**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.

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

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

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

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

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

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

|  |  |
| --- | --- |
| **Date of change** | **Section, Page and Change** |
| 12-05-2020 | Whole revised document please read. |
| 18-05-2020 to  01-07-2020 | Various minor amendments to reflect government changes |
| 13-07-2020 | Updated for September Term |
| 17-07-2020 | Clarification amendments following feedback |
| 24-07-2020 | Reference to swimming pools risk assessment |
| 07-08-2020 | Minor updates to wording |
| 21-08-2020 | COVID-19 Secure contractor arrangements  updated Music and Drama  New links to CLEAPSS guidance  Supervised toothbrushing programmes  New information for spaces without direct outside air |
| 27-09-1010 | Contactors are aware of schools expectations in advance of making a site visit  Peripatetic teachers and invigilators added to staffing arrangements  Additional information for where resources are taken home.  Reference to updated COVID-19 Cleaning and Disinfection supplementary checklist  Updated Music, dance and drama  Updated Physical Activity  Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed  Updated Public and School transport.  Visitor section updated to including familiarisation and parents evenings  Hand hygiene update to confirm that where hand washing is carried out, running water must be used.  Parent communications updated regarding external wraparound care and extra curricular providers where necessary.  First aid section updated. |
| 20/10/20 | Updated completion guidance  Separated out management planning information into a new checklist  Changed wording from local lockdown to new alert level terminology  Updated shielding for pupils information to reflect new alert level advice.  Updated information on temporary staffing  Updated information on performing arts |
| 24/02/21 | Changes to reflect updated government guidance on full reopening of education settings including the use of face coverings, educational visits, live performances, wrap around care and testing. Changes are highlighted in grey |
| 07/04/2021 | Update to reflect changes in government guidance relating to wraparound care, educational visits and sporting competitions. Changes highlighted in grey. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Setting/Premises:** | North Wootton Academy | | |
| **Location:** |  | | |
| **Assessment Date:** | 20/4/21 | **Last Review Date:5/3/21** |  |
| **Assessment completed by:** | James Grimsby | | |

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

# 

# Management Arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Control measures | Yes/no/ not applicable | How? Notes and further information | Date required and completed |
| General management planning | Management planning has been undertaken following the management planning checklist and compliance code | yes | SMT and teaching staff discussed at staff meeting and SMT.  Initial draft reviewed in SMT | Apr 14th |
| Opening after reduced occupancy | The [Premises Management Risk Assessment](https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/health-safety-and-wellbeing/covid19-educational-settings-risk-assessment-premises-management.docx) has been completed where applicable. | NA |  |  |

## Staffing arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staffing levels | Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches work is arranged where possible so that:   * The number of such staff are kept as low and consistent as possible * They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) * They have minimal contact with, and maintain 2m distance from, permanent staff | Yes |  | Sept 4th |
| Teaching staff breaks are organised in a way that avoids staff covering for a different group | Yes | This is achieved as much as possible; there is some mixing but this is mainly outside with a bubble member present at all and first aid given by those in PPE.  Inside wet play will need additional support from office/principal in Elder and Willow but these adults will remain in the door ways only.  3 staffroom locations are currently being used as there needs to be a move towards extending the teacher’s lunches which will create greater overlap. | Sep 7th  21st Sep |
| Consistent working arrangements are applied to ITT trainees. | Yes | ITT student has been asked to attend inset and is known to the school. | Sep 4th |
| Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible. | Yes | At present, cover will be provided across a maximum of 3 classes (perferabley within a phase).   * Mrs Turner will work in Maple and Cedar; Mrs Morley in Elder and Juniper and Mrs Ames in Cedar and Fir to enable PPA release.   Mrs Emmanual will be working across bubbles but only in paired work at a 2m distance for PP intervention and PE which will mainly occur outside or with a 48 hour gap/Lateral Flow Test in between. Visors (and as much as possible masks or screens) will be used in both circumstances. | Sep 7th |
| Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures | Yes | * Cover Staff are maintaining 2 m distance at all time with no direct interaction with the pupils over than books after lessons with a rule of four books before a sanitize or gloves.-   Any intervention/support work will be completed a work station with perspex barriers with children from different bubbles not attending the same sessions and tables wiped down in between. | Sep 7th |
| Where volunteers are used the same staff principles are applied. | Yes | Volunteers will not be used at this point. | Sep 4th |
| Premises and cleaning staff | The principles of distancing and hygiene are in place for normal premises management activities. | Yes |  | Sep 4th |
| Activities are scheduled to avoid times where pupils and staff are using the same areas. | Yes | Lunch cleans take place whilst pupils at break or they leave the class. With evening cleaning, staff are wearing masks or teachers will leave the room | Sep 4th |
| Staff who carry out cleaning and disinfection have the appropriate equipment required for the task in line with the relevant guidance/compliance code. | Yes |  | Sep 4th |

# Minimise contact maintain social distance and activity risk reduction

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Developing groups | Main groups (staff and pupils) have been developed that are the smallest practicable, consideration has been given to the following where possible:   * Groups are kept static * Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. * Contact within groups is minimised through measures outlined in this assessment. * Pupils will stay in their class/group throughout the day, or on subsequent days | Yes | -32 pupils plus Staff will be the norm in most areas; only EYFS will be extend to 42+ Staff but with restrictions in place to minimise contact.  -The pupils will remain grouped at all times however, it is acknowledged that some interaction will be needed with staff within each phase for cover and intervention as outlined above  -Therefore, staff will be seen more in phase bubbles this will be key for other areas as well such as planning meetings, training and staff lunches.  -As Year 5/6 enter the summer term and need to complete aspects of the Relationships and Sex Education and transition, there will be some additional grouping of 5s in one hall and 6s in another; a 3 metre gap or physical divisions will be used to ensure that their time within this well-ventilated space remains compliant with social distancing. | Sep 4th  Apr 16th |
| Any extended groups created remain as small and consistent as possible | Yes |  |  |
| Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:   * some secondary curriculum practical activities * some music activities * With very young children * Because of health conditions or understanding of the children | YEs | -Within extended care, pupils will be kept separate by being sat at a class table in a large, well-ventilated hall and given activities such as games and colouring. A 2m+ gap will be kept between each ‘bubble’ table and staff will be asked to wear visors and face coverings and keep a 2m distance at all times. Whenever possible the same table and chairs will be left in place for each child but also cleaned after breakfast club and before after school use.  -Pupils can only attend if they are on the register which is printed at 3:00pm the previous day as we have to plan seating to ensure there is sufficient separation. Any bookings made after this time will not be able to attend if there is insufficient space at ‘their’ table.  -Access to Breakfast club - will involve parents queuing at 2m distance at the normal gate and the principal overseeing drop off at the Reception area (with parents using a one way system leaving through the office gate). This drop off will only be able to take place between 7:45 and 8:00.  Pupils will then enter the hall via the school corridors supervised by staff. A temperature check will be completed upon entry.  In regard to pick-up from after-school care, parents will have to phone the school from the TESCO gates and their child will be brought out to them.  This information will be communicated to parents on March 1st once the principal has completed training with them.  The only extra-curricular teaching that will currently take place is music tuition which will have an alternative risk assessment covering the key points:  - Pupils will be taken in bubble with a maximum of 3 per session. A 3 m gap will be maintained between them in a highly ventilated room.  - The music teacher will wear a face covering and visor and clean between groups.  - All pupils will have their own individual instruments and additional measures will be put in place for different instruments.  Outside sports clubs will potential take place in the final half term.  -These will need to involve the mixing of some bubbles limited as much as possible to class bubbles; however, this is dependent upon numbers.  -Pupils will be required to hand sanatize before, during and after each session. | Mar 8th  Feb 26th  16th Apr |
| Staffing within groups | Staff are paired consistently for two person activities e.g. supervision, teaching, personal care. | Yes | -All activities will take place within set bubbles’ staff | Sep 7th |
| Staff are consistently to each class group, and where possible for the same day and subsequent days. | Yes | -As discussed  -Subject Teacher release may be possible by the school’s HLTA in which case several days will be given with a week to ensure that this mixing is minimised. | Sep 7th |
| Contact records | Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance. | Yes | -The Admin Officer/Support Officer will keep records of all contact for the previous 14 days in line with case management guidance | Sep 4th |

## Other general measures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The use of outdoor spaces has been maximised | Yes | -Yes and additional spaces have been created inside the school for activities such as interventions.  -Much of the outside use will depend upon the weather and therefore a wet weather plan will be needed within the staff guidance.  -Within the summer term, outside eating and assemblies will be more formally planned in preparation for the return to normal school life. | Sep 1st  Apr 10th |
| Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely | Yes | -Queuing will only occur in class bubbles with teacher using set procedures, these are generally outside and a 2m distancing will try to be maintained with all but Reception; pupils will need to exit and enter classes in a set order decided by the teacher.  -Handwashing will be completed outside as much as possible to ensure there is sufficient space for the queue.  -Queuing at the start of the day will be organised using 2m markers with all of the school entrances and exits maximised. Videos will be created and sent to parents to ensure that all are clear on the procedures.  -Pupils will still be staggered in to ensure that there is a lack of mixing within the school lines. | Sep 4th  Sep 21st |
| Gatherings involving more than one group is avoided e.g. assemblies | Yes | All assemblies will be via TEAMS for the first two terms but the school will be looking to hold outside key stage assemblies within the summer term. | Apr 14th |
| Activities involving invited audiences do not take place | Yes |  | 4th Sep |
| An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible. | Yes | See throughout | 4th Sep |
| A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided. | Yes | All classes beyond Year 1 have external washing stations; limits have been placed upon the use of toilets | Sep 4th |
| Activities that encourage or cause people to raise their voices unduly will not take place. Pupils are advised of these requirements while on the premises. | Yes | There should be no raised voices within the class; singing will be used in reception class and some quiet singing will be used in the classes in the summer term | Apr 14th |
| The number of books and other resources taken home by pupils and staff is limited as far as is possible. | Yes | Staff will not directly handle books in the day but will mark these after school and be allowed to take these home so long as any marking area is sanitised and hand sanatising/gloves are used throughout.  -English and Maths will be directly marked  - Reading will involve verbal feedback relating to answers  - Other subjects will collected in and marked after 72 hours. | Jan 4th |
| Where resources are taken home hand hygiene, quarantining and cleaning measures are in place | Yes | See above | Jan 4th |
| Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis. | Yes | All classes from 1-6 have been provided with their own pencil case or pencil pot.  EYFS have shared table resources and this will be used in a limited way within primary classes in the summer term where this is key to the educational outcomes | Sep 7th  Apr 14th |
| Movement around the school is kept to a minimum as follows:   * Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this. * Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks)   Where large numbers of pupils need to move around the setting the following have been implemented where possible:   * Staggered times for using stairs and corridors * Utilisation of alternative external routes * One-way systems introduced * Supervision of movements around settings * Central dividers placed in the middle of wide corridors to keep groups apart * The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other | Yes | Pupils remain in their classroom for all but the toilet, break, PE and in the summer term, IT.  All movement is external and scheduled with intervals | Sep 4th |
|  | Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact. | Yes | -Any equipment used will have to be spread out onto the field without coaches touching  -Pupils will have to line up and collect individually  -Pupils will need to keep the same equipment for the whole session before placing back in the back.  -Used equipment will be left in the main hall to quarantine for a week between use.  -In some cases such as with yoga mats multiple sets have been purchased to enable further separation of use. | Sep 7th |
| Larger spaces are not used by more than one group without partitioning in order to create physical separation. | Yes | -No Assemblies, lunch or joint PE  -Staff will also be kept segregated with INSET (and possibly morning briefing/staff meetings) held in phases over TEAMS.  -Pupil elections and committees may also have to take place in this manner or outside  - As noted, Year 5 & 6 will begin to share the halls for RSE lessons but with physical separation in place. | Sep 1st |
| 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 | NA |  |  |
| Posters have been used to encourage this where required | NA |  |  |
| Hand sanitiser is provided for use before and after touching lift controls. | NA |  |  |
| Lockers | Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used. | Yes | Lockers and pegs will be used from the Summer term where access will involve no mixing of bubbles and croowding can be prevented | Apr 14th |
| Bags and coats | Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered. | Yes | Teaching staff will monitor to ensure that there is no crowding | Apr 14th |
|  | Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering | Yes | All class-based | Apr 14th |

## Measures within the classroom

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to * Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks * Seats are forward facing * The position of the teachers space/desk is considered as part of the configuration to support distancing from the class | Yes  and  No | All furniture was removed in Summer 2020  Whilst the community infection rates are low and the weather is allowing higher levels of ventilation, the classes will begin to reorganise the tables into groups. It is felt that the negative impact that fixed rows is having upon the education and social development of the pupils outweighs the possible risk benefit of having pupils sat in tightly packed rows. The children will be kept in these tables groups throughout the day with some groups brought onto the carpet in Reception –KS1 classes for some group work and introductions.  As much as possible a 2m teaching zone has been created for each teacher. | Apr 14 |
| * Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other’s belongings e.g. use of lockers, bag hooks | Yes | See locker section |  |
| * The teaching approach is modified where possible in order to: * Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk * Where close contact is needed, staff interact side to side with pupils and not face to face * Staff do not require pupils to share or swap resources, including no marking each others books * Picking-up and dropping-off resources is managed in a way that prevents passing them hand-to-hand | Yes and No | Teachers will continue to ‘teach from the front’  Small group work will take place out of the class at workstations with a Perspex divider  For those with roles that require close or one-to-one work, staff will wear face-coverings and visors if desired – this will be used throughout the EYFS - and try to ensure they are never within 1m for more than 1 minute.  - Partner peer marking is allowed where the education advantage of doing so outweighs the risk; this will only occur with pupils who sit as pairs.  - Resources will be highly limited and delivered to each table by the teaching staff.  Any provided will be placed on tables directly.  -Live marking can take place so long as the teaching staff is standing and wearing a mask to provide sufficient distant; this needs to be within the 1 metre for less than 1 minute. Marking can take place after school with gloves or sanitization every four books. In addition the adult should be stood up wherever possible, using their pointing stick and wearing a mask. Should this support require more than 1 minute within 1 metre, this should take place out of the class at a screened desk or at an outside table. | Sep 7th  Mar 1st  Apr 14th |
| * The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group. | Yes | Lunchboxes, hats and coats should all be kept in bags under seats.  Mobile phones will need to be kept in named ziplock bags and held within the normal lock boxes. | Sep 7th |

## Playgrounds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment | Yes | ~~.~~Trim trails will begin to be used but only within a bubble from M-Th to allow 72 hour quarantining.   * A box of shared items will be given to each class but these will be activities that involve equipment that as much as possible does not need to be held: footballs, music players started by the teacher, feet skipping items. It is currently thought that this equipment will be used only at lunch and disinfected at the end of the session. The use of these boxes may pause for the first two weeks of spring term reopening.   In addition teacher and TAs will be asked to teach distance games and asked to model these on the playground. | Sep 7th  Mar 1st |
| * Equipment use is supervised, and time limited to enable other users to take their turn | Yes | * -Equipment use will be supervised at all times.   -Lunch breaks will be overstaffed as these times have the most potential for a relaxing of social distancing. | Sep 7th |
| * Seating has been removed or marked off to encourage distancing on individual items of equipment. | Yes | Tape will be added to benches to stop their use initially | Sep 7th |
| * A one-way system has been introduced around outdoor gym equipment and trim trails | Yes | Used through a system of quarantining and cleaning, but this will be reviewed in the first week of Spring reopening | Mar 1st |
| * Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements) | Yes | NA |  |
| * Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use. | Yes | Handwashing stations are on the playground but initially they are planned to be used at the end of a session only. | Sep 7th |
| * Bins are installed to encourage use of tissues and appropriate disposal | Yes | Next to all handwashing stations | Sep 7th |
| * Time is allocated for play equipment for each group/bubble | Yes | Play equipment has been allocated to each bubble/climbing apparatus has been time tabled | Sep 7th |
| * Multiple groups do not use outdoor play equipment at the same time. | Yes | NA |  |

## 

## Specialist curriculum considerations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| All activities | * The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities. | Yes |  | Sep 4th |
| Music, dance and drama – general principles | * Playing instruments and singing in small groups takes place outdoors where possible * Care is taken to observe 2m social distancing as much as possible * Background and accompanying music sound levels discourage unduly raised voices * The available space and ventilation in that space is considered, and group activity has been limited where necessary due to space available and ventilation requirements * Microphones are used where possible to reduce the need to shout or sing loudly. * Children are encouraged to sing quietly. * Face to face positioning is avoided, giving preference to back to back or side to side positioning * Wind and brass players are positioned so that air from their instrument does not blow into another player. * Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed * Drama activities are planned to map movements to ensure social distancing, including one way systems * Extending main groups outside of curriculum requirements is avoided where possible. * Hand hygiene and disinfection arrangements are in place * Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission. * Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained. | Yes | Music within the curriculum has been limited to appreciation with singing due to take place within the summer term; this will be keep as low voice singing only.  Reception class are continuing to sing.  The only extra-curricular teaching that will currently take place is music tuition which will have an alternative risk assessment covering the key points:  - Pupils will be taken in bubble with a maximum of 3 per session. A 3 m gap will be maintained between them in a highly ventilated room.  - The music teacher will wear a face covering and visor and clean between groups.  - All pupils will have their own individual instruments and additional measures will be put in place for different instruments.  -Microphones have been purchased for singing lessons | Sep 7th |
| Handling items, equipment and instruments | * Equipment sharing is avoided wherever it is possible including microphones and instruments, limiting handling music scores, parts and scripts by issuing them for individual use. * Drop off points and transfer zones are provided where required. * Where equipment is assigned to an individual for sole use, it is labelled to identify the user. * The use of costumes are avoided in drama * Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment * Consideration has been given to limiting the number of suppliers when hiring equipment. * Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments). * Hand hygiene is always followed before and after handling shared items * Items and equipment are stored in a clean location when not in use |  |  |  |
| Individual lessons | Individual lessons apply all the controls outlined above as applicable including:  Staffing principles detailed in this risk assessment  Limiting shared equipment and cleaning requirements  Maintaining social distancing where possible  Avoiding physical correction | Yes | See above |  |
| Physical activity | Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports. | Yes | Outside sports clubs will potential take place in the final half term.  -These will need to involve the mixing of some bubbles limited as much as possible to class bubbles; however, this is dependent upon numbers.  -Pupils will be required to hand sanatize before, during and after each session. | Apr 14th |
| Team sports and sporting competitions are only provided in line with the [return to recreational team sport framework](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework). | Yes | This guidance has been reviewed and shared with all staff by the PE subject lead.  Sports Premium funding will be used to ensure that the PE lead can attend PE sessions for the first half term at least s and ensure that external coaches are compliant to the school’s RA. This will be reviewed at half term. | Sep 7th |
| 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 | -All planned PE is for outside  -The two halls and canopy area will be used if necessary with activities such as yoga planned and health education. Additional resources such as stacking cups will also be purchased to enable in class activities if needed. | Sep 4th |
| The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses. | Yes | Not to be used | Sep 4th |
| The means to collect, pass on and return shared resources and equipment to prevent close contact is in place | Yes | Principal to model the use of equipment collection and return points | Sep 4th |
| Facilities run by external organisations are used in line with Educational Visits arrangements. | NA |  |  |
| The following advice has been referred to as part of the risk assessment process:   * [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport * advice from organisation such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools) | Yes | This guidance has been reviewed and shared with all staff by the PE subject lead.  Sports Premium funding will be used to ensure that the PE lead can attend PE sessions for the first half term at least s and ensure that external coaches are compliant to the school’s RA. This will be reviewed at half term. | Sep 7th |
| The use of changing rooms and showering facilities are avoided as much as is possible. Where used:   * 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. * Social distancing is maintained in these facilities, including limiting the numbers in the space at any one time, the use of floor markings, planning movement around the space and cleaning arrangements. * Facilities will be used as quickly as possible | Yes | Parents have been informed that PE kits should be worn all day. This will be a permanent change. | Sep 7th |
| Swimming pools | The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools. | NA | The school will look to return to swimming in the autumn of 2021 |  |
| Subjects involving practical activities | * Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. * Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility * 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. * Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact | Yes | These will generally be modelled by the teacher only. Throughout the summer term, DT and Science experiments will be trialled with resources linked to table groups and quarantining between shared use. | Apr 14th |
|  | CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:   * [Guide to doing practical work in Science](http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf) * [Guide for science departments returning to school after an extended period of closure](http://science.cleapss.org.uk/Resource-Info/GL345-Guidance-for-science-departments-returning-to-school-after-an-extended-period-of-closure.aspx) * [Guide for managing practical work in non-lab environments](http://science.cleapss.org.uk/Resource-Info/GL352-Managing-practical-work-in-non-lab-environments-COVID-19-pandemic.aspx) * [Guidance for schools where pupils spend all day in a lab](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=eaaa37ad7f&e=112eac53dc) * [Guidance for schools where pupils spend all day in a D&T, food or art room](http://dt.cleapss.org.uk/Resource-File/GL356-Guidance-for-spending-all-day-in-a-practical-room.pdf) * Relevant primary schools guidance for example, [Practical activities in a bubble](http://primary.cleapss.org.uk/Resource/P110-Practical-activities-in-a-bubble.aspx) | NA |  |  |
| Supervised toothbrushing programmes | [COVID-19: guidance for supervised toothbrushing programmes in early years and school settings](https://www.gov.uk/government/publications/covid-19-supervised-toothbrushing-programmes/covid-19-guidance-for-supervised-toothbrushing-programmes-in-early-years-and-school-settings) has been followed and procedure documented. | NA |  |  |
| Live performances | Live performances are not taking place at this time | NA |  |  |
| Examinations | Only exams required and permitted by Government to take place are facilitated.  Where they do take place the requirements outlined in the compliance code have been implemented and the examinations checklist completed | NA |  |  |

## Educational visits

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No overnight or international educational visits are carried out | NA |  |  |
| A risk assessment will be carried out for all educational visits and in addition to using Evolve:   * A check has been made with all venues/providers to confirm they are COVID-Secure via a declaration or Good to Go accreditation * Updated visitor information and briefings, including in relation to the providers COVID-19 arrangements have been received and shared with all attending adults and parents/carers * We have reviewed our own arrangements for the visit to ensure that they are appropriate (including relating to travel to and from the venue) applying all the relevant infection control principles we adopt in the setting. * We have reviewed the venues arrangements to ensure that they are appropriate applying infection control principles and are satisfied that:   + They include measures relating to limiting contact between our group and other visitors   + They support us to maintain distances within our group   + They support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations   + Their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?   + They have appropriate cleaning and disinfection arrangements in place? | Yes | Only local area visits that take place outside are currently allowed. These are planned in line with this guidance. | Jan 4th |
| The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups. | NA |  |  |

## 

## Where a pupil attends more than one setting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | We will work with the other setting to ensure that the approach is consistent and does not compromise the group/bubble |  |  |  |

## Extra curricular provision and wrap around care

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General provisions | Activities will take place outdoors as much as possible | Yes | All summer clubs are planned to be outside | Apr 14th |
| Social distancing will be maintained within and between groups | Yes | In all clubs the pupils will be grouped by class bubbles with a 2m+ gap left between and no sharing of resources. | Apr 14th |
| Groups are organised to keep pupils within their main school bubble where possible.  Where not possible, groups will remain consistent and consider household groups | Yes | -Within extended care, pupils will be kept separate by being sat at a class table in a large, well-ventilated hall and given activities such as games and colouring. A 2m+ gap will be kept between each ‘bubble’ table and staff will be asked to wear visors and face coverings and keep a 2m distance at all times. Whenever possible the same table and chairs will be left in place for each child but also cleaned after breakfast club and before after school use.  Clubs  Music lessons are bubbled as far as possible with very low numbers.  All extra-curricular clubs will be outside only with all teaching kept within the class bubbles. | Mar 8th                                                    Feb 26th |
| For indoor activities groups will be no larger than 15 and for all activities will be reduced where necessary (dependant on age, ability to maintain distance and hygiene, size of premise, type of activity) | Yes and No | All clubs will be limited to15 ; extended care exceed this due to supervision ratios but with social distancing in place. | Sep 14th |
| Activities are organised in line with all of the relevant requirements of this assessment and compliance code including:   * Hand and respiratory hygiene * Cleaning * Provision to use equipment and resources safely * Access to and use of toilet facilities | Yes | Hand sanitization; extra-cleaning; allocated toilets | Sep 14th |
| Contact records are maintained detailing groupings for 21 days | Yes |  | Sep 14th |
| External providers | We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible. | No | This is not possible in regard to siblings at high school, drama clubs, swimming, football etc. | Sep 14th |
| Parents have been advised that where they use childcare providers or out of school activities for their children, they should seek assurance that the providers are carefully considering their own protective measures, and should only use those providers that can demonstrate this. The government [guidance for parents and carers](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak) has been supplied (or a link to it) to support their decision making | Yes |  | Sep 14th |

## 

## Measures for arriving and leaving

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General principles | Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour | Yes | -Year 5/6-Entry 8:35 - 8:45 – Exit 15:05  -Year 3/4-Entry 8:40 – 8:50 - Exit  15:10  -Year ½-Entry 8:55 – Exit  15:15 (once majority of ¾ parents have left)  -Reception - Entry 9:00–9:10 – Exit 15:05  Signage will be put back in place to encourage queuing. | Sep 8th |
| Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting | Yes | Additional measures have been put in place to move children externally at release for those with siblings and those leaving by themselves to prevent additional crowding. This is not possible in the morning where there is insufficient staffing. | Sep 8th |
| There are hand sanitiser stations outside for pupil and visitor use | Yes | Handwashing stations are positioned at all entrances with hand gel on entry. | Sep 7th |
| The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements | Yes | -Entry requirements will need to remain the same.  -Exit will be different with children being released from classrooms areas using walky-talkies.  Handwashing will need to take place within the classroom using a similar queuing process and is likely to take far longer – the canopy/hall areas will be utilised as much as possible.  -Wet play will be supervised within classes – the use of educational videos from Youtube will have to be used for holding pupil’s interest.  -PE will need to be completed in the hall/canopy areas and therefore extended care tables will need to be taken down and cleaned before use after school.  - Pupils may be have to leave the classrooms temporarily to enable mid-day cleaning again utilising the halls, canopy areas and ICT room (Year 5/6) | Sep 7th |
| Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you | Yes | All deliveries are left at the school gate with no staff signing. Food deliveries are collected by the kitchen from the office area. All visitor must where face coverings in the office area. | Sep 7th |
| Parents and pupils – arriving and leaving the premises | Consideration has been given to how to reduce the risk of gatherings while arriving and leaving (and particularly during the initial return to school in March) | Yes | Parents are not accessing the school so removing pinch points; line and entry/exits are well established and staggered | Sep 14th |
| All site movements will be supervised by staff members who will ensure that social distancing measures are being followed. | Yes | Releases have been separated by ten-minute time gaps in most cases and distanced using different release points.  The school has over 100 siblings and therefore there was a limit to how much staggering could be practically achieved without requiring large numbers of parents having to wait around the school gates.  These times are beginning to be reduced as parents are being very supportive of the rules and ensuring that the flow of children is swift. This will stop parents gathering for more than 15 minutes. | Sep 7th            Sep 21st |
| Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings. | Yes | This will be included as part of the entry procedure.  All pupils will have a temperature check and be made to clean hands upon entry. | Sep 7th |
| 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 | As above  Reception will have great access to the school grounds as they can use the school driveway which can enable a one-way system.  However, staff cannot ‘take’ children into school and nor can parents enter the school premises to ‘drop’ the pupils.  Additional transitions visit or altered start times will be arranged for those with high levels of concern. | Sep 7th |
| For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms. | Yes | Parents will be allowed up to the EYFS canopy area fence in order to drop their children.  Children must be able to enter by themselves with staff not able to take children; however, parents can take as long as is needed to complete this. | Sep 7th |
| Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible | Yes | Releases have been separated by ten-minute time gaps in most cases and distanced using different release points.  The school has over 100 siblings and therefore there was a limit to how much staggering could be practically achieved without requiring large numbers of parents having to wait around the school gates.  These times are beginning to be reduced as parents are being very supportive of the rules and ensuring that the flow of children is swift. This will stop parents gathering for more than 15 minutes. | Sep 7th            Sep 21st |
| Where parents/carers need to enter the setting only one parent will accompany their child | Yes | Parents are currently not entering the setting | Sep 14th |
| Managing peak times | Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance | Yes | *See above* | Sep 14th |
| Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible | Yes |  | Sep 14th |
| Staff and school champions supervise at peak times. | Yes |  | Sep 14th |

## 

## Transport and travel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General | Additional vehicles and vehicle movement changes implemented as a result of COVID-19 measures can be carried out safely (a vehicle movement assessment has been carried out where required) | Yes | NA | Sep 14th |
| Cycling | Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required | Yes |  | Sep 14th |
| Car journeys | Parents, staff and pupils have been advised not to gather in parking areas. | Yes |  | Sep 14th |
| Public and school transport | Pupils, parents and staff have been advised not to use school transport if they have symptoms | Yes |  | Sep 14th |
| Pupils, parents and staff have been advised to wash their hands before and after using transport services | Yes |  | Sep 14th |
| Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so | Yes |  | Sep 14th |
| Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles. | NA |  | Sep 14th |
| School groups/bubbles are maintained as far as is possible in school vehicles | NA |  | Sep 14th |
| Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face. | NA |  | Sep 14th |
| Markings are provided where queuing is required for transport services on school premises | NA |  | Sep 14th |
| Windows are opened during journeys where it is safe to do so | NA |  | Sep 14th |
| Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings. | NA |  | Sep 14th |
| Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) | NA |  | Sep 14th |

## 

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General | The number of visitors is minimised as much as possible | Yes | Only essential visitors such as Child Services and SEN support will be allowed access initially. | Sep 7th |
| Visitor times are planned and by appointment only | Yes | All visitors will be escorted. | Sep 7th |
| Visitors are advised of the following in advance:   * Site rules, which entrances and exits to use, vehicle movement and parking * Specific arrangements such as areas of the premises that are and are not suitable for use * Action to take if they cannot keep away from others * To leave the setting immediately if they develop symptoms, not matter how mild. * How you will maintain social distancing during the visit | Yes | These have been added to the essential information booklet that is provided on entry. | Sep 7th |
| On arrival visitors will be:   * Provided with relevant site information * Asked to perform hand hygiene * Asked to confirm that they do not have symptoms no matter how mild | Yes |  | Sep 7th |
| Visitors will use their own pen or will be provided with a pen that they take with them. | Yes | Or will be signed in by an office staff member. | Sep 7th |
| Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance) | Yes | All ID is recorded and stored for Safeguarding Reasons | Sep 7th |
| The reception operates on a one in and one out basis | Yes | The office will remain closed with access through an external gate with controlled entry. | Sep 7th |
| 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 | Screens have been installed  Barriers and tape added to create distance markers | Sep 7th |
| Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location) | Yes | All deliveries of non-perishable goods are dropped at the gate.  Food items are dropped in the reception area and collected by kitchen staff. | Sep 7th |
| Contractors | Where possible visits that are not essential to education and safeguarding happen out of hours. | Yes | Emergency visits only and these will be supervised by school staff | Sep 7th |
| 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 has been carried out and agreed with the contractors in advance. | Yes | Contractor forms require them to confirm that SD will be observed before they can enter. | Sep 7th |
| Parents and carers (including parent evenings) | * All meetings are carried out remotely where possible. * Parents and carers should only attend the setting where they have a pre-arranged appointment * Where possible, only one parent/carer attend. * Visits are planned and organised to ensure distancing and hygiene measures can be maintained * Information is provided in advance to ensure arrangements are communicated | Yes | -Parents evening will remain online  -Parent tours will only take place outside  -All essential parent meeting will take place in the head’s office | Sep 14th |
| Visiting professionals | The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements. | Yes | Bespoke risk assessments are discussed with each visitor | Sep 14th |
| Pupil familiarisation visits | Visits are provided virtually where possible. | No | See above | Sep 14th |
| The visitor arrangements in this section are applied where in person visits are planned. | Yes |  | Sep 14th |
| Visits will take place outside the school day where it is not detrimental to the purpose of the visit. | Yes |  | Sep 14th |
| Visitor numbers are limited and appointments are staggered | Yes | Pre-reception visists are being planned for the summer term; these will be in groups of 8 and will keep all adults outside on the playground. | Apr 14th |
| Pupil lesson attendance for familiarisation | Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include:   * Limiting visiting pupils mixing between additional groups * Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining) * Avoiding compromising the existing social distancing arrangements within the class * The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented * Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk. | Yes | All guidance will be sent to parents before the visit to ensure that all are clear upon the rules for visiting the school. | Apr 14th |

## Lunchtime and breaks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible. | Yes | No canteens are being used | Sep 7th |
| Consideration has been given to using other spaces for lunch, including classrooms and outside spaces. | Yes | Classes and designated grass areas will used for children to eat their lunch | Sep 7th |
| Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing | Yes | Lunch boxes to remain in backpacks with the children. | Sep 7th |
| The use of pre-ordering and trolley services have been considered. | Yes | School pack lunches will be plated and delivered to drop-off points by the kitchen staff. These will need to be passed out by staff or a child but they will be required to wash their hands first. | Sep 7th |
| Where times of use cannot be staggered between groups, larger spaces have been partitioned. | NA |  | Sep 7th |
| 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 | Year ½ will begin to trial the use of outside eating within this term | Apr 14th |
| Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing | Yes | All movement is staggered and pupils are using their own locally situated toilets | Sep 14th |
| Catering | Arrangements comply with [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). | Yes | Norse has provided a compliant risk assessment | Aug |
| Where catering services are contracted, the setting has ensured that the service is COVID-19 secure. | Yes | See above | Sep 7th |
| The way in which essential food deliveries are received are managed | Yes | Delivered to Reception and collected by kitchen staff | Sep 7th |
| 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 |  | Sep 7th |
| Additional meal collection points have been put in place to reduce queuing where necessary | Yes | Taken on trolleys to class areas and collected by phase staff | Sep 7th |
| Alternative payment methods are being used to eliminate cash handling | Yes | Cash payments will be discouraged.  Cash can be sent the office in a clear plastic bag or envelope which will be quarantined | Sep 7th |
| Tills are screened where still in use |  | Na | Sep 7th |

## 

## Increasing ventilation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ventilation | Windows and doors are opened as much as is safe and possible to do so to increase ventilation in line with the compliance code | Yes | These will remain open during winter also within safe heating levels | Sep 7th |
| Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. | NA | This will be reviewed in the last half-term | Apr 14th |
| Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented. | NA |  |  |
| Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible. | Yes |  | Sep 8th |
| Responsibility for opening and closing windows have been assigned to appropriate staff in all occupied areas of the premises | Yes |  | Sep 8th |
| Using fans | Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use. | Yes |  | Sep 8th |
| 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. | NA |  | Sep 8th |

## Toilets and handwashing facilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Times of use are staggered where possible. | Yes | All but two class bubbles have their own toilet.  Shared toilet blocks will be split with specific toilets and sinks allocated | Sep 7th |
| Pupils have been informed of how to use facilities appropriately applying distancing requirements. | Yes | Part of initial transition in September  Hand washing videos will be sent out prior to returning | Sep 7th |
| Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels |  | NA |  |
| Consideration has been given to replacing traditional taps with easy operating lever taps | Yes | Cost of replacing 32 taps was not seen as reasonable especially with the majority of handwashing taking place at the hand washing station where no taps are used.  Children will be asked to anti-bac their hand after using toilet however, if this is unsupervised. | Sep 7th |

## 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 | All training and staff meeting will be complete remotely in phase groups using TEAMS wherever possible | Sep 7th |
| Meetings only take place in person where:   * There is a need to be in person for safeguarding, well-being or statutory reasons or * Limitations of technology, poor or unstable signal | Yes | If collective meeting (which is not planned) are needed, they will be conducted outside at distance. | Sep 7th |
| The following measures have been implemented for in person meetings:   * They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings * All other participants will connect to the meeting remotely. * The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather * Use separate spaces or rooms where possible to limit the number of people in the same area * Ensure 2 distance is maintained at all times, not sitting face to face * 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. | Yes | All meetings to be planned within this structure.  Staff can meet without direct authorisation from the head so long as the criteria is met. | Sep 7th |
| Staff training | The following additional measures have been implemented for staff training:   * Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online. * 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 * Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible * 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. * Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. * 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. * Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. | Yes | This has only applied to first aid training | Oct 10th |
| Staff rooms | Where available, additional areas are used in order to avoid compromising cohorted staff groups. | Yes | Year ½ and ¾ staff to use the Junior Hall/Canopy  Year R and 5/6 to use the Infant Hall/Canopy  Staff will need to use class during wet play | Sep 7th |
| Times of use for staff breaks are staggered to prevent staff groups from mixing | Yes | Lunches and Breaks are staggered but there will remain some overlap otherwise as this would exceed 4 hours to achieve this. | Sep 7th |
| Furniture has been arranged to encourage distancing and not sitting face to face | Yes | Chair spaces will be marked out and classes asked to have own chair which can be used each day.  Children will be sat side by side in rows of four; this enables the class to be divided into two and enable staff to circulate at a safe distance. | Sep 7th |
| Events | Events other than those specified in the compliance code as being possible and legal will not be arranged | Yes |  | Sep 7th |
| Parents evenings | Meetings are undertaken by telephone or internet. | Yes | Completed via Teams | Sep 7th |

# 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 | Discussed with cleaning staff | Sep 4th |
| Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. | Yes |  | Sep 4th |
| The setting has identified the specific cleaning methods for the items that require cleaning. | Yes | Walk through with cleaning supervisor | Sep 4th |
| All Staff who undertake cleaning:   * Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. * Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. | Yes |  | Sep 4th |
| The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:   * Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group * **Secondary settings -**, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes. * **Early years settings and settings where pupils may find if difficult to maintain personal hygiene –** the frequency of cleaning hand contact surfaces is increased | Yes | Cleaning hours to be extended to accommodate the additional cleaning.  Teaching staff will be asked to wipe key touch points down during the day. | Sep 4th |
| The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment and these are recorded | Yes |  | Sep 4th |
| A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups. | Yes | All staff will be spoken to about quarantining resources:   * Most will be class use only * Guided Reading Books will be organised by class and then rotated round * PE equipment will be supervised by PE Lead – emergency tape placed on those in quarantine   Play equipment to be kept in class bubbles | Sep 4th |
| Water coolers and drinking water | * Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling. | NA | Water fountain has been disconnected | Sep 4th |
| Storage | Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage | Yes | Stored externally away from the school. | Sep 7th |
| Tissues and waste from bins provided | * Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. * Waste bins are provided in classroom and other key locations such as dining areas * Bins are emptied regularly throughout the day * Bins and tissues are provided in the same place * Waste bags for tissues are double bagged for disposal | Yes | Used tissues to be bagged with nappy sacks before being placed within the classroom bin | Sep 7th |

## Handwashing and respiratory hygiene arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Handwashing | Good hand hygiene is supported by:   * Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and staff) following the requirements of *COVID-19 guidance for all education* *settings* and [NHS guidance](https://www.youtube.com/watch?v=aGJNspLRdrc) in an age appropriate way e.g. observing young pupils, instructing in the class * Event related prompts are given to pupils by staff.....*after..... before.... when* as a more effective means of promoting hand hygiene that fixed time prompts. * Supervision arrangements are in place to support pupils with handwashing where it is needed. * Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. * Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. * Entrances are supervised on arrival in the morning to support hand sanitising on arrival. * Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home | Yes | Supervised by staff at least 5 times a day with weekly reminders relating to good hand cleaning.  Most classes are now beginning the handwashing on the playground to ensure that classes have more than 20 seconds to wash hands. | Sep 7th |
| Hand washing is carried out using running water (static bowls are not used) | Yes | 10 l water tanks are use | Sep 10th |
| 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 and no | Only at the entrnces to school as sanitizer must be supervised by the adult within the classroom | Sep 4th |
| Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc**.** | Yes |  | Sep 4th |
| Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls) | NA |  |  |
| 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 | Stored under the supervision of the class teacher | Sep 4th |
| All staff and pupils are regularly reminded about following [Catch it, Kill it, Bin it](https://www.youtube.com/watch?v=JtbMgDz3GdM) requirements. Tissues and bins are provided for use and handwashing is carried out after. | Yes | Within class | Sep 4th |
|  | Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. | Yes |  | Sep 4th |
| Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. | Yes |  | Sep 4th |

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# Health Needs

## COVID-19 Testing

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| --- | --- | --- | --- | --- |
| COVID Testing | Staff are encouraged to have a PCR test when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test. | Yes |  | Sep 4th |
| Lateral Flow Device testing arrangements are followed as detailed in guidance on the [COVID-19 website for Norfolk Schools](https://www.schools.norfolk.gov.uk/coronavirus/health-safety-and-wellbeing)  The risk assessment templates for LFD testing have been completed as appropriate  All eligible persons are encouraged to participate in testing | Yes | From mid-January, all members of staff including kitchen, cleaning etc have been completing Lateral Flow Tests on Sunday and Wednesday nights. These results are reported to the office (and NHS).  This testing may be extended to sports coaches also. | Jan3rd |

## Staff health

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| --- | --- | --- | --- | --- |
| Individual assessment | * All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with *COVID-19 Your health and your safety when working in educational settings* and the [template](https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/health-safety-and-wellbeing/covid19-individual-risk-assessment-template.docx?la=en) provided is used to record conversations and agreed control measures. | Yes | All pupils and staff have had individual risk assessments where this was deemed necessary. | March 10th |
| Wellbeing | Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support | Yes | Staff reminded of services that are available from Health Assured | Sep 1st |
| Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff. | Yes |  | Sep 1st |

## Pupil Health and planned close contact activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Increased supportive measures for pupils/ psychological needs | The measures detailed in[Guidance to Support Positive Behaviour](https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/pupil-related-items/guidance-for-positive-behaviour.pdf?la=en&hash=AA095BA746425C917FAAF13A0403E4519998DCD3) have been implemented. | Yes |  | Sep 7th |
| 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 | See above | Sep 14th |
| Support plans include:   * 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 |  | Sep 7th |
| 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 | This remains in place from the Summer Term Training | Sep 7th |
| 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 | Curriculum has been altered to ensure daily well-being sessions  Thrive/ELSA support may be extended if seen as necessary/1:1 sessions will still take place but most likely outside in the gazebo | Sep 7th |
| 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 | This has now become bespoke support when needed | August 24th |
| The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light. | Yes |  | Sep 7th |
|  | 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 |  | Sep 7th |
| Available resources are used to identify and support students and staff who exhibit signs of distress. | Yes |  | Sep 7th |
| The training module on [teaching about mental wellbeing](https://www.gov.uk/guidance/teaching-about-mental-wellbeing), will be completed by those staff who require this. | Yes |  | Sep 7th |
| Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements. | Yes |  | Sep 7th |

## Self-Isolation Arrangements – Staff and Pupils

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Symptoms | * Staff know to go home as soon as possible if they develop symptoms of COVID-19 * Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible * Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day * Anyone who has developed symptoms and cannot go home immediately will wait in the designated room * 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 |  | Sep 4th |
| Self-isolation criteria | Close contacts will isolate:   * Where notified by NHS Test and Trace that they are a close contact of a positive case * Where they are notified that they are a close contact of a positive case by the School * Where a member of their household or support or childcare bubble develops symptoms.   Staff and pupils will immediate isolate if they test positive and follow household isolation requirements. | Yes |  | Sep 4th |
| Travelling from abroad | The school will encourage staff and pupils to follow the requirements for [Entering the UK](https://www.gov.uk/uk-border-control) | NA |  | Sep 4th |

# 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 | RA will be shared with all stakeholder  Phase specific guidance will be issued to staff and parents  Weekly feedback staff provided to staff and reviewed by SLT | August 24th |
| The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment. | Yes | The school wrote its own letter outlining requirements  A further set of general guidance will be sent by August 31st  Phase Specific Information will be sent on September 7th by Phase Leaders.  The school will no longer inform parents on a daily basis of potential cases as this was becoming all classes on all days.  Arrangements will be distributed | As noted      21st Sep |
|  | Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the [guidance for parents and carers](https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak) has been shared to support their decision making | Yes | Within initial guidance |  |
| 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 | Information has been added to visitor information sheet  In most cases, the visitor would be supervised around school. | August 24th |
| Communicating safety arrangements | Site signage has been reviewed, referring to the following: [temporary signs](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884008/covid-19-temporary-signs-for-pedestrians-drivers-and-cyclists.pdf) for outside space | Yes |  | August 24th |
| Site changes such as entrances and exits will be identified where required | Yes | Already marked out from May  Additional paint added in Sep | August 24th |
| Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices | Yes | Noticeboard in hallway still to be used | August 24th |
| 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. | NA |  |  |
| 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](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877529/Best_Practice_hand_rub.pdf). | Yes | Staff guidance in HS training | Sep 4th |
| The [COVID-19 Secure in 2020](file:///C:\Users\easss\AppData\Local\Packages\Microsoft.MicrosoftEdge_8wekyb3d8bbwe\TempState\Guidance%20-%20published%20versions\Guidance%20-%20published%20versions\Guidance%20-%20published%20versions\Schools\COVID-19%20Secure%20in%202020%20https:\assets.publishing.service.gov.uk\media\5eb97d30d3bf7f5d364bfbb6\staying-covid-19-secure.pdf) notice is displayed to confirm that all required measures have been implemented. | Yes |  | Sep 1st |

## Staff Instruction

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| All staff instruction | Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. | Yes | *All completed the county online training*  *Additional school training will be completed in Sep will staff asked to sign electronically again.,* | Jun 1st  Updated 7th Sep |
| All staff have confirmed that they are confident in applying the control measures identified in this assessment. | Yes | At end of training    Actions were revised with staff during January inset | Sep 4th    Jan 4th. |
| 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 | General training provided by Principal  Phase leaders then to complete phase specific walk around. | Sep 4th |
| 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 guidance | Sep 4th |
| Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting). | Yes | Walk around will involve feedback sections for any required changes.  Actions are based upon initial approach which was constructed collaboratively. | Sep 4th |
| Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities). | Yes | Staff receiving RA by 24th Aug  Training completed on 7th Sep prior to opening.  Teaching Staff retrained on January 4th | As noted |
|  | 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 | Included in staff training sign off | Sep 4th |
| Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements. | Yes | Included in staff training sign off | Sep 4th |
|  | The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes. | Yes | ITT student has been asked to join the school during inset training | Sep 4th |

## Offices and other work spaces

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|  | The following measures are applied where staff cannot work from home:   * Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. * Rooms are well ventilated (see section on ventilation) * Staff are cohorted in consistent working groups * Unnecessary items have been removed to support effective cleaning of the area * Hot desking is avoided * desks near busy circulation spaces are not used * Shared equipment has been moved to reduce group mixing such as printer location | Yes | Additional measures are in place for photocopiers with limited access for the majority of staff. The only shared equipment will be the photocopier with the following restrictions:  -Office photocopier can only be accessed by the office staff with hand sanitizing between uses  -The majority of classes should not need photocopying unless making larger booklets.  -EYFS will be the most frequent uses and will be asked to sanitize after use.  -Staff will be asked to clean key pad and lids after every use.  - Office hours have been restricted to reduce the numbers in the office at any one time. | Sep 1st |
|  | The following measures are implemented where the above measures cannot be followed:   * 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 | Additional intervention rooms have been created  7 screen divided tables have been established  Plastic sheeting has been used to establish spacing between bubble in close areas | Sep 1st |

## Planning for emergencies

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| --- | --- | --- | --- | --- |
| Fire evacuation | Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place. | Yes | Policy and procedure has been updated   * Same procedure will be used but across but using the school field also and spacing items that are already in place. * Reception (and Pine) children will use infant playground to ensure easy access   Shared during inset | Sep 4th |
| Fire drills that are carried out encourage social distancing. | Yes | This has been completed with some additional changes made. | 14th Sep |
| Staff and pupils understand that in an emergency they must leave without delay | Yes |  | Sep 4th |
| First aid – all settings | To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate | Yes |  | Sep 4th |
| Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance | YEs | * PPE packs must accompany classes at all times * Staff Guidance around wearing on PPE * During general provision staff have been given the option of wearing gloves if this makes them feel more comfortable. However, all must still complete the routine handwashing outlined above. * During temperature checks each morning, the office staff will be required to wear a face covering. * Whilst completing First Aid or helping with a routine intimate care, a fresh pair of gloves and face mask will be worn with the option of a face visor in certain cases. * Completing routine personal care in line with a child’s care place will involve an apron, mask, gloves and visors. * Where a child is showing symptoms of COVID-19, a member of the office will wear aprons, masks, visors when collecting the child and supervising them in the outside or in the medical room   Staff training provided through NHS video:  <https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be> | Sep 4th |

## PPE and face coverings

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| --- | --- | --- | --- | --- |
| PPE | Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only. | Yes | * Staff have received training on the donning and doffing of PPE   Staff have completed a walk through explaining the process | Sep 4th |
| Face coverings | Staff and pupils have been advised that it is mandatory to wear face coverings on public and school transport and where the exemptions to this apply | Yes |  | Jan 4th |
| A policy on wearing of face coverings in setting has been developed in line with the Compliance Code and Government advice | Yes | At present all staff are asked to carry a face covering with them and wear it unless teaching from a 2m distance or outside at a 2m distance.  These are reusable masks and therefore staff are expected to keep this on their person and hand sanatise after touching.  Although there is some concern about unsafe storage, as in secondary schools, where this is not possible, the advantage of restriction oral transmission between staff is seen to outweigh this risk.  Children will not be asked to remove only advised. | Nov 4th |
| Consideration has been given to where it would not be appropriate for some people to wear a face covering as described in the Compliance Code and additional hygiene measures implemented as appropriate. | Yes |  | Jan 4th |
| Face visors or shields are not worn as an alternative to face coverings. | Yes |  | Jan 4th |
| Where face coverings are worn to or in a setting:   * Arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission. * A stock of disposable coverings is available to offer to people who are struggling to access them, need a replacement during the day or have forgotten their own. | Yes |  | Jan 4th |
| Communication about the use of face coverings includes:   * The settings policy on when face coverings must be worn * Even when a face covering is worn all other measures that are in place to reduce the risk of transmission continue to apply. * Advising that multi-layered face coverings are considered to be the most effective * If you have COVID-19, wearing a face covering does not make it safe to go out in the community, attend school or work * Hygiene measures regarding putting coverings on, taking off, storage and hand hygiene as detailed in the compliance code. | No | A formal policy is currently being written for staff | Apr 14th |

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

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| --- | --- | --- | --- | --- |
| Medical Provision | Prevent transmission through shared ice-packs (material cover)    Prevent transmission through shared record books for first aid | Yes              Yes | Protocols needed around the single use of ice-packs, with these quarantined and washed before used or plastic bags used to encase them.  Online form to be shared with all class teachers and TA  Communicated in Medical Policy Addendum | Sep 1st |
| Staff transmission | Transmission through staff shared areas and items:   * Toilets * Cups and cutlery   Whiteboards / seats | Yes | Additional cleaning materials provided in staff toilets  Staff have been allocated toilets, staff rooms etc.  Staff have been asked to wear masks in all communual areas.  Staff advised to bring own cup, not leave in class and use set washing procedures  Staff advised to use whiteboard pens that can be allocated and cleaned more easily | Sep 1st |
| School Closure | Procedures are in place to ensure that the school can provide an effective and safe remote learning platform. | Yes | Remote Learning  Class teachers would provide a TEAMs link each morning and provide three live lessons between 9-12 (with breaks in between) to cover mathematics and English.  A pre-recorded lesson linked to a google doc is most likely in the afternoon to enable greater flexibility for the family to organise home learning around their own work.  In addition, access to learning websites such as edshed and mathfactpro will help supplement this.  Teacher will take their PPA from 14:00 each day enabling the learning to run 5 days per week.  Children will be taught how to use their raise hand function and therefore will have some access to the teacher for support and thus should reduce the demand upon parents.  In Reception, education will mainly be posted through Tapestry with at least one daily lesson most likely based around phonics. | Jan 4th  When  needed |
|  | Steps have been taken to ensure that remote learning can be safeguarded? | Yes | A teaching assistant or office staff member will be included in all live lessons as a second supervising adult.  In addition, this staff member will be responsible for taking a daily register before reporting to the attendance lead who will follow up any absence.  All staff will have access to an online safeguarding form  Any vulnerable pupil who chooses not to attend will be contacted at least weekly in addition to attendance of live lessons.  Those pupils who are shielding will be offered links to live lessons each morning regardless of whether schools are formally closed or not. | Jan 4th  When  needed |
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| --- | --- |
| **Assessor’s Name**: **James Grimsby** | **Manager’s Name: Mark Cresswell** |
| **Position: Principal** | **Position: EMAT Regional Director** |
| **Signature:** | **Signature:** |