

<b>Setting/Premises:</b>	Caister Primary Federation		
<b>Location:</b>	Caister on Sea, NR30 5ET		
<b>Assessment Date:</b>	16 <sup>th</sup> July 2020	<b>Review Date:</b>	12.8.20; 21.8.20; 7.9.20; 27.9.20; 13.10.20; 1.3.21
<b>Assessment completed by:</b>	Jilly Peace		

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

## Management Planning

### Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> <li>The number of contacts that pupils and staff have during the school day are minimised</li> <li>The distance between people in the setting is maximised as much as possible,</li> <li>Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying</li> <li>Enhanced cleaning arrangements can be implemented</li> <li>The whole setting community are engaged with and support the national effort to reduce the spread of the virus</li> </ul> <p>This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).</p>	Yes	<p>Pupils in “bubbles” according to year group (YG)</p> <p>Staggered start &amp; end</p> <p>One way in and out system for parents &amp; carers</p> <p>YG bubbles will use communal areas separately around site</p> <p>Liaised with Norse. Deep clean during summer holiday when school is shut</p> <p>Ongoing cleaning throughout the day of key areas</p> <p>Deep cleaning of spaces used after positive case confirmed</p> <p>Risk assessment circulated to all staff – live document</p>	3.9.20
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Yes	Initial premises risk assessment completed 25/6/20. To be reviewed and updated	31/08/2020 Updated 7.9.20

	All normal operational premises management requirements have been implemented			
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	Ongoing cleaning throughout the day of key areas	
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	Further updates will be communicated to staff on PD days Information from Infospace has been uploaded to SharePoint to enable staff to access it easily	4/9/2020
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	Discussions with governors Whole staff meeting	16/7/20 & August 2020 22/7/2020
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Yes	Documentation & procedures will be reviewed after opening	
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Yes	Microsoft Teams used PD days used to communicate any further updates and training	4/9/2020
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	All senior team will be on site – visible and available	
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Yes	Staggered start & end One way in and out system for parents & carers Additional marshals will be a key points on site	7/7/2020
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	Pupil behaviour policies have been amended with due regard to COVID guidance Due regard and adherence given to site safety manual	
	COVID-19 Cleaning and Disinfection supplementary information for Educational Settings is complete	Yes	Shared & updated with Norse cleaning team. Supervised by site manager	21.8.20
	COVID-19 Case Management Guidance is implemented.	Yes	Correct procedures followed	
	COVID Secure Commitments is signed and displayed	Yes	Displayed in reception of both schools and nursery	7.9.20
Contractor Activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	Contractors visit outside school hours whenever practicable	3.9.20

	Contractors are aware of the schools expectations and arrangements are in place to discuss their activities in advance of making a site visit	Yes	Track & trace form to be completed Hand sanitiser used before entering NHS QR code downloaded to be used Face masks to be worn inside school buildings	3.9.20 3.9.20 28.9.20 28.9.20
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	COVID discussions at each meeting, reviewed regularly	16/7/20 & August 2020
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	Additional safeguarding checks made with vulnerable families throughout summer holiday Arrangements being made to contact anxious families and ask them to visit school site during holiday	
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Yes	Preferred supplier is ESPO, but if items are unavailable alternative suppliers will be used	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes		
Premises adoptions	Small adoptions identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	All items PAT tested August 2020 Door stops already in place Matting across school field	7.9.20

### Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: <ul style="list-style-type: none"> <li>Short duration, ad hoc work is avoided where possible</li> <li>They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary)</li> <li>All infection control requirements are followed.</li> </ul>	Yes	External visitors kept to absolute minimum Virtual meetings held when possible Empty rooms are used to accommodate visitors to ensure they do not interact with anyone else Sanitiser available at school receptions	
	Temporary staff who work at more than one setting is avoided where it is possible.	Yes	External visitors kept to absolute minimum & comply with visitor requirements outlined in RA	Last updated 28.9.20
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	Yes	Principle applied if staff need to work in a different bubble	7.9.20

	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	n/a		
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	YG bubbles will use communal areas separately around site Social distancing signage clearly visible in all communal areas	
	Consistent working arrangements are applied to ITT trainees.	n/a		
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.	n/a		
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Yes	Ongoing cleaning throughout the day of key areas	
	Where volunteers are used the same staff principles are applied.	Yes	Only PGCE students will be allowed on site College students will be allowed on site	Autumn Term 2020 Updated 21.9.20
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	Additional COVID cleaning procedures adhered to by Norse staff	
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	YG bubbles will use communal areas separately around site	
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes		

### Minimise contact maintain social distance and activity risk reduction

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

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Yes	YG bubbles will be taught in class groups	
	Groups are kept as static as possible including staff assigned to the groups	Yes	Pupils in “bubbles” according to year group (YG) Staggered start & end One way in and out system for parents & carers	
	Only where necessary extended groups have been created to accommodate specific activities.	Yes	No after school activity clubs will be offered	2/10/2020

	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Yes	Only chargeable breakfast and after school club will operate	
	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	Yes	Small groups accommodated in large space, eg school hall to allow for social distancing	
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Yes		
	Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include: <ul style="list-style-type: none"> <li>music</li> <li>With very young children</li> <li>Because of health conditions or understanding of the children</li> </ul> In order to enable distancing through designing spaces that achieve more separation.	Yes	Staggered start/finishes and break/lunchtimes are in place to reduce staff to pupil contact. LSAs and MSAs are designated to a class to reduce contact between pupils and adults during lunchtimes.	
Staffing within groups / Keeping cohorts together	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care. The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	Staff are in bubbles according to year group PPA taken at home	7.9.20
	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	Pupils in "bubbles" according to year group (YG) Staggered break and lunch times	
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Yes	Staggered break and lunch times PE will be on one specific day for each year group	
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Yes	Only chargeable breakfast and after school club will operate Small groups accommodated in large space, eg school hall to allow for social distancing	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	Only applicable for large outdoor space	
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes	Visitor details will be collected on arrival via the NHS track & trace QR code	Updated 28.9.20

#### Other general measures

	The use of outdoor spaces has been maximised	Yes	Outdoor learning encouraged.	
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	Guidance in site safety manual & bespoke signage around site	

	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	Adults on site use one-way system and encouraged to use arrows on floor as a guide to maintain social distancing	
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	No assemblies will take place. No singing	
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Yes	Boxes in each classroom to allow 72-hour rotation of books which have been sent home	
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Yes	Shared areas will be limited to one year group per day and deep cleaned in between.	
	When resources are taken home, the resources will be quarantined for 72 hours between groups.	Yes	Library books will be quarantined for 72 hours.	
	Large gatherings such as assemblies with more than one group is avoided.	Yes	Assemblies will be held virtually via Teams	
	<p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> <li>• Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this</li> <li>• Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&amp;T, sport.</li> <li>• Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering</li> <li>• Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible</li> <li>• Movements around settings are supervised and school champions support this activity.</li> <li>• Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.</li> </ul>	Yes	<p>Staggered break times</p> <p>One-way system in school</p> <p>The order of entry and exit into all rooms used (including main hall &amp; outside space) has been planned in order to avoid pupils and staff passing each other</p> <p>Entry and exit into classrooms will be via external door wherever possible</p>	
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Yes	Organised within year groups Times of use are supervised and managed as well as staggered	
	Locker cleaning and disinfection arrangements are in place	Yes		



### Measures within the classroom

Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Yes	Shared areas will be limited to one year group per day and deep cleaned in between.	
Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Yes		
Unnecessary furniture and objects are removed where possible	Yes		
The position of the teacher's space/desk is considered as part of the configuration to support distancing from the class.	Yes		
Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Yes	Lockers will be utilised	
The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Yes		
Where close contact is needed this is conducted side by side rather than face to face	Yes		
Pupils are not called to the front of the class	Yes		
Staff going to a pupil's desk to check on their work is avoided	Yes	Adults will be encouraged to look at books when the children have left the room. Self-marking and verbal feedback will be encouraged throughout lesson.	
Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Yes	Pupils encouraged to bring in their own equipment where possible	
Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Yes		
Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Yes	Sharing kept to a minimum	
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	Mobile phones handed in to class teacher Pupil belongings kept in lockers	
There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Yes	Pupil's books to be kept in their individual trays.	
How pupils enter and exit the classroom is managed to maintain distancing.	Yes	External classroom doors used wherever possible	
Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Yes		

### Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	n/a	Outdoor play equipment to be used on a weekly rota basis by each bubble Visitors to site are prohibited from using equipment	September 2020 <i>R. October 2020</i>
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes		
	A one-way system has been introduced around outdoor gym equipment and trim trails	n/a		
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	n/a		
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	n/a		
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	Additional covered bins have been provided	
	Time is allocated for play equipment for each group/bubble	n/a		
	Equipment touch points are cleaned frequently and between each groups use.	Yes		
	Multiple groups do not use outdoor play equipment at the same time.	n/a	Outdoor play equipment not to be used	

### 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	Care is taken to observe 2m social distancing, reducing the number of contacts and mixing as much as possible and activities are organised to support this Hand hygiene is always followed before and after handling shared items	
Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	Yes	No assemblies or after school choir groups will take place. No use of these instruments in music lesson. No singing inside	
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Yes	Music subject leaders to provide staff with an alternative activities for music lessons.	
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m	n/a	Equipment sharing is avoided wherever it is possible including limiting handling music scores, parts and scripts by issuing them for individual use.	



	distance between them (3m is preferable) with no-one directly facing another person.		Wind and brass players are positioned so that air from their instrument does not blow into another player.	
	Where the music teacher needs to face the group they will maintain 3m distance.	n/a		
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes		
	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.			
	Prioritisation of low impact activities is given over high impact	Yes		
	Contact sports will not take place	Yes		
	Team sports are only provided in line with the <a href="#">return to recreational team sport framework</a> . Distance between participants is maximised.	Yes		
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes		
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	Yes		
	The means to collect, pass on and return shared resources and equipment to prevent close contact is arranged	Yes		
	Pupils are kept in consistent groups	Yes	YG bubbles will have PE on one day per week Two days identified for Reception unit	
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Yes	Adults are required to clean any equipment after use.	
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	n/a	No swimming	
	The following advice has been referred to as part of the risk assessment process:  <ul style="list-style-type: none"> <li><a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>advice from organisation such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	Yes		
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and	N/a	No external coaches on site	October 2020

	specific attention has been paid to the staffing section of this assessment.			
	The use of changing rooms and showering facilities are avoided where possible.	n/a	Pupils will come to school in games wear	
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.	Yes	Pupils will come to school in their PE kits on the day they have PE	
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	Yes	Physical activities will be held outside whenever possible	

#### Educational visits

	No overnight educational visits are carried out	Yes	All residential trips cancelled or postponed	
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	Forest & Beach schools activities will continue	
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> <li>Do they include measures relating to limiting contact between your group and other visitors?</li> <li>Do they support you to maintain distances within your group?</li> <li>Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?</li> <li>Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?</li> <li>Are appropriate cleaning and disinfection arrangements in place?</li> </ul>	n/a	No visits planned	R. October 2020
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	n/a	No visits planned	

**Where a pupil attends more than one setting**

	Schools work together to ensure that the approach is consistent and does not compromise the group/bubble	n/a		
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**Extra curricular provision**

	Pupils will keep within their main bubble where possible.	Yes		
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> <li>Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups</li> <li>Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend ensuring they only attend one setting consistently</li> <li>Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity</li> <li>Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members.</li> <li>Records are maintained of all bubbles or groups for 21 days</li> <li>Consideration is given to the types of activities organised in line with the compliance code</li> <li>The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups</li> <li>Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues</li> <li>Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided.</li> </ul>	Yes	<p>Only chargeable breakfast and after school club will operate</p> <p>Small groups accommodated in large space, eg school hall to allow for social distancing</p> <p>Activities are organised in line with all of the relevant requirements of this assessment and compliance code</p>	
	As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided	Yes	Physical activities will be held outside whenever possible	

	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Yes	Communicate with parents via newsletter regularly	
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### Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Yes	Site safety manual given to all parents in July 2020 Staggered start and end times One way system Signage throughout site Marshals	
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	Staggered start and end times	
	There are hand sanitiser stations outside for pupil and visitor use	No	Hand sanitiser in classrooms, pupils must wash hands on entering school building	
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Yes		
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Yes	Matting has been provided to improve access across school field	
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	
Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	Site safety manual given to all parents in July 2020 Staggered start and end times One-way system Signage throughout site Marshals All adults moving around on school sites will be expected to wear a face mask from January 21	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Site safety manual given to all parents	
	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	A member of staff will be available to collect children from their parents.	

			Parents will be informed to communicate with the school office. Hand washing routines are in place on arrival and departure of school.	
	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	Marshals will be positioned around the school site to direct pupils and parents using the one-way system. Parents will be informed to communicate information via phoning the school office to reduce contact with staff. Teachers will greet pupils in the classroom and hand washing routines are in place on arrival and departure of school, as well as during the school day.	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes	A member of staff will be available to collect children from their parents. Parents will be informed to communicate with the school office. Hand washing routines are in place on arrival and departure of school.	
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	External classroom doors to be used at all times	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	Staggered start and end times One-way system	
	Floor marks have been added to assist with social distancing in outside areas.	Yes	Signage throughout site Marshals throughout school site will ensure footfall flow and parents adhere to guidance	
	Staff and school champions supervise at peak times.	Yes	Floor markings in and outside school site	
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	Site safety manual	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes	Lockers used in KS2 Staff in EYFS and KS1 to monitor cloakroom areas to ensure no gathering	
	Parents have been advised that only one parent should attend.	Yes		
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes		
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	n/a		
	Times of use are supervised and managed.	Yes		

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### Transport and travel

General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	Parents told not to enter school site using a vehicle Marshal on school gate	
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes		
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	n/a	Cycles and scooters are not allowed	
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes		
	Parents and staff have been advised that only the same household members should travel together by car	Yes		
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	Site safety manual	
	Pupils and parents have been advised that they should not walk together in large groups	Yes		
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes		
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes		
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings	Yes		
	Markings are provided where queuing is required for transport services on school premises	Yes	Floor markings and signage throughout school site	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	n/a		

### Visitors

	The number of visitors has been minimised as much as possible	Yes		
	Visitor times are planned to separate visitors from other site users	Yes	By appointment only as much as possible	



	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> <li>• Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety</li> <li>• Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied.</li> <li>• Action to take if they cannot maintain keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, not matter how mild.</li> </ul>	Yes	<p>Site safety manual shared with visitors where appropriate</p> <p>All adults moving around on school sites will be expected to wear a face mask from January 21</p>	
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes	Additional COVID visitor information sheet is available to read in reception	August 2020
	Visitors confirm that they do not have symptoms no matter how mild.	Yes	Additional COVID visitor information sheet is available to read in reception	
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes		
	The reception is operating on a one in and one out basis for essential visitors	Yes	Clear signage	
	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	Clear signage and floor markings	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes		
	Visitor records are maintained for contact tracing requirements	Yes	NHS QR codes created & used	28.9.20
	Visitors required to wear a mask when inside school buildings	Yes	Entry prohibited if masks are not worn. Masks provided if needed	28.9.20
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes	Contractors required to register using track & trace Mask must be worn within school	3.9.20 Updated 28.9.20 28.9.20
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	Visitors will be accommodated in unused spaces / rooms within school buildings	
Parents and carers	<p>All meetings are carried out remotely where possible</p> <p>Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.</p> <p>Where possible, only one parent/carers to attend</p>	Yes	<p>Parents are encouraged to phone or email; the office with information</p> <p>All adults moving around on school sites will be expected to wear a face mask from January 21</p>	

	Visits are planned & organised to ensure distancing & hygiene measures can be maintained Information is provided in advance to ensure arrangements are communicated			
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	Clear guidance provided in reception areas	7.9.20
Pupil familiarisation visits	Visits are provided virtually where possible	Yes	Introductory and site tours are available on school websites	21.7.20
	The visitor arrangements in this section are applied where in person visits are planned	Yes	By appointment only outside school hours	
	Visits will take place outside normal school hours unless it is detrimental to the purpose of the school visit	Yes	Visitor numbers are limited and appointments are staggered	
Pupil lesson attendance for familiarisation	Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include: <ul style="list-style-type: none"> <li>Limiting visiting pupils mixing between additional groups</li> <li>Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining)</li> <li>Avoiding compromising the existing social distancing arrangements within the class</li> <li>The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented</li> <li>Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.</li> </ul>	Yes		

#### ***Movement around premises***

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes	Staggered break and lunch times	
	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes	External classroom doors used to access outside area	
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes	All adults moving around on school sites will be expected to wear a face mask from January 21	
	One way circulation has been introduced where possible			
	Central dividers have been installed where necessary to avoid group mixing.	No	Corridors too narrow	

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

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Lunches eaten in classroom	
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	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	External classroom doors used to access outside area	
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	n/a	Stored in lockers EYFS and KS1 - stored in class	
	The use of pre-ordering and trolley services have been considered.	Yes	Food pre-ordered and delivered to classrooms by catering team	
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	n/a	Staggered break times to avoid overcrowding	
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Yes	External classroom doors used to access outside area	
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	n/a	Lunches eaten in classroom	
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Yes	External classroom doors used to access outside area	
	One ways systems are used.	Yes	Applicable for 6T & 6D	
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Yes	Social distancing signage visible. Additional staffrooms have been made available.	
	Staff room area use is staggered to support distancing	Yes	Staggered break times	
	Additional space has been provided to use as staff rooms.	Yes	See site safety manual	
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Yes	Social distancing signage visible	
	Touch points are wiped down between different groups.	Yes	Ongoing cleaning throughout the day of key areas	
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Yes		
	equipment use is supervised to ensure that pupils do not gather.	Yes	Any equipment used is isolated for 72 hours	
	Pupils and staff have identified suitable play activities for break times	Yes		
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes		
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes	Floor markings in and outside school site Pictures in site safety manual	
	Additional staff supervision is employed to ensure social distancing takes place	Yes	Marshals throughout school site will ensure footfall flow and parents adhere to guidance	

Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Yes	There should not be any sharing of food and drink by staff who do not share a household. Minimise self-serving options for food and drink. As far as possible, food served and/or displayed should be individually wrapped to minimise contact and avoid spread of infection Plates, cutlery and glasses should be handwashed in hot soapy water Dining area should be thoroughly cleaned after each group of staff use them.	
	The way in which essential food deliveries are received are managed	Yes		
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	Lunches delivered to classrooms by catering staff	
	Additional meal collection points have been put in place to reduce queuing where necessary	n/a		
	Alternative payment methods are being used to eliminate cash handling	Yes	Cashless system already used	

#### Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes	
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes	All doors and windows should remain open wherever possible to allow greater ventilation and prevent touching of window handles (subject to appropriate fly screening).
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	Yes	Internal doors are propped open
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Yes	Air conditioning not used
	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	Updated and added to RA 21.8.20

### Toilets and handwashing facilities

	Usage times are staggered where possible.	Yes	Systematic, more frequent and effective cleaning. Emphasis should be on hand touch surfaces such as taps, door handles and flush handles.	
	Distancing for queuing has been introduced e.g. through floor markings	Yes	Majority of hand washing to be done within the classroom	
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Handwashing / sanitising timetabled throughout the school day Good hygiene promoted Increased signage in key areas	
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Yes	PAT tested & compliant	3/9/20
	Consideration has been given to replacing traditional taps with easy operating lever taps.	n/a	Most taps are level taps	

### Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.	Yes	Meetings conducted using Microsoft Teams	
	Meetings only take place in person where: <ul style="list-style-type: none"> <li>There is a need to be in person for safeguarding, well-being or statutory reasons or</li> <li>Limitations of technology, poor or unstable signal</li> </ul>	Yes	Social distancing guidance adhered to & masks worn	
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> <li>They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</li> <li>All other participants will connect to the meeting remotely.</li> <li>The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</li> <li>Use separate spaces or rooms where possible to limit the number of people in the same area</li> <li>Ensure 2 distance is maintained at all times, not sitting face to face</li> <li>No activities are undertaken that require or encourage people to raise their voices or shout</li> <li>Paperwork is shared electronically where possible</li> </ul>	Yes	Where social distancing of 2 metres cannot be implemented consider whether further mitigation measures such as redesigning the task or adding physical barriers can be considered. If not, PPE or <u>face coverings</u> are recommended in some areas to mitigate the risk of COVID-19 transmission, Ensure handwashing facilities or hand sanitiser are available at the entrance to all communal areas, and provide reminders to use these on entrance and exit	

	<ul style="list-style-type: none"> <li>Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first.</li> <li>People do not shake hands.</li> <li>Participants practice good hand and respiratory hygiene before and during the meeting.</li> <li>Where held indoors they are held in well ventilated spaces.</li> <li>All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented.</li> </ul>		<p>Increase the frequency of cleaning, especially surfaces that are regularly touched by hand, such as table tops, drinks levers, keypads, grab-rails, door key pads, light switches and door handles</p> <p>Make social distancing more manageable by increasing the amount of existing communal space that can be used to support improved social distancing measures</p>	
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	Yes	Staggered break times Suitable alternative spaces have been made for staff rest time	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Staggered break times	
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	Clear signage acts as a reminder. Chairs removed	
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	Autumn 2020
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Exploring possibility of using Teams Telephone. Tapestry and email used to keep in contact with parents	
Essential course delivery & staff training	Courses are delivered on line and all "in person" training is suspended for both employees and external participants	Yes	Training conducted using Microsoft Teams	
	Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	Yes		
	Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.	Yes	Use of Microsoft forms to provide evaluation and q & a	
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Yes		
	Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.	Yes		
	Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have	Yes		



	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.			
	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.	Yes		
	Delegates will spread out in both outside and inside spaces.	Yes		
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Yes		
	Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.	Yes	Delegates asked to provide their own equipment	
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Yes		
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Yes		

## 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	Ongoing cleaning throughout the day of key areas	
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Yes	Tick sheets provided to monitor schedule	
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes	Ongoing cleaning throughout the day of key areas	
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	Yes	Educational toys and resources will be limited and cleaned thoroughly after each use by each group or removed for 72 hours	
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	Yes	Ongoing cleaning throughout the day of key areas	

	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Yes	Each classroom will have spray and cloths	
	Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	Yes	Hand hygiene should be promoted at break times and between AM/PM. Notices should be placed to reinforce this	
	Disinfectant wipes are more generally available for staff to use where they wish to.	Yes	In addition to anti-bacterial soap and hand sanitiser	
	All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	Yes	Ongoing cleaning throughout the day of key areas	
	More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Yes		
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes		
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes		
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes	Equipment and resources will be limited and cleaned thoroughly after each use by each group or removed for 72 hours	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes		
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes		
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes		
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 to reduce the risk of cross contamination between filling.	Yes	Children will have no access to water coolers/fountains but will be able to use the taps in their classrooms to fill their water bottles. This will be supervised and wiped by an adult in the classroom between use. There will be no shared use of jugs or cups. Single use cone/cup will be used if necessary. Staff will need to wipe water cooler in staff room between use.	

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	No large quantities stored. Cleaning equipment stored in suitable fire retardant cabinet	
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Yes	Equipment and resources will be limited and cleaned thoroughly after each use by each group or removed for 72 hours	
	Toys that are put into children's mouths are cleaned between use	Yes		
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes	Soft toys/furnishing taken out of use	
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Yes	Soft furnishings removed from communal areas	
Resources	Children are allocated their own resources e.g. pencils where possible	Yes	Pupils encouraged to bring their own equipment into school	
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	Yes		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	Equipment and resources will be limited and cleaned thoroughly after each use by each group or removed for 72 hours	
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes		
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Yes		
	Books and posters checked for visible soiling and disposed of where necessary	Yes	All books and posted to be checked regularly and disposed of where necessary	
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> <li>• Apply disinfectant and leave for the appropriate contact time applied</li> <li>• Re-apply disinfectant and leave to dry naturally</li> </ul>	n/a		
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	These will be wiped down by supervising staff	
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	Ongoing cleaning throughout the day of key areas	
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes	Closed top bins have been provided in very classroom	

	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	All staff and pupils are following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use.	
	Bins and tissues are provided in the same place.	Yes		
	Waste bags for tissues are double bagged for disposal.	Yes		

### Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	Age and developmentally appropriate ways are being used to encourage pupils to follow requirements. Clear handwashing signage displayed at every sink	
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.	Yes	Handwashing is scheduled into new timetable	
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes	Handwashing is being encouraged rather than using hand sanitiser wherever it is possible	
	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	Supervision arrangements are in place to support pupils with handwashing where it is needed.	
	Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes	Hand washing is carried out using running water (static bowls are not used)	
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes		
	Event related prompts are given to pupils by staff..... <i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.	Yes	See signage	
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Yes		
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes		
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil	Yes	No large quantities stored. Cleaning equipment stored in suitable fire retardant cabinet	

	supervision (contact will be made with Health, Safety and Well-Being where this is not possible)			
	Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	Yes	Pupils also encouraged to bring their own supply into school	
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes		
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	Clear and age appropriate signage used "Happy Birthday" used for timings	
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes	Signage around school	
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	Yes		

## Health Needs

### Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the <a href="#">template provided</a> is used to record conversations and agreed control measures.	Yes	Pregnant staff in third trimester will continue to work from home RA completed for staff in first and second trimester	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Three members of staff are mental health champions and are able to offer suitable support, advice and signposting to staff Staff well-being survey completed	6.10.20
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Teaching staff can have their PPA off site	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	LA guidance and procedure shared with all colleagues	

### ***Pupil Health and planned close contact activities***

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Staff will remain vigilant to any signs of poor health	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes	Regular check in with parents on arrival	
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Yes		
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Yes	Information downloaded and available as a resource for colleagues to use	
	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	SENDCos have produced individual risk assessments for individual pupils and this will be shared with adults working with them.	
	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	Additional PPE provided for staff working with pupils who cannot follow standard hygiene expectations. Items from home are wiped down on arrival to school. Handwashing/hand gel routine on arrival. A member of staff to verbally check with parents that symptoms are not displayed.	
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes		
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	Pastoral support is available to support children who show anxiety Regular PATHS/PSHE lessons with a flexibility to change according to children's needs. Adjustments have been made to the curriculum to provide children with the opportunity to transition back into school.	



			Additional wellbeing/mindfulness activities have been provided to staff along with increased empathise on outdoor learning.	
	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	Additional support offered to vulnerable or anxious pupils and families throughout summer including opportunity to visit school site during closure. Designated adults will be available to individuals and their families. Flexible timetable will be adopted to support pupils finding it difficult to return to a full day.	
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Safeguarding training delivered on PD days including using CPOMS to alert DSL team of any concerns	
	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.		Appropriate child friendly COVID information is shared with the children	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Three members of staff are mental health champions and are able to offer suitable support, advice and signposting to staff	
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	Yes		
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		

## 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	Site safety manual shared with all stakeholders	
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years Settings) has been	Yes	Weekly updates emailed to all stakeholders	

	completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.		Site Safety Manual has been communicated with parents	
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	All unnecessary visits have been postponed or cancelled	
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Yes	Clear bespoke signage throughout site Distance markings on and around school site	
	Site changes such as entrances and exits will be identified where required	Yes		
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Clear bespoke signage	
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes	Posters with visual representations Marshals located around site to support pupils and parents	
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub</a> .	Yes	Displayed in key areas	
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	Yes	Displayed in key areas	

### Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes	Information regarding COVID testing facts and procedures shared with colleagues	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes		
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes	Staff will be emailed a copy of the Staff safety manual	
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes		

	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	Staff have given feedback with regards to ongoing COVID procedures within school	
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	On-going dialogue with all colleagues	
	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	Information regarding COVID testing facts and procedures shared with colleagues	
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes		
	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes		

### ***Behaviour policy***

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	General and pupil specific risk assessments reviewed and updated Whole school behaviour policy has been review and updated.	
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes		

### ***Pupil involvement and communication***

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	Yes	Each class will appoint a Hygiene Champion. One member of staff from each year group will be appointed to supervise this.	
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes	Each class will appoint a Hygiene Champion. One member of staff from each year group will be appointed to supervise this.	
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes	Hygiene Champions will be given appropriate pages from the Safety Manual to refer to.	
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	Downloaded resources from Public Health England	

### Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> <li>become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.</li> <li>encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>	Yes	Downloaded resources from Public Health England	
	The following resources are used where appropriate: <ul style="list-style-type: none"> <li><a href="#">e-Bug</a> resources to teach pupils about hygiene.</li> <li><a href="#">the Educational Settings poster</a></li> <li>the <a href="#">Coronavirus Toolkit for Professionals</a> which contains campaign materials.</li> </ul>	Yes	e-Bug resources	
	Additional information used to educate pupils is taken from trusted sources such as <a href="#">InfoSpace</a> or <a href="#">Norfolk Schools</a> (which both contain the same COVID-19 information) and <a href="#">Public Health England</a> .	Yes		
	The following measures are applied where staff cannot work from home: <ul style="list-style-type: none"> <li>Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.</li> <li>Rooms are well ventilated (see section on ventilation)</li> <li>Staff are cohorted in consistent working groups</li> <li>Unnecessary items have been removed to support effective cleaning of the area</li> <li>Hot desking is avoided</li> <li>desks near busy circulation spaces are not used</li> <li>Shared equipment has been moved to reduce group mixing such as printer location</li> </ul>			
	The following measures are implemented where the above measures cannot be followed: <ul style="list-style-type: none"> <li>additional work spaces are be allocated where possible</li> <li>sharing of workspace is minimised and workspaces are thoroughly cleaned between users.</li> <li>Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities</li> <li>Screens are installed as a last resort</li> </ul>			

**Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance)**

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Yes	Documentation created and displayed in all reception areas Information kept for 21 days	
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	Yes		
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Yes		
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes	Additional PPE available in room for staff to use (HOS office)	
	Where possible there is separate use of toilet and handwashing facilities nearby.	Yes		
	The room has been emptied of unnecessary items.	Yes		
	Tissues and a waste bag have been provided in the room	Yes		
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	Yes		
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes		
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes		
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes		
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes		
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Yes		

	The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Yes		
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Yes		
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes		
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Yes		
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes	NCC Quick Guide for Absence Protocol used Pupils & siblings advised to self-isolate for 14 days or negative test Pupils marked with X Provided with eLearning Third day calling – KIT Managed centrally	
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	Yes		
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Yes		
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes		
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Yes	If anyone develops symptoms of COVID-19 in the business or workplace they should be sent home and advised to follow the <u>stay at home guidance</u> and seek a test. If a member of staff has helped someone who has developed symptoms of COVID-19, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with COVID-19 infection. If the person who has been sent home is subsequently confirmed as having COVID-19, they may be contacted by NHS Test and Trace and asked to self-isolate.	
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Yes		
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Yes		



	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes		
	The setting will register with the local testing service to receive their unique employer code by emailing: <a href="mailto:NorfolkRegistercovidtesting@nnuh.nhs.uk">NorfolkRegistercovidtesting@nnuh.nhs.uk</a> providing the name of the employing organisation, their job title and a contact telephone number.	Yes	Tests received 3.9.20 Additional tests received 5.10.20	
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes		
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	Yes	A plan of communication with staff and others is included as part of the business continuity plan	
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes	A single point of contact (SPOC) is nominated. This will ensure that the correct contact point for outbreak management is identified in advance of any outbreak. This individual will lead on liaison with local public health teams	
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes		
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes		
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes		
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	Yes	Continue to use current home learning platform (365) Continue to use Tapestry in EYFS and KS1	

### ***Returning after isolation (pupils and staff)***

### ***Offices and other work spaces***

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> <li>Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.</li> </ul>	Yes	<p>Staff will be working in year group bubbles</p> <p>Those staff who are not assigned to a particular bubble (eg SLT, admin &amp; catering) will restrict their movement and not enter bubbles</p>	
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	<ul style="list-style-type: none"> <li>Rooms are well ventilated (see section on ventilation)</li> <li>Staff are cohorted in consistent working groups</li> <li>Unnecessary items have been removed to support effective cleaning of the area</li> <li>Hot desking is avoided</li> <li>desks near busy circulation spaces are not used</li> <li>Shared equipment has been moved to reduce group mixing such as printer location</li> </ul>		Children to stay in the seat provided by the adult in all rooms Only one person to use the printer at a time	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> <li>additional work spaces are be allocated where possible</li> <li>sharing of workspace is minimised and workspaces are thoroughly cleaned between users.</li> <li>Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities</li> <li>Screens are installed as a last resort</li> </ul>	Yes	Teacher can take their PPA off site. Additional spaces for staff room provided.	

### Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Yes	Fire evacuation procedures updated	Completed 17.9.20
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes		
	Fire drills that are carried out encourage social distancing.	Yes	New assembly points allocated for Year 4 and 5 either end of the playground	
	Staff and pupils understand that in an emergency they must leave without delay	Yes	Normal fire evacuation procedures followed	
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Yes		
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	Basic first aid to be administered by adults in the class bubble.	
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can:	n/a		
	<ul style="list-style-type: none"> <li>Explain why requalification hasn't been possible</li> </ul>			

	<ul style="list-style-type: none"> <li>Demonstrate the steps taken to access training.</li> </ul>			
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		
	Staff who require refresher training use <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.	Yes		
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes		


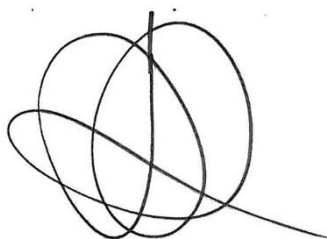
### **PPE and face coverings**

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	All adults moving around on school sites will be expected to wear a face mask from January 21 Staff are not required to wear a face covering whilst sitting at their desk or within their own classroom	
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	Yes		
	Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including: <ul style="list-style-type: none"> <li>The wearer must not touch the front of their face during use or when removing the face covering.</li> <li>They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin.</li> <li>They must perform hand hygiene on arrival at the setting and after removing their face covering.</li> </ul>	Yes		

### **Review of existing assessments**

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	Reviewed last January 2021	Next review February 2021
	Review arrangements ensure that the control measures are effective and working as planned.	Yes		

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


<b>Assessor's Name:</b> Jilly Peace	<b>Manager's Name:</b> Jonathan Rice
<b>Position:</b> Head of Central Services	<b>Position:</b> Executive Head Teacher
<b>Signature:</b> 	 <b>Signature:</b>