**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 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 control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant. More information on the measures identified here is available in the Compliance Code for all educational settings.

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

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

|  |  |
| --- | --- |
| **Date of change** | **Section, Page and Change** |
| 15/07/2021 | New |
| 31/08/2021 | Updated sectionsEducational visits for international travelVisitors – key contractors |
| 05/11/2021 | Updated sectionEducational visits – international travel |
| 29/11/2021 | New section – travel and quarantineNew section – face coverings* Updated sections:
* Educational visits
* Transport and travel – updated with the requirement to wear face coverings
* Asymptomatic testing
 |
| 10/12/2021 | Updated sections:* Ventilation
* Visitors

New section - events |
|

|  |  |
| --- | --- |
| 1/02/2022 | Updated section – face coverings |

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|  |  |
| --- | --- |
| **Setting/Premises:** | North Wootton Academy |
| **Location:** | King’s Lynn |
| **Assessment Date:** | 24/2/22 | **Last Review Date:** | Formally 9/2/22 ; informally weekly |
| **Assessment completed by:** | James Grimsby |

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

# Key infection control measures

## Cleaning and disinfection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:* Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day
* Equipment and resources are disinfected on a daily basis as a minimum.
	+ Soft furnishings are disinfected with a proprietary fabric disinfectant spray.
	+ Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene
* Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible.
* Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use
 | No | The school has returned to a once a day main clean with a focus on key touch points.Pupils and staff are using hand-cleaning instead to ensure that the spread is lessened. | Jan 1st |
| * If a surface is visibly dirty it is always cleaned prior to disinfection.
 | Yes |  | Jan 1st |
| * Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.
 | Yes | In line with normal cleaning arrangements | Jan 1st |
| All Staff who undertake cleaning:* Know the schedule information.
* Have received relevant training/instruction
* 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.
 | Yes | Reviewed in the initial H & S meeting during school inset. | Jan 1st |

## Hand hygiene and respiratory hygiene arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hand hygiene  | * Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themself) in an age appropriate way e.g. observing young pupils, instructing in the class ([How to hand rub](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877529/Best_Practice_hand_rub.pdf) and [NHS guidance](https://www.youtube.com/watch?v=aGJNspLRdrc) for handwashing).
* Event related prompts are given to pupils by staff.....*after..... before.... when* as a more effective means of promoting hand hygiene than 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.
* Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.
* Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.
* Entrances are supervised on arrival in the morning to support hand sanitising.
* Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home
 | Yes | Hand hygiene steps will continue but have been reduced due to eczema concerns:* ~~Santizer upon school entry~~
* Sanitizer before snack and washed upon return to class from the playground.
* Handwashing before lunch and sanitizer upon return to class after lunch
* Handsanatizing before and handwashing after toileting
* ~~Handsanitizer before returning home.~~
* Handsanitizer when sneezing or blowing nose
* ~~Handsanitizing before handing out resources and when marking books.~~
 | Feb 22nd |
| Hand washing is carried out using running water (static bowls are not used) | Yes | The same, outside water dispensers will be usedThese may be shared during lunch change overs | Sep 1st |
| Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels | Yes | Pupils are using paper towels at this point | Sep 1st |
| Consideration has been given to replacing traditional taps with easy operating lever taps | Yes | This was not seen as a viable expense | Sep 1st |
| * 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.
* The location of sanitiser points is reviewed where there are changes to use of different areas of the premises.
* Hand sanitiser points are checked regularly and stock replenished where necessary.
 | No | This will be provided in adult areas only as children need to be supervised with hand sanitizing.The office has a member of staff assigned to assess all levels of PPE and sanatizer in each class, weekly | Sep 1st |
| 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 | See above | Sep 1st |
| Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls) | NA |  | Sep 1st |
| 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 | All sanitization needs to be supervised by adults | Sep 1st |
| Respiratory Hygiene | * Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene.
* Bins are emptied regularly throughout the day
 | YesNo | Children double bag tissues using nappy sacksAs they are double bagged, they are emptied daily | Sep 1st |
| All staff and pupils are regularly reminded about following [Catch it, Kill it, Bin it](https://www.youtube.com/watch?v=JtbMgDz3GdM) requirements.  | Yes | Within the first assembly of each term | Sep 1st |

## Ventilation (and use of outside space)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Use of outside space | Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils. | Yes | ~~Phase assemblies are being held as this enable sufficient spacing between each class.~~~~Staff meetings will be held outside or in the infant hall~~~~One class will eat outside under the canopy to create more space in the halls so long as weather permits. This may be moved back into a classroom if the weather is too cold.~~Any visitors will be offered outside meetings or will need to wear a maskPE activities have been organised to maximise outside learningAssemblies will be returning to key stage.All pupils are sitting within the halls in three sittings. | Feb 22nd |
| Increasing ventilation | All areas of the premises have been reviewed including meeting rooms and office spaces.* Mechanical ventilation has been checked to ensure it provides fresh air to rooms
* Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air.
* Where fresh air provision is not adequate windows are also opened in these areas.
* Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented.
 | Yes | The only non-ventilated room is the photocopier with a fan installed to circulate the air.Masks will need to be worn in this room with the number of people limited to 2. | Sep 1st |
| * Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems)
* Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained.
* Non fire doors are secured in the open position
* Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access.
 | Yes | 50% of windows will need to be opened in every room. However, staff will be asked to start closing doors wherever possible to ensure site security and fire safety.Some alarm activated door. releases have been installed but other doors are being held to increase circulation with localised staff responsible for closing these during an evacuation and the caretaker ensuring all are closed at night.At this point, covid risk is seen as higher than that of spread of fire so long as fire marshal close doors during evacuation and all are shut at night. | 8th Feb |
| During cooler weather:* Windows are fully opened before rooms are occupied and during breaks.
* Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially
* Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures.
 | Yes | Class staff will adjust the degree of opening in order to achieve the correct balance between warmth and ventilation as described.All classes have CO2 monitors that enable classes to balance CO2 and temperature. | Dec 1st |
|  | * Members of the team are nominated to ensure that windows are opened in accordance with the above
* Signage is provided to remind occupants not to fully close windows
* Regular checks are made to ensure that arrangements are being followed
 | Yes | Office to add signage to each room.Principal to check windows daily on walk arounds. | Sep 1st |
| Reassurance measures | * Consideration has been given to installing non-dispersive infrared (NDIR) CO2 sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code
* Instructions provided in order to obtain accurate readings and maintenance requirements are followed
 | Yes | These are in place in each class area. | Nov 15th |
| Using fans | Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use. | Yes | As noted, one has been used in a poorly ventilated room. | Sep 1st |
| Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff. | Yes | The only fans will be connected to the heating system; these are necessary to maintain some warmth within the school | Nov 15th |
| Rooms with no direct source of fresh air | Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)* The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less
* Equipment, machinery that prevent air circulating have been relocated where possible
* Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion).
* Fans are not used in poorly ventilated areas
* Advise has been sought from HSW for using these areas
 | Yes | As noted the photocopier room has poor ventilation with only a door. This is permanently held open, with a fan used to move the air more within this space.This room will be limited to 2 people at a time and an alternative space will be sought if needed. | Sep 1st |

## PPE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PPE | Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only. | Yes | Staff will be asked to wear masks in all communal areas (outside of their classroom unless sat at a desk delivering intervention). This would include in the hall during lunch and extended care. Staff are being asked to use personal choice when working within their classroom. | 8/2/22 |

## Travel and quarantine

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * Where pupils travel from abroad to attend boarding school, the setting has explained the rules to those pupils and parents before they arrive in the UK in order to ensure that travel legislation is adhered to.
* Guidance for boarding school students is followed: [boarding schools students: quarantine and testing](https://www.gov.uk/government/publications/quarantine-arrangements-for-boarding-school-students-from-red-list-countries)
 | NA |  | Sep 1st |

# Educational visits and use of third-party premises

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| International visits | Recommendations to not go on international visits this academic year up to and including the 5 September are followed. | NA |  | Sep 1st |
| International visits | NA | NA | NA |  |
| All visits | * Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity.
* The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation
* Where appropriate, the third-party provider is involved in planning arrangements.
* Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit
* Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing.
* A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes:
	+ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities
	+ There is an appropriate level of insurance cover for the visit
	+ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements
 | Yes | External visits have started again but are being limited and will be reviewed on a weekly basis. However, the intention is to continue where safe.All have risk assessments in place, written through evolve.Pupils are being grouped by class still and the school is not sharing buses or location with other schools other than in sporting settings where Social Distancing measures are still in place. | 29 Nov |
| Specific considerations  | * Additional factors needed for children (and staff) with SEND and medical conditions have been considered.
* There are contingency plans in place, for example, to respond to symptoms developing in the group.
 | Yes | For those with additional needs, individual planning will take place in conjunction with parents.As part of the planning for events, discussions will be had with the provider as to where a symptomatic member of the school could be supervised by additional school staff in isolation until a parent could collect. | Sep 1st |

# Transport and travel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Public and school transport | Face coverings are required on all schools transport for staff and pupils (unless individuals are medically exempt from this requirement). | Yes | Only for adults with pupils being advised to consider this. | Sep1st |
|  | Pupils, parents and staff have been advised not to use school transport if they have symptoms | Yes | Through this guidance | Sep1st |
| Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn. | Yes | Through this guidance | Sep1st |
| Windows are opened during journeys where it is safe to do so | Yes | On board staff will be asked to open should this not be in place. | Sep1st |
| Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings. | Yes | To be discussed with the coach company | Sep1st |
| Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) | Yes | As noted above – if local, the Principal would join the excursion group and supervised the pupil in situ until collection. If further afield, additional staff will accompany any visit to support this function. | Sep1st |
|  | * Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so
* Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings
* Staff are encouraged to wear face coverings when using public transport.
 | Yes | All staff will be asked to wear masks on a coach.Parents will be advised that this should be considered for their children also. However, any visit will be within set phase/year bubbles following seating plans. | Sep1st |

# Visitors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The time of visits occur so that visitors are separated from staff and pupils where possible. | Yes |  |  |
| Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out | Yes | All visitors entering the school will be asked to wear masks unless exempt. Where this is not possible, an outside meeting will be offered.The school will temporarily return to no parents in the building at this point unless it is to meet with specific staff for essential reasons. | 29/11/21 |
| Visitors are advised of the following in advance:* That you encourage participation in asymptomatic testing where it is age appropriate and before entering the school.
* Specific arrangements for the meeting, for example, applying respectful distancing where it is possible.
* To leave the setting immediately if they develop symptoms
* Hand shaking should be avoided
 | Yes |  | Sep1st |
| 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 or are currently required to isolate.
 | Yes | They will also be issued a mask if they are not carrying one. | Sep1st |
| Visitors will use their own pen or will be provided with a pen that they take with them. | Yes | Office staff will be asked to sign visitors as much as is possible. | Sep1st |
| A QR code is in place for events involving large numbers of visitors. | Yes | It is unlikely that large scale events will take place within this term. | Sep1st |
| Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible. | Yes | The office area seating has been halved.Staffroom seating has been greatly reduced and separations have been put in place (however, this will be returning to a more normal setting with this half term)Capacity signs have been placed on shared spaces. | Feb 1st |
| Key contractors | * Key contractors are aware of the control measures in place prior to visiting the site.
* Key contractors confirm that they have completed a risk assessment prior to their visit.
 | Yes | Office will outline upon entry | 29/11/21 |

# Events

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Where events take place with visitors attending, consideration is given to:* Running an event on a reduced capacity basis
* Enabling respectful space to be given
* Staggered arrival times
 | Yes | Events will most likely not take place this term within the schoolBut numbers would be limited to 32 linked to class bubbles | 3/1/22 |
| A QR code is in place for events involving large numbers of visitors. | Yes |  |  |
| Ventilation is reviewed in order to ensure it remains adequate for increased numbers | Yes | Any event will most likely take place in the Junior hall with all doors open | 3/12/21 |
| All other infection control measures are implemented | Yes | A staggered and control entry would support separation and masks would be insisted upon unless medically exempt. | 3/12/21 |
| * A contingency plan is prepared as part of event planning in order to response to increased positive cases in the community or where thresholds are met (as detailed in case management guidance)
* Plans consider providing the event virtually, delay or cancellation.
 | Yes | All events would be subject to local arrangements | 3/12/21 |

# Catering

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance . | Yes | Norse have a clear risk management plan in place. | Sep 1st |
| Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance  | NA |  |  |
| Vending machines | * Vending machine disinfection is incorporated into the touch point cleaning arrangements.
* Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection slot, therefore performing hand hygiene before and after use is reinforced.
* Hand sanitiser and disinfectant wipes are provided next to them with instruction to use before and after.
 | NA |  |  |

# Health, well-being and attendance

## Asymptomatic testing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Autumn return | * Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return applied across the first week).
* Staff and secondary pupils are encouraged to continue to test twice weekly until notified.
* A small asymptomatic testing site is retained on site at secondary settings so that pupils who are unable to test at home can use this facility.
* 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
 | Yes | All staff are asked to complete LFT testing twice weekly and report positive results to the office; the school provides all testing kits – this will continue at this point.Staff will be asked to seek a PCR should they have cold symptoms but most likely continue to attend school, wearing a mask, whilst awaiting the results. They will self-isolate should they have COVID symptoms.Professional visitors will be asked if they are completing LFT testing and asked to do so before entry.Parents will be encouraged to LFT their children before returning at the start of each term. | 3/1/22 |
| Vaccination | Where eligible, staff and students are encouraged to participate in the vaccination programme. | Y/N | All staff have been supported in becoming vaccinated and this is the school’s preference but the school has no ability to ‘encourage’ participation.Individual risk assessments may be needed for unvaccinated staff. | Sep 1st  |

## First aid

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First aid – all settings | COVID-19 First Aid guidance is followed. | Yes  | Generally, children will ask to apply treatments independently where possible.Where this is not, staff should wear fresh gloves and masks. | Sep 1st |

## Individual risk - pupils

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Clinically extremely vulnerable | * Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required.
 | Yes | These will be written where a doctor’s note has instructed the school as to their vulnerability. | Sep 1st |
| Increase risk including ethnicity and pregnancy | * Individual risk assessments will be carried out for pupils who are at an increased risk
 | Yes | At this point, none are deemed to need this. | Sep 1st |
| Aerosol generating procedures | * A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG’s [Educational Settings Guidance on AGP's](https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/health-safety-and-wellbeing/revised-guidance-for-aerosol-generating-procedures.pdf)
 | NA |  |  |

## Individual support planning

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 1st |
| 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 | To be included within Care Plans | Sep 1st |
| 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 | To be included within Care Plans | Sep 1st |
| 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 | PPE packs should be available to staff at all times in class or within first aid kits. Whilst completing First Aid or helping with a routine intimate care, a face mask will be worn Where a child is showing symptoms of COVID-19, a member of the office will wear masks~~.~~Staff training provided through NHS video: <https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be>  | Sep 1st |

## Wellbeing and attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pupil well-being, mental health and behaviour | Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, [promoting and supporting mental health and well-being in schools](https://www.gov.uk/guidance/mental-health-and-wellbeing-support-in-schools-and-colleges#contents) is used. | Yes | The school provides this through the Emotional Literacy Support Assistant | Sep 1st |
| Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.  | Yes |  | Sep 1st |
| Available resources are used to identify and support students and staff who exhibit signs of distress.  | Yes |  | Sep 1st |
| Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements. | Yes |  | Sep 1st |
| Where attendance is impacted | The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.  | Yes |  | Sep 1st |

## Staff health and well-being

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Individual assessment | * All staff 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 |  | Sep 1st |
| Wellbeing | Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support | Yes | All staff have access to services through Health Assured. | Sep 1st |

## 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 | Staff have been asked to seek a PCR even if they have cold symptoms as this appears to be more linked with cases at present. They need to then discuss with the Principal/Office Manager whether they can attend work whilst awaiting the result.Staff asked to review symptoms with all children as part of class expectation – respect for our peers.Any pupils showing or reporting symptoms will be reported to the office immediately, who will call parents/carers.The pupil will be asked to wait outside in the canopy area or the front of the school until collection supervised by an office member.Teachers should wipe down the class areas where necessary. | 29/11/21 |
| Self-isolation criteria | Staff and pupils know that [current isolation arrangements](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)must be followed, including:* Where notified by NHS Test and Trace
* In line with travel - [Entering the UK](https://www.gov.uk/uk-border-control)
* If the person has COVID-19 symptoms
* On receiving a positive LFD or PCR test
 | Yes | Where symptomatic, staff/parents/carers will be asked to follow government guidance | 3/1/22 |

# Collaboration

## 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 | This risk assessment has been communicated with staff and governors w/c 25/8 and parents/carers w/c 1/9Reissued to staff/governors on 23rd September and parents on 26th SeptemberReissued to staff/governors on 29.11Reissued to all stakeholders on 4/1/22Reissued to all stakeholder on 9/2/22 | 2/11/21 |
| * The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers.
* Where required the setting has added additional information that has been identified in this risk assessment.
 | Yes | This will be adapted and sent during the week of 1/9 | Sep 1st |
| 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 | This will be sent during the week of 1/9 | Sep 1st |
| The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary. | Yes |  | Sep 1st |
|  |  |  |  |
| All staff instruction and involvement | * Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code)
* Local arrangements identified in this risk assessment 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.
* All staff have confirmed that they are confident in applying the control measures identified in this assessment.
* Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting).
* Staff have been given the opportunity to discuss and resolve any concerns that they have.
 | Yes | *Staff are fully aware.**This guidance will be discussed and walked through during the initial inset.**A signed agreement will be including within the training.* | Sep 1st |
| 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 |  | Sep 1st |
|  | The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes. | Yes | This will form part of induction with line managers supervising compliance | Sep 1st |

# Respectful space

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Consideration has been given to where respectful space can be maintained between people including:* Continued cohorting of staff
* Utilisation of online meetings and training
* Keeping numbers minimised for in person meetings and training
* Reduction of pinch points and areas of congestion
* Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible
 | Yes | Staff will be asked to remain in phases as much as possible.All training/staff meetings will continue to be online in phases, outside or in small groups in the hall.Masks will be asked to be used in pinch point within the school~~Toilets will be split to designated staff~~Staff rooms will be limited in terms of those able to use at one time and alternative rooms provided. | Sep 1st |

# Hiring School Premises (and providing premises for club use)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * Cleaning and disinfection requirements are established for all areas used (premises and equipment)
 | Yes | Should this involve internal spaces | Sep 1st |
|  | * Information about ventilation requirements is provided to the user
 | Yes | As above | Sep 1st |
|  | * The school and user have agreed and confirmed their responsibilities prior to use,
* The hirer has confirmed that they are following COVID-19 control measures for their activities
* The use of QR codes is encouraged where members of the public take part in the activity.
 | Yes |  | Sep 1st |

# Face coverings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Face coverings are worn as recommended (unless the wearer is exempt for medical reasons):* In communal areas in all schools for adults (staff and visitors) and for pupils from year 7 onwards.
* On all school transport.
 | Yes | See above | 29/11/21 |
|  | Arrangements are in place for the safe removal of face coverings which has been communicated to pupils, staff and visitors:* The wearer must not touch the front of their face during use or when removing the face covering.
* They must bring a bag or other suitable receptable with them to place the covering in or dispose of it in a bin.
* They must before hand hygiene after removing their face covering.
 | Yes |  | 29/11/21 |
|  | Consideration has been given for some people where it would be appropriate for them (or others supporting them) to wear a face covering, for example where they rely on lip reading, facial expression and clear sound to communicate. | Yes |  | 29/11/21 |

# Review

##

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Arrangements are in place to monitor the control measures to ensure that they are:* Effective
* Working as planned
* Updated appropriately (reflecting updates to the compliance code)
 | Yes | This will form a standing item of SMT. |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
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| --- | --- |
| **Assessor’s Name**: **James Grimsby** | **Manager’s Name: Mark Cresswell** |
| **Position: Principal** | **Position: Regional Director** |
| **Signature:**  | **Signature:**  |