teaching staff or external specialist support staff	7/9/20
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	<ul style="list-style-type: none"> • 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. 		- The school has no coaches in during the school day and any after school specialist coaches will adhere to guidance.	
	Temporary staff who work at more than one setting is avoided where it is possible.	N/a		7/9/20
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	N/a		7/9/20
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	N/a		7/9/20
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	<p>-Playtimes are staggered to ensure staff from each class bubble supervise their own children Staff must ensure prompt timing Staggered playtimes: 10:15 C11/C13 10:30 C12/C14 C11/2– use the near and middle playground C13/4– use the far playground/field Rotate playgrounds so that on Tuesday/Thursday C1/2 use the far playground/field; c13/4 use the near and middle playground -Lunchtimes – each class bubble has a designated MSA. Mixing of MSAs is reduced as much as practicable.</p>	7/9/20
	Consistent working arrangements are applied to ITT trainees.	Yes	-The school has a SCITT student and working arrangements are consistent with all teaching staff	7/9/20
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.	Yes	-On alternate weeks the class 3 and 4 teachers will swap and deliver French and IT, and so operate across different class bubble. They will ensure all guidance is followed i.e. the children	7/9/20



			will remain in their class bubble and the teacher will move.	
	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	-All staff will follow the guidance set out in this risk assessment	7/9/20
	Where volunteers are used the same staff principles are applied.	Yes	-All volunteers will remain in their designated class bubble -All volunteers will be made aware of the expectations in respect of covid-19 measures	7/9/20
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	-Health & safety risk assessment will take place as usual with nominated governor (Steve Kittle). This includes a site visit before school each half term. (Governor 9/6/20 reviewed/updated school risk assessment) -Business Management has H&S schedule detailing premises management programme -Premises remain safe and secure with normal measures in place	7/9/20
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	-Staggered playtimes (as scheduled above) -Staggered lunchtimes CI.1 -Starting 11.50AM into the hall; finished by approx.12.30PM – children out to the middle playground CI.2 -12.00PM into the hall; finished by approx. 12.30PM - ci2 children out to the near playground KS2 only have packed lunches in week 1 CI.3 lunch 12-12.30PM in the class– then 12.30PM children go outside, far playground (and field) to 1PM CI.4 12PM out on the far playground (and field). CI4 lunch 12:30-1PM in the class	7/9/20



			<p>Staggered Toilet times The intention is to prevent queuing as far as possible. However <i>we recognise that children may need to go outside these times.</i></p> <p>-KS2 children must try and regulate when they need the toilet. Peak times should be avoided when possible e.g. playtime. Older pupils to be encouraged to go during lesson times (<i>and e.g. could go in groups of 6 with 3 waiting outside and 3 inside using the toilet.</i>)</p> <p>-Staff to supervise KS2 pupils (as far as practicable), leading them to outside the toilets and ensure hand washing/ toilet flushing is done appropriately.</p> <p>-Class 2 children <i>could</i> wash their hands back in the class having been to the toilet (i.e. not in the toilet itself, as they will not need to touch any door handles between the toilet and class 2).</p> <p>-Set times for different groups of pupils to use the toilet</p> <p>-Cl.1 ongoing -Cl.2 10.20 AM (playtime is 10.30) -Cl.3 10 AM (playtime is 10.15) -Cl.4 10.45 AM (playtime is 10.30)</p> <p>-Children must be encouraged to flush the toilet after use</p>	
	<p>Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.</p>	<p>Yes</p>	<p>-NORSE staff must be trained to the correct level. The cleaning chemicals used are suitable for infection control etc. -Cleaning staff have been kept up-to-date with necessary actions and detail</p>	<p>Ongoing</p>



		<p>STAFF CLEANING FRQUENTLY TOUCHED SURFACES ETC.</p> <p>Designated TA to leave their class bubble /room 11.40 AM on their timetabled day</p> <p>Kat Monday; Lynsey Tuesday; Kate Wednesday; Kirsty Thursday; Catherine Friday</p> <p>Staff member cleaning will wear <i>their own</i> colour coded rubber gloves – red gloves/toilets and blue gloves/jay cloth for communal areas touch points/floor (i.e. use separate gloves for the toilets)</p> <ul style="list-style-type: none">-Staff to use a red bucket in the toilets and a blue bucket for staff room etc.-Staff to wear a disposable apron-When it the staff member's day to clean they should have a disposable bin bag with them to throw the apron etc. away after finishing.-Teachers/TAs complete cleaning in their rooms ongoing-At the end of a day the TA/ teacher to double bag binned used paper towels/tissues (as per the compliance code) and remove to outside bins. <i>Norse cleaner will put in new bin bag for the start of the next day.</i>-Norse cleaning activities take place outside of pupil hours-Contractors only visit site before/after school hours <i>unless in extraordinary circumstances</i>	
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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 have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Yes	-The smallest practicable group is to have class bubbles that will help in the separation of people and ensure all pupils can return and be taught a full curriculum.	7/9/20
	Groups are kept as static as possible including staff assigned to the groups	Yes	-Children will be assigned to their class bubble and will only be taught in this 'static' group. -Teachers and TAs will remain in one class bubble (apart from the alternate Monday PM French/IT teacher switch over).	7/9/20
	Only where necessary extended groups have been created to accommodate specific activities.	Yes	-The school will have an extended group - a wraparound care group comprising of children from different year groups (i.e. a before and after school) <i>and as described by the LA (Jon Nice, Cluster Link Adviser 14/7/20)</i> . The school is awaiting the LA to contact it following a request for advice on this point -The wraparound care will be consistent in that the same children will attend (albeit on different days). -In this set-up, should a child attending the club be tested positive for Covid-19 then the wraparound club will close as will the infected child's class bubble.	7/9/20
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Yes	-The school has one wraparound carer. The wraparound care group is a small, consistent group, not exceeding 10 pupils on a particular session. -It is held in the school hall and this will support social distancing	7/9/20



	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	Yes	-Small groups along the lines of class bubbles will be arranged in the before/after club provision -Self distancing will be enhanced by being located in the school hall	7/9/20
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Yes	As above	7/9/20
	Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include: <ul style="list-style-type: none"> • 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.		-This is not possible in our school because of limited staff numbers. Each class bubble has one teacher and at least one TA allocated to it - In class 1/EYFS separate areas are created to encourage smaller groups -Excess furniture has been removed to create space that achieves more separation and reduced surfaces to clean	7/9/20
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	-Pupils will remain exclusively in their class bubble and minimal contact will be had between groups	7/9/20
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Yes	As above. -Lunchtimes are staggered as described above. A partition has been put up in the school hall as both a physical barrier and a visual reminder to separate class 1 and class 2 at lunchtimes. Class 2 can enter the hall and remain apart from class 1 sat on the opposite side of the barrier. -A 2m taped line has been used to separate children to the hatch -KS2 children will have their lunch in class -The playground has been zoned -Break times are staggered -Start and finish times are staggered	7/9/20



	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	-Staff are paired consistently - teachers/teaching assistants in one bubble.	7/9/20
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	The same staff will stay with a class bubble. The staff remain the same throughout the day and on all days.	7/9/20
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Yes	-The school will not run any breakfast (e.g. basketball) or after school (e.g. tag rugby) clubs as following the guidance they are not essential -Wraparound care will take place	7/9/20
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	-The outdoor areas will be used on a rota basis -Larger space indoor is not used by more than one group except at lunchtime when a physical barrier separates the two groups	7/9/20
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes	-All records kept on school database	7/9/20

Other general measures

	The use of outdoor spaces has been maximised	Yes	-The school was actively working towards the LOtC mark (SIDP20-21 Priority 3) and pupils outdoor learning takes place regularly. This will continue.	7/9/20
	Unavoidable queues are managed	Yes	-Staggered drop off/pick ups/toilet times means queuing is avoided as much as possible -Movement around the school is kept to a minimum	7/9/20
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	-Pupils remain in their bubbles -Pupils avoid standing beside each other in the main building, corridor etc.	7/9/20
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	- Pupils will be told of this requirement. No shouting on the playground and staff will stop games that encourage this to happen. -No singing lessons in class	7/9/20



	<p>Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.</p>	Yes	<p>-Children will take reading books home and books being returned will be put in a 'returns' box in each class and left for 72 hours and then be cleaned. -Teachers must limit the amount of resources carried between home and school -Teachers will not take books home for marking at present. -Teachers will take laptops home when necessary and ensure it is thoroughly wiped before leaving and on arriving. -Teaching staff must adhere to hand washing requirements when handling pupils' books -Pupils should not share or swap resources and should not mark each other's books</p>	7/9/20
	<p>Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.</p>	Yes	<p>-Shared resources between class bubbles are avoided as far as practicable. Resources that are shared (e.g. PE equipment) will be <u>thoroughly</u> cleaned between groups or quarantined for 72 hours.</p>	7/9/20
	<p>If this is not possible, the resources will be quarantined for 72 hours between groups.</p>	Yes	<p>-Resources will be quarantined for 72 hours between groups.</p>	7/9/20
	<p>Large gatherings such as assemblies with more than one group is avoided.</p>	Yes	<p>-There will be no collective worship in the hall.</p>	Ongoing 7/9/20
	<p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> • 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. 	Yes	<p>-Pupils will remain in the same one room -Playtimes are staggered e.g. 10.15 cl.1/cl.3; 10.30 cl.2/cl.4 -One way circulation is in place with use of the fire exits in class 3 and 4 (Class 1 and 2 have their own exit) -The school has no stairs</p>	7/9/20



	<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> -Movement around school will be minimalised and for Ks1 and the EYFS children are supervised. -KS2 children will supervised/ escorted to the toilet as far as practicable -The main school corridor is not wide enough to have a central divider. -At least one of cl.2 bag/boot box to be re-located -The layout of the school outside with 2 mobile classes allows for a reasonable amount of movement without contact with other groups. -There will be no necessary movement of pupils in the main school building 	
	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	(secondary schools)	
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/a	The school does not have any children's lockers	
	Locker cleaning and disinfection arrangements are in place	N/a		

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	N/a	-The school hall is the only available large space. It is used for lunchtime sitting of class 1 & 2 and supports distancing. A screen separates the room into two parts	7/9/20
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Yes	-Furniture has been re-configured and the classroom layout modified so that all chairs are facing forward in classrooms 2/3/4	7/9/20
	Unnecessary furniture and objects are removed where possible	Yes	-Unused furniture has been removed or moved to the side to create space -Teachers have significantly reduce the amount of displays, models, folders, display	7/9/20



			books, trays etc. on surfaces in their classroom to support effective cleaning (confirmed in a learning walk with governors). - Teachers to ensure all surfaces continue to remain uncluttered to help cleaning. -All unnecessary furniture (e.g. spare tables/ drying racks etc) and objects such as toys, soft furnishings have been removed	
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Yes	- Class 2/3/4 have a designated area, marked by tape etc. to prevent children approaching the teaching staff	7/9/20
	Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Yes	-Class 3 have sole use of the cloakroom. - Class 4 will keep their bags under their desks. -Class 1/2 pupils will hang their coats outside their rooms. -Parents will be encouraged to provide small bags	7/9/20
	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Yes	-As much as practicable, less so in EYFS Where this is not possible, hand hygiene is important.	7/9/20
	Where close contact is needed this is conducted side by side rather than face to face	Yes	-In the classroom, teachers should avoid standing directly in front of a child at their height. -Staff know to stand slightly above and behind a pupil or side by side	7/9/20
	Pupils are not called to the front of the class	Yes	-In place	
	Staff going to a pupils desk to check on their work is avoided	Yes	- Children should be encouraged to remain sitting and the teaching staff should support them firstly from the front of the class or by standing behind and above them (not face-to-face).	
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Yes	-Pupils will have their own resources including stationery (pens, pencils etc.) which will remain in school	



	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Yes		7/9/20
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly		-Where resources do need to be shared (maths resources) this is restricted to within each class bubble. These should be cleaned regularly.	7/9/20
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.		-Parents have been informed to restrict and limit items being taken to and from school. Home/school items should be limited - children to bring only minimal things in from home (e.g. lunch box) to avoid cross-contamination and also clutter in the corridors preventing thorough cleaning -Parents have been reminded pupils can bring a bag in (small bags to be encouraged).	7/9/20
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Yes	-Children will take reading books home and books being returned will be put in a 'returns' box in each class and left for 72 hours and then cleaned. -Cl.2 & KS2 reading records will be collected once each week to be checked. Teachers <u>will not touch the reading record</u> but a stamper will be used. -Other resources sent home must be thoroughly cleaned or quarantined for 72 hours on their return -Cl.1 reading records will be kept in the class and observations will be uploaded onto Tapestry for parents	7/9/20
	How pupils enter and exit the classroom is managed to maintain distancing.	Yes	-In classroom 3 and 4 a one-way system has been established to access and egress the class (and so reduce gatherings of pupils at the main classroom exit). Class 3 enter through the mobile main entrance and exit through their fire exit.	7/9/20



			Class 4 enter through their fire exit and exit through the main entrance. This must be supervised to avoid children from each class meeting.	
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Yes	-Thorough cleaning regime will be established in the school hall	7/9/20

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	-The school will allocate each class a box of playground equipment to be used only by the assigned class bubble	7/9/20
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	As above. It is important that at the end of playtime each class bubble collects in their equipment	7/9/20
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes		7/9/20
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	The outdoor play trail has a class rota	7/9/20
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Yes		7/9/20
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Yes	-Hand washing must be performed before and after use of play equipment. Hand sanitiser station to be positioned by near gate and far gate.	7/9/20
	Bins are installed to encourage use of tissues and appropriate disposal	Yes		7/9/20
	Time is allocated for play equipment for each group/bubble	Yes	-Each class bubble will have an allocation of play equipment to be used by their group only. -A rotation is established for children's use of the play trail	7/9/20

	Equipment touch points are cleaned frequently and between each groups use.	Yes		7/9/20
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Outdoor play trail is timetabled so that each class has a week on the trail wk.1 cl.1; wk.2 cl.2; wk.3 cl.3; wk.4 cl.4, wk.5 cl.1 etc...	7/9/20

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		7/9/20
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Yes		7/9/20
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	Yes		7/9/20
	Where the music teacher needs to face the group they will maintain 3m distance.	Yes		7/9/20
Drama and performances	Performances with audiences do not take place	Yes	The school has cancelled all performances with audiences (Y6 leavers' assembly; year 6 play; sport's day etc)	7/9/20
	Activities that involve raised voices or shouting do not take place.	Yes		7/9/20
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Yes		7/9/20
	Outside drama is planned as a first consideration where possible	Yes		7/9/20



	In all cases the following will be applied: <ul style="list-style-type: none"> Increasing hand hygiene and surface cleaning Using back to back or side to side positioning Maintaining distancing 	Yes		7/9/20
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	The school will use outdoor spaces. If class 1 uses the hall for PE/dance children must be 2m distance with no-one directly facing another. The hall must be kept well ventilated.	7/9/20
	Prioritisation of low impact activities is given over high impact	Yes	-Co-operative games will be encouraged -Activities such as daily runs or skipping will be encouraged	7/9/20
	Contact sports will not take place	Yes		7/9/20
	Distance between participants is maximised.	Yes		7/9/20
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	-As children finish with a particular resource they return it to the bucket/container to be cleaned thoroughly or quarantined for 72 hours. -Teachers will limit sharing of equipment, for example pupils should be given their own tennis racquet, or basketball – pupils should also practise strict hand hygiene. -If any resources are shared (e.g. balls), pupils must wash their hands thoroughly before and after use.	7/9/20
	The use on non-personal kit is avoided.	Yes	-No school kit to be worn	7/9/20
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Yes		7/9/20
	Pupils are kept in consistent groups	Yes	-Pupils will be kept in consistent groups	7/9/20
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Yes	-Teaching staff using the equipment responsible for cleaning afterwards	7/9/20
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	n/a		



	<p>The following advice has been referred to as part of the risk assessment process:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Yes		7/9/20
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.	Yes	-The school currently is not having external coaches during the school day	7/9/20
	The use of changing rooms and showering facilities are avoided where possible.	N/a		
	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	-Children will be allowed to wear their PE kit on the days they are taking part in physical education: Cl.2 Thursday; Cl.3 Wednesday; Cl.4 Monday/Friday	7/9/20
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	Yes	-Staff to consider this in planning the activities	7/9/20
	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.		Awaiting guidance	
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	Yes	Any practical experiments the teacher demonstrates in front of the class and the children remain seated or completed outside	7/9/20
	Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the	Yes	As above	7/9/20



	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	As above	7/9/20
	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			

Educational visits

	No overnight educational visits are carried out	Yes	The school will not be leading a residential trip and will review this decision at a governance level ongoing	7/9/20
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	As appropriate. In particular, the school uses the parish council field beside the school.	7/9/20
	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: <ul style="list-style-type: none"> o Do they include measures relating to limiting contact between your group and other visitors? 	N/a	-The school will not be leading educational visits or school trips off site this autumn term. -Any trips after this date will be in light of changes to the Covid-19 situation. -All trips are planned using Evolve.	7/9/20



	<ul style="list-style-type: none"> o Do they support you to maintain distances within your group? o Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? o Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? o 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.	N/a		

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	-The school does not have a pupil attending more than one setting	
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Extra curricular provision

	Pupils will keep within their main bubble where possible.		-The guidance states only essential clubs are operating and so the school will not have extra-curricular clubs in the autumn term.	7/9/20
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • 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 	Yes	-Parents will be encouraged to limit the number of settings their child attends	7/9/20



	<ul style="list-style-type: none"> • 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 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. 			
	<p>As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided</p>	yes		7/9/20
	<p>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.</p>	yes		7/9/20



Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Yes	-Staff MUST ensure they are out on the playground at the start of the day to meet/supervise the pupils on the first day of term (one staff member near the lower exit, one by the main school exit)	7/9/20
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	The school has staggered the start and end times of the school day Start times •C11/3 8:40 drop off - Class 1 and older siblings use the top entrance nearest school Class 3 pupils drop off at far entrance (village hall) •C12/4 8:50 drop off - Class 2 and older siblings use the top entrance nearest school Class 4 pupils drop off at far entrance (village hall) Finish times •C11/3 3:00PM Pick up - Class 1 and older siblings use the top entrance nearest school Class 3 pupils pick up at far entrance (beyond the orange fence) •C1 2/4 3:10PM Pick up - Class 2 and older siblings use the top entrance nearest school Class 4 pupils pick up at far entrance (beyond the orange fence)	7/9/20
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	N/a		
	There are hand sanitiser stations outside for pupil and visitor use	Yes	-The school has positioned hand sanitiser by the top school gate and in the school entrance for visitor use. -Outside sinks have been installed by the top school entrance and outside the EYFS area for pupils	7/9/20



	<p>Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use</p>	Yes	<p>-Entrance is cleaned, with contact points wiped</p>	7/9/20
	<p>The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.</p>	Yes		7/9/20
	<p>The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you</p>	Yes	<p>-Office staff will be aware of deliveries. - Deliveries are left in the foyer. -The office window that opens to the foyer is kept closed or only open slightly close contact is eliminated - Companies are not expecting deliveries to be signed for currently</p>	7/9/20
<p>Parents and pupils – arriving and leaving the premises</p>	<p>All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.</p>	Yes	<p>-- Zoned off areas by both school gates exist, inside the school, beyond which parents must not enter (i.e. ensure parents only enter a certain distance onto the school grounds). At the lower school entrance, parents must NOT go further than the orange fencing. Parents informed of this. - Social distancing measures in both zones with markers/ cones spaced 2m apart show where queuing is required at school entry points</p>	7/9/20





			<p>-Parents are not allowed into the main building or classrooms. Any queries must be addressed through the main school entrance school office window. One parent at a time in the entrance.</p> <p>-Parents have been advised that only one parent should attend drop off/pick up. This is reinforced with verbal reminders when more than one parent picks up.</p> <p>-Signage for parents ('Exit', Arrows (to show direction) 'No Entry' etc.) make it clear to parents to enter in one entrance and leave by another one.</p>	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	<p>--2m markings indicate to parents where to stand when dropping off and picking up and arrows indicate to parents direction to move</p> <p>-Parents will be able to email the school office to pass on information.</p> <p>-If face-to-face conversations have to take place it will be outside, to one side of the drop off zone, and ensuring social distancing is observed at all times.</p> <p>-Children/parents/carers to leave promptly, avoiding larger groups of people gathering</p>	7/9/20
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes	<p>-Parents must inform the teaching staff about their child's health on arrival to school if they have any concerns or anxieties. <u>A key message to parents will be about their child's health and NOT to bring their child in if they feel unwell</u></p> <p>-All children on entry to school must wash their hands</p>	7/9/20
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash	Yes	<p>-Children arriving at the school must be met by staff and either escorted directly to the room entrance or lined up (or stand in</p>	7/9/20



	their hands and check in with them to ensure they do not have symptoms.		placed hoops) by the teaching staff at 1.5/ 2-metre distance from each other -Cl.4 pupils arriving at the far entrance can be told by waiting staff member to go directly to their entrance (fire exit door) and into to the room to wash their hands	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	No	- There is no door to the EYFS directly accessible to parents. -Parents of children in the Early Years enter via the top playground and follow the signage and 2m posts. Younger children are collected by staff and wait in spaced hoops until they are led into the class.	7/9/20
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	-The school has no suitable additional entrances -To avoid bottlenecks and gatherings of parents MUST avoid lengthy conversations with parents (on the top playground in particular this would cause grouping of adults/children). -All queries must be sorted through the school office (or with an email to the teacher).	7/9/20
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	Cl1/3 8:40 drop off Cl2/4 8:50 drop off Cl1/3 3:00PM Pick up Cl 2/4 3:10PM Pick up	7/9/20
	Floor marks have been added to assist with social distancing in outside areas.	Yes	Floor markings to be in place for September in the top entrance to assist with social distancing	7/9/20
	Staff and school champions supervise at peak times.	Yes		7/9/20
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	-Parents have drop off times and these are staggered	7/9/20
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	No	As above	7/9/20

	Parents have been advised that only one parent should attend.	Yes	This will be included in the parents' letter	7/9/20
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	N/a	-Class 1/2/3 have their own cloak room. Cl.4 will bring their bag and coats into the room (to avoid pupils gathering)	7/9/20
	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	As appropriate	7/9/20

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	N/a		
	Entrances are supervised to support hand sanitising on arrival.	Yes	-Children will wash their hands on arrival at school	7/9/20
General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	N/a		
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	-This would be done as required	7/9/20
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	No	-Only limited numbers of children use a bike and these are left in the staff carpark	7/9/20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	-Children/parents/carers to leave promptly, avoiding larger groups of people gathering	7/9/20
	Parents and staff have been advised that only the same household members should travel together by car	Yes	-Parents are advised to follow Government advice	7/9/20
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	-Walking to school is something the school promotes ordinarily. However approx. 40% pupils live out of the school's catchment.	7/9/20



	Pupils and parents have been advised that they should not walk together in large groups	Yes	-Parents asked not to arrive in larger groups	7/9/20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/a	-The school does not have any children arriving on school transport	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	N/a	Not Applicable	
	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	Not Applicable	
	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	Not Applicable	
	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	Not Applicable	
	Markings are provided where queuing is required for transport services on school premises	N/a	Not Applicable	
	Windows are opened during journeys where it is safe to do so	N/a	Not Applicable	
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	N/a	Not Applicable	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	N/a	Not Applicable	



Visitors

	The number of visitors has been minimised as much as possible		<p>-One parent only at a time in the entrance foyer (signage to remind parents)</p> <p>-Only in exceptional cases will visitors be in school during a school day. They must sign in by office staff and this MUST include any visitors contact details</p>	
	Visitor times are planned to separate visitors from other site users	Yes		
	Visits are by appointment only	Yes	<p>- The principle in line with the compliance code is to limit the number of visitors to the setting (except visitors required for the purposes of education or safeguarding)</p> <p>-All visitors to be by appointment only so that the school can inform them in advance of the infection control methods including: which areas they can visit; what to do if they cannot maintain distance from others; to leave the setting immediately if they develop symptoms</p> <p>-Parents are only allowed into the main building (or classrooms) by appointment. Any queries must be addressed through the main entrance school office window.</p>	7/9/20
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Expectations while they are on the site, which entrances and exits to use, <u>vehicle movement and parking</u> 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	<p>-The school has only a small carpark used by staff. There is very limited space for additional vehicles. The carpark gates are shut during the school day.</p> <p>-No unauthorised visitors will be allowed on site; unexpected visitors will be refused entry.</p> <p>-Only essential visitors will be allowed on site. School to arrange plumbers/electricians/contractors etc. to visit after school hours.</p> <p>-No parents beyond entrance lobby.</p> <p>-Staff to confirm with Headteacher, senior teacher or Business Manager if in doubt about</p>	7/9/20



			an unplanned visit (though this would have to be done at a distance of 2m and outside)	
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes	- All visitors must wash their hands on entry to the site	7/9/20
	Visitors confirm that they do not have symptoms no matter how mild.	Yes	-Any visitor told to leave the site immediately if they develop symptoms, no matter however mild	7/9/20
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	Visitors sign in with their own pens	7/9/20
	The reception is operating on a one in and one out basis for essential visitors	Yes	As stated	7/9/20
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Yes	-Visitors stand in the foyer and a glass partition separates them for the office staff. A line in the foyer/entrance will inform parents where to stand to help ensure distance of up 2m -The school office itself is small and does not allow for 2m distance between the Headteacher and the Business Manager. The Business manager works from home PMs when she can. The Headteacher works in a staffroom when he is able	7/9/20
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Norse food delivery will use the backdoor that leads directly to the servery	7/9/20
	Visitor records are maintained for contact tracing requirements	Yes	Business Manager is aware of this	7/9/20
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes	As stated	7/9/20
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	As stated	7/9/20



Parents and carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Yes	-Parents must make an appointment to attend the setting	7/9/20
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Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes	-Teachers to plan any whole class movements carefully	7/9/20
	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes	As stated	7/9/20
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes	As stated	7/9/20
	One way circulation has been introduced where possible	Yes	-At the top entrance, parents enter through the gate and leave the via carpark -In class 3 and class 4 a one way circulation is in place	7/9/20
	Central dividers have been installed where necessary to avoid group mixing.	Yes	-A central divider is placed in the school hall to separate cl.1 and cl.2 at lunchtimes	7/9/20
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/a	Not Applicable	
	Posters have been used to encourage this where required	N/a	Not Applicable	
	Hand sanitiser is provided for use before and after touching lift controls.	N/a	Not Applicable	

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	-As stated above. To avoid group mixing and queues KS2 children will eat lunch in their rooms. -Hot school dinners in KS2 will be in a takeaway box that the MSAs collect	7/9/20
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Cl.3 & cl.4 will have their lunch in their rooms	7/9/20
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	-As above. Cl.3 and Cl.4 will store their packed lunch in their classroom.	7/9/20



The use of pre-ordering and trolley services have been considered.	Yes	-The school always pre-orders it dinners from Hethersett School kitchen	7/9/20
Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/a		
Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Yes	-In the school hall, class 1 will enter first (at 11.50AM) and be seated at the far end nearest the servery. Class 2 will enter the school hall once cl.1 are all seated (at approx.12PM). -To further avoid compromising groups, class 2 children will have to leave the lunch hall as one group at approx.12.30 and go the near playground	7/9/20
Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	Seating will be arranged to maximise social distancing within the space	7/9/20
Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Yes	-The plans described above avoid different class bubbles from mixing.	7/9/20
One ways systems are used.	Yes	-A 2m wide pathway will be marked from the servery to the hall door	7/9/20
Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Yes		7/9/20
Staff room area use is staggered to support distancing	Yes	The soft furnishings have been removed from the staff room.	7/9/20
Additional space has been provided to use as staff rooms.	Yes	The library will have limited space and staff can use this room	7/9/20
Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Yes		7/9/20
Touch points are wiped down between different groups.	Yes		7/9/20
Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Yes	As above	7/9/20
equipment use is supervised to ensure that pupils do not gather.	Yes	As above	7/9/20
Pupils and staff have identified suitable play activities for break times	Yes		7/9/20



	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	7/9/20
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes	7/9/20
	Additional staff supervision is employed to ensure social distancing takes place	Yes	-The school has employed its MSAs for additional hours at lunchtimes to help ensure class bubbles do not mix: -JoL Mon-Fri (confirmed Mon/Wed in addition) based in cl.1 -SJ Mon-Fri (confirmed Friday in addition) based in cl.2 -EW Mon-Fri (confirmed Tues in addition) based in cl.3 -CM Mon-Fri based in cl.4
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	-The school uses Norse Commercial Services
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	7/9/20
	The way in which essential food deliveries are received are managed	Yes	-Dinners will be delivered directly to the servery from the back door
	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	-A screen is being fitted to the serving hatch -Floor tape will demarcate a 2m wide pathway leading to the servery
	Additional meal collection points have been put in place to reduce queuing where necessary	No	
	Alternative payment methods are being used to eliminate cash handling		
	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	-As appropriate. No fans have been used in the school office. -Office window opened each day.	7/9/20
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes	- As appropriate. To date this year, no fans have been used in classrooms	7/9/20
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes	-The door to the main school building (leading onto the playground, not the outside) is left open allowing ventilation (with no entry sign facing parents). -Windows are opened in classrooms as much as possible, but weather dependent	7/9/20
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	NO		
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	N/a	Only the MF room has a unit and this will remain switched off	
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/a		

Toilets and handwashing facilities

	Usage times are staggered where possible.	Yes	- We recognise that children may need to go outside these times. Times for different groups of pupils to use the toilet -Cl.1 ongoing -Cl.2 10.20 AM (playtime is 10.30) -Cl.3 10 AM (playtime is 10.15) -Cl.4 10.45 AM (playtime is 10.30) Lunchtime -Cl.1 ongoing -Cl.2 12PM (then into the hall for lunch) -Cl.3 11.45AM -Cl.4 1.15PM	7/9/20
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			<p>-Children to use toilets no more than three at a time -Only pupils from the same bubble to use the toilet at one time</p>	
	Distancing for queuing has been introduced e.g. through floor markings	Yes	Floor markings to be placed outside the toilets	7/9/20
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	<p>-Staff to remind children they can only use the toilets with someone in their bubble -Pupils reminded to flush the toilet after use</p>	7/9/20
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Yes	Paper towels are used	7/9/20
	Consideration has been given to replacing traditional taps with easy operating lever taps.	No	-New taps are push buttons	7/9/20

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	<p>Online meetings will take place as required</p> <p>-Staff meeting each Thursday via TEAMS</p> <p>-TAs meetings</p>	7/9/20
	<p>Meetings only take place in person where:</p> <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Yes	<p>-Only essential meetings will take place (e.g. safeguarding/ child protection) in the setting</p> <p>--Parents and teachers will have telephone conversations as needed</p>	7/9/20
	<p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • 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 	Yes	<p>-Any meeting that does need to take place in person will ensure 2m distance is maintained and that furniture has been arranged to encourage distancing</p> <p>-All participants practice good hand hygiene</p> <p>-The meeting will be held outdoors weather permitted or the room will be well ventilated</p>	7/9/20



	<ul style="list-style-type: none"> • 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.	Yes	-The current staffroom is not feasible to accommodate staff sitting and ensure social distancing so the front part of the library will be used. -Seating in the library will be available for staff for a small, limited number of staff at one time to eat their lunch. -Staff to ensure the library is well ventilated -Staff to bring something to sit on or staff can wipe down the leather upholstery and to clean touch points on leaving	7/9/20
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Breaktime is staggered	7/9/20
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes		7/9/20
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		7/9/20



Parents evenings	Meetings are undertaken by telephone or internet.	Yes	--Parents and teachers will have telephone conversations as needed	7/9/20
Essential course delivery	Courses are delivered on line and all "in person" training is suspended for both employees and external participants	Yes	As required	7/9/20
	Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	Yes	As required	7/9/20
	Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.	Yes	As required	7/9/20
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Yes	As required	7/9/20
	Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.	Yes	As required	7/9/20
	Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.	N/a		
	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	As required	7/9/20
	Delegates will spread out in both outside and inside spaces.	Yes	As required	7/9/20
Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Yes	As required	7/9/20	



	Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.	Yes	As required	7/9/20
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Yes	As required	7/9/20
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Yes	As required	7/9/20

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	As required	7/9/20
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	-Staff to use a red bucket in the toilets and a blue bucket/blue jay cloth for staff room etc. -Staff to wear a disposable apron -When it the staff member's day to clean they should have a disposable bin bag with them to throw the apron etc. away after finishing. -Teachers/TAs complete cleaning in their rooms ongoing -Staff member cleaning will wear their own colour coded rubber gloves – red gloves/toilets and blue gloves for communal areas touch points/floor (i.e. use separate gloves for the toilets)	7/9/20
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Yes	As required	7/9/20
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes	- NORSE and has a check list of all cleaning that needs to be done/ areas to be covered with appropriate cleaning materials in the current covid-19 crisis.	7/9/20



			<p>-Covid-19 Compliance code states ‘<i>staff who carry out general cleaning roles...are not at any increased risk while they are undertaking their general duties...</i>’</p> <p>-Staff on a rota to clean and protocol in place for main school building cleaning (see above). Time is planned-in to ensure cleaning tasks are completed effectively. TAs carry out cleaning duties in their class bubble including:</p> <ul style="list-style-type: none"> •wipe door handles •sinks and taps •light switches •surfaces •floors •check the availability of soap (and in every toilet when cleaning the main building) •separate paper towels as required •ensure a good supply of tissues •ensure class has a disinfectant spray •bins for tissues/ paper towels are emptied as required and at the end of the day <p>-Ensure different cleaning cloths etc. are used for the toilets, classrooms and office areas</p>	
	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	As required	7/9/20
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	Yes	Ongoing cleaning takes place throughout the day	7/9/20
	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	-Each class base to have gloves/ blue jay cloth and a disinfectant spray (e.g. in case a pupil coughs or sneezes on a piece of equipment)	7/9/20



	Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	Yes	Staff will follow the instructions for cleaning products and disinfectants to ensure it is effective.	7/9/20
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Yes	Equipment should be cleaned and disinfected frequently and meticulously or left 72hours	7/9/20
	Disinfectant wipes are more generally available for staff to use where they wish to.	Yes	As required	7/9/20
	All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches).	Yes		7/9/20
	More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Yes		7/9/20
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	As far as possible, shared equipment across class bubbles will be cleaned / disinfected immediately after use (otherwise stored and is the responsibility of the teacher)	7/9/20
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	As required	7/9/20
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes	Teachers must disinfect the surfaces they are using before and after handling pupil's books	7/9/20
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	As required	7/9/20
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes		7/9/20
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes		7/9/20
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by	N/a	The school does not have water coolers The drinking fountain has been turned off	7/9/20



	a staff member between filling receptacles in order reduce the risk of cross contamination between filling.			
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	The business manager organises the storage	7/9/20
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Yes	Items that are difficult to clean have been removed	7/9/20
	Toys that are put into children's mouths are cleaned between use	Yes	- Toys that are put into children's mouths are discouraged -The Covid-19 compliance code states children are able to bring toys and other resources in from home but these should be minimised and not be shared with group... - Year R children can bring a favourite comforter/ soft toy but the above guidance must be followed (i.e. it must not be shared). -Pupils cl.2 to cl.4 discouraged to bring in soft (or hard) toys from home.	7/9/20
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes	-Soft toys removed from class	7/9/20
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Yes	As stated	7/9/20
Resources	Children are allocated their own resources e.g. pencils where possible .	Yes	As stated	7/9/20
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	N/a		



Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	Books and other resources returning from home are subject to 72 hour quarantine and should be stored safely.	7/9/20
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes	As stated	7/9/20
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Yes	As stated	7/9/20
	Books and posters checked for visible soiling and disposed of where necessary	Yes	As stated	7/9/20
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Yes	As stated	7/9/20
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	As stated	7/9/20
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	As previously stated above.	7/9/20
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes	As stated	7/9/20
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	As previously stated above.	7/9/20
	Bins and tissues are provided in the same place.	Yes	As stated	7/9/20
	Waste bags for tissues are double bagged for disposal.	Yes	As previously stated above.	7/9/20

Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	-New hand washing troughs in classrooms have significantly increased the capacity of handwashing facilities. Two new hand washing troughs now also exist outside the main building and class 1.	Already in place 7/9/20
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet,	Yes	-All children wash their hands on arrival to school, before and after breaks, after going to the toilet, after sneezing and in their class base	Ongoing 7/9/20



before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.		prior to eating. Each class has new handwashing troughs to facilitate this. Visual cues/signage will be remind children to wash their hands	
The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes	As stated	7/9/20
Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Yes	- Hand gel/sanitiser in entrance lobby and by main school entrances	
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.	N/a		
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	N/a		
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.	Yes	As stated	7/9/20
Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Yes	As stated The COVID-19 guidance advises that staff avoid wearing rings	7/9/20
Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes	-Handwashing instructions will be above sinks -Teaching staff will continually remind children	7/9/20
Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	As stated	7/9/20
Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	Yes	As stated	7/9/20



	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes	As stated	7/9/20
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	As stated	7/9/20
	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	As stated	7/9/20
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	As stated Posters remind children to keep their hands below their shoulders (not to touch their face).	7/9/20
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing).	Yes	As stated above	7/9/20

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Yes	As required	7/9/20
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	As required	7/9/20
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.		As required Business manager works from home PM whenever possible	7/9/20
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	As stated	7/9/20
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	As stated	7/9/20



Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	-Pupils know to speak to the school's teaching staff acting as trusted adults -Teaching and learning has taken place for all pupils and we will continue to repeat and update messages	7/9/20
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	As stated – staff to be vigilant in order to respond if a pupil develops symptoms	7/9/20
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes	Staff to be aware of observable changes from a pupil being their usual self (increased tiredness; loss of appetite; sweating; behaviours that challenge; becoming withdrawn...)	7/9/20
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Yes	- A template letter is used to parents of children in a class bubble where a child is undergoing testing -When a child (<i>or staff member</i>) develops symptoms compatible with coronavirus, they are sent home and advised to self-isolate for 7 days. Their fellow <i>household</i> members should self-isolate for 14 days. -All children (and staff) will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. -Where the child (or staff member) tests negative, they can return to the school and the fellow household members can end their self-isolation. -Where the child (or staff member) tests <u>positive</u> , the rest of their class bubble/ group will be sent home and advised to self-isolate for 14 days. -To access testing parents will be able to use the 111 online coronavirus service. The school	7/9/20



			is registered for the Norfolk Covid Testing 01603 647900 booking ref S0221 -Testing should be in the first three days of the onset of COVID-19 symptoms -When a child is sent home and does not get tested they must remain at home until they recover and for a minimum period of 7 days	
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	As required	7/9/20
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	Individual risk assessments will be agreed where necessary	Ongoing
	Support plans include: <ul style="list-style-type: none"> • 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. 	Yes		7/9/20
	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	Health and Safety training and messages will be updated during the September INSET days	7/9/20
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	ELSA intervention available in addition to support within the class bubble	7/9/20
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	As required	7/9/20



	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		Ongoing
	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	-Wellbeing and mental health will be prioritised by teachers within our curriculum through PSHE activities and creative tasks especially on reopening in the weeks of September -Reading material will be carefully selected to enable children to learn about and discuss feelings	7/9/20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	-Staff are a close team and support each other -Staff will be signposted to helplines and other support provided via One Norfolk -Children are supported in class by at least 2 adults	Ongoing
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes		Ongoing
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	-Behaviour Policy updated to include COVID-19 measures	Ongoing

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	-Updates on the school website -Weekly Newsletter	Ongoing
	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.	NO	The school uses its own letters to inform parents of arrangements and requirements	Ongoing

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	As required. Further signage to be added (7/9/20)	Ongoing
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes		ongoing
	Site changes such as entrances and exits will be identified where required	Yes		ongoing
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		ongoing
	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	-Currently we have no children with EHCPs	ongoing
	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		ongoing
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	-Displayed in the staffroom	7/9/20

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 have been involved in the school's response to the COVID-19 outbreak and the arrangements that have been put in place. This has been done in part through TEAMS meetings held with teachers and TAs -Further training and message giving will take place during the September INSET days	7/9/20
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	-The risk assessment has been shared and all staff email to confirm they have read it and to	7/9/20



			comment on any uncertainty or questions they may have	
	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 receiving instructions throughout the period of partial opening of schools and will receive further training and instructions during the September INSET days	7/9/20
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes	-Staff to be told that clothes do not need washing necessarily following a day in school	7/9/20
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		Ongoing
	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 been meeting online weekly throughout the period of partial opening of schools and will be given the opportunity to discuss and resolve any concerns during the September INSET days	7/9/20
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes		ongoing
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes		ongoing
	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	-Induction will be carried out by the head teacher	ongoing

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	-Behaviour policy updated in June 2020	Ongoing
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	-As outlined in the above policy	Ongoing

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	No	Our pupils are too young to take on such roles and we don't want to compromise class bubbles	
	Pupils and staff have contributed towards how these new roles will support the schools aims	N/a		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	N/a		
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes		Ongoing

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> 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. 	Yes	As appropriate	Ongoing
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	<ul style="list-style-type: none"> encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 			
	<p>The following resources are used where appropriate:</p> <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Yes	-As appropriate	Ongoing
	<p>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.</p>	Yes	-As appropriate	Ongoing

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		ongoing
	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,	tbc	The Privacy Policy will be updated at the start of the autumn term and full opening of schools	7/9/20
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Yes		1 st Sept
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	-If a child presents with Covid-19 symptoms (a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia)) the child should: -Immediately be isolated in the entrance lobby (with the outside door locked)	ongoing



	Where possible there is separate use of toilet and handwashing facilities nearby.	NO	A separate handwashing facility or toilet is available	
	The room has been emptied of unnecessary items.		-The entrance lobby has been emptied of unnecessary items (e.g. display cabinet, cupboard).	
	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	- The pupil will wait in the entrance lobby as soon as possible. -Where it is possible the door will be closed and window opened for ventilation. -Parents to be contacted straight away. -If the child developing symptoms has a sibling in the school then they too must go home.	7/9/20
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes		Ongoing
	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	-A face shield should be worn by the supervising adult if a distance of 2 metres cannot be maintained. -If the pupil needs direct personal care staff in contact with the pupil must wear PPE (whilst clearly trying to reassure the pupil from a distance). If contact is necessary, disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn. -Very limited contact should be had with the child. -If a risk assessment determines that there is a risk of splashing to the	Ongoing



			eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn	
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes	-Parents are advised to ring 111 to get the child tested. -Staff must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. -Staff know in an emergency to ring 999 if the child is seriously ill or injured or their life is at risk. - If there is a need to close the school at short notice this can be done on the Norfolk Schools site. Parents can be informed via email, on the school website and through a Friends Facebook page.	Ongoing
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	-Any paper towel waste etc. from the child's class should be put in a plastic rubbish bag then the plastic bag should be placed in a second bin bag and tied (and this should be kept for 72 hours).	7/9/20
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Yes		Ongoing
	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.	Yes		Ongoing
	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		Ongoing



	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes		Ongoing
	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		Ongoing
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes		ongoing
	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.	tcb	Not received at this time	
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Yes		ongoing
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes		ongoing
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		ongoing
	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		ongoing
	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		ongoing
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes		ongoing
	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 school registered in May	ongoing
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes		ongoing



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		ongoing
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes		ongoing
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes		ongoing
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes		ongoing
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes		ongoing
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	The school would provide the same approach to learning in the event of a local outbreak as during the June partial reopening	ongoing

Returning after isolation (pupils and staff)

Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> 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 	Yes	<p>-We have no alternative space for the photocopier. Staff will avoid queueing by it.</p> <p>-The school office is shared by the headteacher and business manager. The business manager faces one way and the headteacher faces at right angles and moves his chair to increase the distance between them.</p> <p>-The business manager works at home in the afternoons as far as possible.</p>	Ongoing
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	<ul style="list-style-type: none"> • Shared equipment has been moved to reduce group mixing such as printer location 		-Desks are kept tidy to support cleaning.	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> • additional work spaces are be 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 	Yes	The headteacher works in other free spaces	Ongoing

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Yes		Thursday 10/9/20
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	Muster points have been changed since 1 June and will be reviewed again prior to 10/9/20	7/9/20
	Fire drills that are carried out encourage social distancing.	Yes		ongoing
	Staff and pupils understand that in an emergency they must leave without delay	Yes	-Refer to fire drill protocol displayed in each class	ongoing
	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	As above	ongoing
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	yes	-Children with medical needs have updated care plans in place for September	July 2020
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can:	Yes		ongoing



	<ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 			
	<p>Normal first aid cover identified in the First Aid Risk Assessment is provided.</p>	Yes	<p>-The Business Manager Mrs Sharp, is nominated to check and maintain the first aid kit contents. -First aid boxes are located in the school office, and every bubble has quick access to one.</p>	Ongoing
	<p>Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.</p>	Yes	<p>-Most staff (including MSAs and Business Manager) recently completed First aid training 6/3/20. -All staff were sent a link to St John Ambulance Paediatric first aid 17/4/20. It gave advice for children and babies including choking, croup, drowning, head injuries, hypothermia, how to do a primary survey, CPR and the recovery position.</p>	Ongoing
	<p>To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate</p>	Yes	<p>-For minor injuries (e.g. a bumped head requiring wet paper towel applied to area; anti-septic wipe for a graze; minor nosebleed; to be administered by teachers/TAs responsible for that child's bubble). The child should do as much themselves as possible e.g. wipe the wound, pinch their nose, apply the wet paper towel themselves. The child should be sat, and the adult should remain above and slightly behind. Staff to wear gloves (and can wear a mask as they feel appropriate e.g. if the child is upset/crying although wearing a face covering or face</p>	Ongoing



			mask in schools is not recommended) if dealing with a young pupil who may need support.	
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	This will be kept centrally by the office staff and issued as requested	Ongoing

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	PPE guidance will be followed	Ongoing
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	Yes	-children under 11 years of age do not have to wear face masks on public transport	Ongoing
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> • 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	Information will go out to parents as part of our return to school information	Ongoing

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	-The Head Teacher will undertake monthly reviews with the H&S Governor	ongoing
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	-as above	ongoing

Any other actions that are not listed above

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Assessor's Name: Rob Jones	Manager's Name: Rob Jones
Position: Headteacher	Position: Headteacher
Signature:	Signature: