

## COVID-19 Educational Settings Risk Assessment

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

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

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

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

<b>Date of change</b>	<b>Section, Page and Change</b>
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey



13-07-2020

Updated for September Term – new requirements are highlighted in yellow

<b>Setting/Premises:</b>	Sheringham Community Primary School & Nursery		
<b>Location:</b>	Cooper Road		
<b>Assessment Date:</b>	14.7.20	<b>Review Date:</b>	<b>3.9.20</b> <b>9.10.20</b> <b>13.11.20</b> <b>5.1.21</b> <b>1.3.21</b>
<b>Assessment completed by:</b>	Rachael Carter / John Perrem / Jonathan Amies / Zoe Law		

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

**Any amendments needed for the January lockdown period are in red. (removed if no longer relevant following latest review)**

**Addition of Staff Lateral Flow Testing in Purple**

**Full return March 2021 amendments are highlighted in green**

## Management Planning

### Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	.			All actioned by 18.8.20
	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: <ul style="list-style-type: none"> <li>The number of contacts that pupils and staff have during the school day are minimised</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Children will be operating in year group bubbles but based in class size bubbles where possible</li> <li>Staggered start / finish times for different year groups</li> </ul>	

	<ul style="list-style-type: none"> <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>		<ul style="list-style-type: none"> <li>• Lunch / break locations different for different bubbles</li> <li>• Extra hand sanitiser stations positioned around the school, both inside and outside</li> <li>• Handwashing routines established</li> <li>• Additional cleaner appointed to work throughout the school day to focus on contact points / toilets</li> <li>• Parents clear as to expectations and arrangements</li> <li>• Powerpoint for all school staff and pupils on arrangements for opening</li> </ul>	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	✓	Legionella checks completed during lockdown period, and an annual check was carried out on 28/07/20. Weekly call point checks will continue, and T&P Fire will continue to do their monthly fire system checks. Visual checks on Asbestos continue as per NCC guidance. <b>The school has not been closed.</b>	
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	✓	Additional cleaning hours assigned so handles / toilets can be cleaned throughout the day.	
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	✓	Yes	
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	✓	Yes	

	<p>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</p>	✓	<p>Regular revision from September 2020</p>	
	<p>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.</p>		<p>Training powerpoint for all staff to be completed prior to the return of all children (given remotely). All staff / parents have access to the risk assessment and Returning to School Protocol and Procedures via the website All staff asked to complete the e-learning - Safety and the COVID-19 Autumn Term Record of training on DPE site Staff asked to read updated DfE guidance and updated RA on DPE site</p>	
	<p>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.</p>	✓	<p>All SMT will be on site from 3<sup>rd</sup> September There will always be a LT member on the school site. HT to man front of school and DHT to man the back during drop-off times.</p>	
	<p>Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together</p>	✓	<p>Staggered start / finish times for different year groups with clear expectations to parents about timely drop offs / collections. Different drop off / collection points. Staggered start days so that everyone is clear about drop off / collection: (once in they stay in) Monday 7th: Year 6 Year 1</p>	

			Tuesday 8th: Year 5 Year 3 Wednesday 9th: Year 4 Year 2 All children to return on 8th March, parents notified and reminded of timings, etc.	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	✓	Behaviour policy updated to reflect current situation. - ratified by governors on 4.9.20	
	COVID-19 Case Management Guidance is implemented.	✓	Guidance will be followed, information on procedure has been given to parents. Paper copy of this guidance in COVID19 folder. Letters prepared to send, personalised and saved in Public - staff only - contingency.	
	COVID Secure Commitments is signed and displayed	✓	Printed off ready for display	
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.	✓	Governors reviewed RA on Friday 4th September, and will have updates regularly. Folder created on governor hub for September re-opening with all relevant documents. This updated RA has been posted on governor hub.	
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).	✓	Safeguarding will continue to be the top priority and so these measures will have no impact on our safeguarding procedures. To aid reporting of concerns we have purchased CPOMS which will allow greater remote reporting. There will always be a DSL on site, in the rare case that this is not possible they can be contacted by phone.	

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.	✓	Regular stock check on supplies to ensure levels are maintained. More than one known regular supplier	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	✓	All products supplied through a reputable company	
Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	✓	Hand driers reinstated - all working. Permanent hand sanitiser stations purchased.	

### 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>	✓	CSF employed to cover PPA, regular staff in regular slots. Aware of control requirements and will socially distance from the children. Outside groups unless inclement weather. Cricket coaching commencing but with social distancing.	
	Temporary staff who work at more than one setting is avoided where it is possible.	✓	Supply teachers will only be used if absolutely necessary, no agency supply teachers.	
	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.	✓	Individual risk assessments in place for staff where multisite working occurs. 48hr suggestion is not practicable for all staff.	
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	✓	As above regarding supply staff	

	Teaching staff breaks are organised in a way that avoids staff covering from a different group	✓	Year group bubbles allow for staff to cover their own breaks. <b>Two available staffrooms.</b>	
	Consistent working arrangements are applied to ITT trainees.	✓	ITT trainees have had the same training as permanent staff and will stay within their bubbles. Should observations be required in other bubbles a strict 2m distancing will be adhered to	
	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.	✓	Staff working across bubbles will socially distance themselves from the children. Any groups they are working with will be from the same <b>year group</b> bubble with cleaning principles applied between the changing of groups.	
	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	✓	With the year group bubbles implemented there should be no compromise. Any staff working across different bubbles are aware of the need to socially distance and to follow the infection control measures <b>No StarFish lunch club.</b>	
	Where volunteers are used the same staff principles are applied.	✓	All volunteers continue to be safer recruited. As part of their induction or any return to the role they are required to follow the same staff training as our permanent staff. Any volunteers are allocated to one bubble.	
	Normal premises management arrangements have resumed.	✓	<b>Cleaning staff to wear masks.</b>	

Premises and cleaning 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.	✓	No planned work in classrooms during the day. Day cleaning staff will wear a mask and gloves.	
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	✓	PPE stock will be checked each week	

### 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.	✓	Year group bubbles but class based bubbles wherever possible  In the event that a parent/carer insists on a pupil attending school you can refuse the pupil in your reasonable judgement if it is necessary to protect your pupils and staff.	
	Groups are kept as static as possible including staff assigned to the groups	✓	Yes. Extended bubbles include 2 bus groups and 2 Bright Stars bubbles. Wraparound care to resume for before and after-school activities. Must only be used by parents if the use of provision is reasonably necessary to support them to work, seek work, undertake education/training, attend a medical appointment or attend a support group	
	Only where necessary extended groups have been created to accommodate specific activities.	✓	Year group bubble is the extended bubble for activities such as PPA,	

			lunch, break and intervention groups. Plus bus / Bright Stars as above	
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	✓	Specialist teaching remains in year groups. Any extra curricular clubs will only be offered in year groups and be limited to 15. Transport - children will be in 2 extended groups (Bodham / West Runton bus) Bright Stars - two further extended groups with a limit of 15 children per session (may attend different sessions)	
	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	No	Not practicable. Bus children and those attending Bright Stars will form extended bubbles.	
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	✓	In the context of a case in a school, a close contact is anyone who has been close to a confirmed case of COVID-19 from 2 days before the person was symptomatic* to 10 days after the onset of symptoms (ie the infectious period) and fulfils any of the following:  <ul style="list-style-type: none"> <li>• lives in the same household</li> <li>• has been within one metre and had face-to-face contact (including being coughed on or having a face-to-face conversation) or skin-to-skin contact</li> </ul>	

			<ul style="list-style-type: none"> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>• has travelled in a small vehicle with the case</li> <li>• travelled in a large vehicle / plane near the case</li> </ul>	
	<p>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:</p> <ul style="list-style-type: none"> <li>• some secondary curriculum practical activities</li> <li>• music</li> <li>• With very young children</li> <li>• Because of health conditions or understanding of the children</li> </ul> <p>In order to enable distancing through designing spaces that achieve more separation.</p>	✓	<p>In music we have allocated a larger space with tables facing the front so the teacher can socially distance. All EYFS classes have a fulltime T and TA plus some additional hours.</p>	
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	✓		
	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	✓	Staggered break / lunch times with allocated places and staff	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	✓	Staff would all be coming from the same bubble	
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	✓		
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	No	Bright Stars will form two extended bubbles.	

			Any extra-curricular groups operating will be year group based only. Both are limited to 15 per session	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	✓	All larger spaces are allocated and not shared at the same time. If this is necessary (eg astroturf) then a clear physical boundary will be indicated.	
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	✓	Kept and stored by the office team	

**Other general measures**

	The use of outdoor spaces has been maximised	✓		
	Unavoidable queues are managed	✓	Staggered times for lunches. KS2 to eat in classrooms with meals delivered. Staggered start times to avoid everyone being on site at the same time. Parents requested to be very prompt with timings and to adhere to social distancing whilst waiting. Reminded of this in return to school letter.	
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	✓	One way system in school. Separate year group toilets where possible. Use of outside doors where possible. Consistent seating plans	
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	✓	No singing	

	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	✓	Staff informed	
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	✓		
	If this is not possible, the resources will be quarantined for 72 hours between groups.	✓		
	Large gatherings such as assemblies with more than one group is avoided.	✓	Only year group assemblies permitted and only if the group can space out, outside preferably or in the hall with all windows / doors open	
	<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>	✓	<p>Staggered start / finish / break / lunch times.            One way system around school.            Outside doors used wherever possible.            Separate toilets for year groups where possible (YR,1,2,3)            Library - staff only should take a selection of books to be class based.            Records of loans should be kept in the classroom. Once books are returned they should be out of circulation for 72 hours before they are used again. Staff in classes should make provision for this.</p> <p><b>All staff should wear face coverings in the communal areas of the school</b></p>	

	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	n/a		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	✓	Each class from Y2 upwards has their own set of lockers which are individually allocated. Lockers should be used on a staggered basis to avoid a crowd gathering.	
	Locker cleaning and disinfection arrangements are in place	✓	Lockers will be cleaned with disinfectant as part of the normal cleaning regime.	

### **Measures within the classroom**

	<ul style="list-style-type: none"> <li>Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained</li> </ul>	✓	If necessary	
	<ul style="list-style-type: none"> <li>Distancing is encouraged by reconfiguring furniture and chairs are forward facing</li> </ul>	✓	All desks in classrooms are forward facing	
	<ul style="list-style-type: none"> <li>Unnecessary furniture and objects are removed where possible</li> </ul>	✓	Most furniture can remain in rooms	
	<ul style="list-style-type: none"> <li>The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.</li> </ul>	✓	Teachers have been reminded of this	
	<ul style="list-style-type: none"> <li>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</li> </ul>	✓	Lockers used for bags / coats	
	<ul style="list-style-type: none"> <li>The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support</li> </ul>	✓	Part of teacher powerpoint	
	<ul style="list-style-type: none"> <li>Where close contact is needed this is conducted side by side rather than face to face</li> </ul>	✓	Part of teacher powerpoint	
	<ul style="list-style-type: none"> <li>Pupils are not called to the front of the class</li> </ul>	✓	as above	

	<ul style="list-style-type: none"> <li>Staff going to a pupils desk to check on their work is avoided</li> </ul>	✓	as above but where this does happen it should be side to side contact	
	<ul style="list-style-type: none"> <li>Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils</li> </ul>	✓	Children have their own set of individual resources such as pens / pencils / rulers	
	<ul style="list-style-type: none"> <li>Pupils do not share or swap resources and materials including ceasing the marking of each other's books.</li> </ul>	✓	Part of teacher powerpoint	
	<ul style="list-style-type: none"> <li>Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly</li> </ul>	✓	as above	
	<ul style="list-style-type: none"> <li>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.</li> </ul>	✓	Parents reminded of this. Mobile phones to be collected by the office staff in the morning and delivered back at the end of the day.	
	<ul style="list-style-type: none"> <li>There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand</li> </ul>	✓	Boxes in the classrooms for books. Office to collect any returns and mobile phones	
	<ul style="list-style-type: none"> <li>How pupils enter and exit the classroom is managed to maintain distancing.</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>Where a room is used by more than one extended group the class teacher will clean down high use touch points between use</li> </ul>	✓	Music room, intervention spaces are cleaned down between groups	

### Playgrounds

	<ul style="list-style-type: none"> <li>Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment</li> </ul>	✓	Fixed equipment (outdoor gym / pirate ship) has safety information displayed and will only be used by specific bubbles. Social distancing will be encouraged while waiting. Only Y2 to use the pirate ship. Outdoor gym can be used by different year groups but must be cleaned before / after each bubble use.	
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	<ul style="list-style-type: none"> <li>Equipment use is supervised, and time limited to enable other users to take their turn</li> </ul>	✓	Pirate ship and gym equipment is always closely supervised if being used.	
	<ul style="list-style-type: none"> <li>Seating has been removed or marked off to encourage distancing on individual items of equipment.</li> </ul>	n/a	Children will only be using in bubble groups	
	<ul style="list-style-type: none"> <li>A one-way system has been introduced around outdoor gym equipment and trim trails</li> </ul>	n/a	Trim trail not in use. Only a small number on gym equipment.	
	<ul style="list-style-type: none"> <li>Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)</li> </ul>	n/a		
	<ul style="list-style-type: none"> <li>Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.</li> </ul>	✓	Outside Y2 classrooms and 1 near the gym equipment	
	<ul style="list-style-type: none"> <li>Bins are installed to encourage use of tissues and appropriate disposal</li> </ul>	✓	Lidded bins in each classroom (old recycling bins) All are labelled.	
	<ul style="list-style-type: none"> <li>Time is allocated for play equipment for each group/bubble</li> </ul>	n/a		
	<ul style="list-style-type: none"> <li>Equipment touch points are cleaned frequently and between each groups use.</li> </ul>	✓	Yes for gym equipment	
	<ul style="list-style-type: none"> <li>Multiple groups do not use outdoor play equipment at the same time.</li> </ul>	✓		

### ***Specialist curriculum considerations***

Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	✓		
	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	✓	Focus on music appreciation, history of music	
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	n/a		

	Where the music teacher needs to face the group they will maintain 3m distance.	n/a	The music teacher will not be playing any wind or brass instruments and will not be singing to the children.	
Drama and performances	Performances with audiences do not take place	✓		
	Activities that involve raised voices or shouting do not take place.	✓		
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	n/a		
	Outside drama is planned as a first consideration where possible	✓		
	In all cases the following will be applied: <ul style="list-style-type: none"> <li>Increasing hand hygiene and surface cleaning</li> <li>Using back to back or side to side positioning</li> <li>Maintaining distancing</li> </ul>	✓		
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.	✓	The hall will be used as an alternative when there is bad weather. A timetable prioritises hall use for those on PPA (for bad weather) but it is also timetabled for other PE lessons for bubbles.	
	Prioritisation of low impact activities is given over high impact	✓		
	Contact sports will not take place	✓		
	Distance between participants is maximised.	✓	No crossing bubbles during activities	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	✓	Equipment cleaned and returned to storage spaces	
	The use of non-personal kit is avoided.	✓	No bibs to be worn. On PE days the children come to school in their PE kit. No spare PE kit is to be provided.	
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	✓	No bibs to be worn	
	Pupils are kept in consistent groups	✓	PE will only take place in class or year group bubbles	

	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	✓	Equipment is cleaned before before being returned	
	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 external facilities being used	
	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 grassroot 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>	✓		
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.	✓	CSF used as external coaches are aware of protective measures. Cricket coaching from Sheringham CC will follow protective measures	
	The use of changing rooms and showering facilities are avoided where possible.	✓	Changing rooms avoided. On main PE days children come to school in PE clothes. At other times if changing is needed then it is to be done within the year group bubble.	
	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.	✓	As above	
	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.	✓	Changing will be in class bases if needed	
	Changing and shower facilities must be used as quickly as possible.	n/a	No shared changing facilities used by different bubbles	
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	n/a	We do not intend to reinstate swimming in the autumn term / <b>spring term</b>	

Subjects involving practical activities	<ul style="list-style-type: none"> <li>Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact</li> </ul>	n/a		
	<ul style="list-style-type: none"> <li>Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility</li> </ul>	✓	Visualisers used for demonstration or demo. is repeated to different groups to avoid over-crowding.	
	<ul style="list-style-type: none"> <li>Where it is not safe to maintain social distancing such as D &amp; T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.</li> </ul>	n/a		
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <ul style="list-style-type: none"> <li><a href="#">Guide to doing practical work in Science</a></li> <li><a href="#">Guide to doing practical work in DT</a></li> </ul>	✓	<p>All teaching staff asked to read the CLEAPSS Primary advice 'Practical activities in a bubble.'</p> <p>Other 2 documents mentioned are n/a as they refer to secondary level work.</p>	

### **Educational visits**

	No overnight educational visits are carried out	✓		
	Outdoor spaces in the local area are used to support delivery of the curriculum	n/a		
	A risk assessment will be carried out for all educational visits and in addition to using Evolve:	✓	No educational visits will take place in the autumn term / <b>spring term</b>	

	<p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</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>			
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</p>	n/a		

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

	<p>Schools work together to ensure that the approach is consistent and does not compromise the group/bubble</p>	✓	<p>Any inclusion work will not happen until at least <b>Easter</b> when it will be reassessed with Sheringham Woodfields School.</p>	
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***Extra curricular provision***

	<p>Pupils will keep within their main bubble where possible.</p>	✓	<p>Any extra curricular clubs will be year group based only</p>	
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	<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 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>	✓	Peripatetic music teachers offer 1 to 1 lessons - based in the current music mobile.	
	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			
	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.	✓	In the information sent to parents.	

**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.	✓	Monday - Year 6/1 start Tuesday - Year 5/3 start Wednesday - Year 4/2 start <b>All children to return on 8th March</b> <b>Nursery am: 8.35am – 11.35am</b> <b>Nursery pm: 12.05pm – 3.05pm</b> <b>Reception: 8.40am – 3.05pm</b> <b>Year 1: 8.50am – 3.15pm</b> <b>Year 2: 9.00am – 3.30pm</b> <b>Year 3: 8.30am – 3.00pm</b> <b>Year 4: 9.00am – 3.30pm</b> <b>Year 5: 8.45am – 3.15pm</b> <b>Year 6: 8.30am – 3.00pm</b>	
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	✓	Starting and leaving times are staggered as well as places:  Nursery am: 8.35am – 11.35am  Nursery pm: 12.05pm – 3.05pm  Reception: 8.40am – 3.05pm	

			<p>Year 1: 8.50am – 3.15pm</p> <p>Year 2: 9.00am – 3.30pm</p> <p>Year 3: 8.30am – 3.00pm</p> <p>Year 4: 9.00am – 3.30pm</p> <p>Year 5: 8.45am – 3.15pm</p> <p>Year 6: 8.30am – 3.00pm</p> <p>If children arrive / depart on buses allowances will be made to these timings</p>	
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	n/a		
	There are hand sanitiser stations outside for pupil and visitor use	✓	Stations outside classrooms, in the office reception area for visitors	
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	✓	Additional cleaner employed for daytime cleaning	
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	✓	If the weather is poor the children will not queue outside their door but be let in by the class teacher / TA. Parents have been asked to ensure arrival is prompt but not early.	
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	✓	Names given rather than signing. Drop off point is the school office or kitchen for food items.	
Parents and pupils – arriving	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	✓	Available SLT will be positioned at strategic points in the morning. RC - zebra crossing	

and leaving the premises			JA - top of slope near Bright Stars JTW - main playground gate RC - front of school JAm - back gate	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	✓	Clear guidance given to parents Parents requested to wear face coverings whilst on the school site.	
	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.	✓		
	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.	✓	Years 4/5/6 dropped at front playground gate Year 3 to drop at the top of Bright Stars slope and then the children walk around the school to the main playground where they line up by their classes	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	✓	No parents / carers to enter school / nursery	
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)	✓	Hand sanitiser stations are provided around the school & sanitiser is in each class room	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	✓	Staggered start times / drop off / collection points	
	Floor marks have been added to assist with social distancing in outside areas.	✓	Signage put up to direct children and additional social distancing signs to remind parents	
	Staff and school champions supervise at peak times.	✓	SLT supervise outside together with classteachers	

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.	✓	2 entrances for the 2 different classes, parents encouraged to space out in wider playground space. Staggered start times allow for smaller groups in the first week while people get used to routines.	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	n/a		
	Parents have been advised that only one parent should attend.	✓	On parent information letter	
Bags and coats	Staggered access times allow for cloakrooms to be used without pupils gathering.	✓	Lockers are positioned outside of classrooms. Children are to sit at desks on entering and then the teacher will send a table at a time to put their belongings away in their lockers.	
	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.	✓		

### ***Transport and travel***

	Consideration has been given to 'walking buses' (supervised walking groups to and from school.	✓	Insufficient staffing to implement in early September and not enough time to safeguard and train any volunteers. Will look into this once we have started back.	
	Entrances are supervised to support hand sanitising on arrival.	✓	By class teachers <b>Hand sanitising on arrival at main reception.</b>	
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)	✓	Any cars parked on the school site should have arrived by 8.20 am to allow for the car park to be safely	

			used as a walk route. No cars to leave the site before 3.40pm.	
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	✓	In parent information letter	
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	✓	Bike racks available. Children to walk them down the slope and then make their way to the front or back playground.	
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	✓	In parent info	
	Parents and staff have been advised that only the same household members should travel together by car	✓	In parent info	
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	✓	In parent info	
	Pupils and parents have been advised that they should not walk together in large groups	✓	In parent info.	
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	✓	In parent info	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	✓	In parent info	
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	n/a	All our children under 11	
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	✓	School vehicles not being used to transport pupils during the autumn / <b>spring</b> term unless for emergency reasons.	
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	n/a	see above	
	Markings are provided where queuing is required for transport services on school premises	n/a	Bus groups are extended bubbles. Bus rooms to be 6P and 6R - staff to	

			be on a rota. Social distancing expected in the bus rooms.	
	Windows are opened during journeys where it is safe to do so	✓		
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	n/a		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	✓		

### Visitors

	The number of visitors has been minimised as much as possible	✓	Only essential visitors allowed e.g. social workers. Any essential visitors must follow 2m social distancing. Appropriate meeting places are organised and cleaned down after use.	
	Visitor times are planned to separate visitors from other site users	✓	All visitors by prior appointment only and only if absolutely necessary. No visitors during peak times.	
	Visits are by appointment only	✓		
	<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>	✓	Expectations explained by the person making the meeting. No parking on the school site. Entrance by the main reception area only. Office staff will have been notified in advance of any visitors attending. Safeguarding meetings to be held in Bright Stars. Strict 2m distancing to apply.	
	Visitors are provided with further information on arrival and asked to perform hand hygiene	✓	COVID19 visitor leaflet - amended from current one	

	Visitors confirm that they do not have symptoms no matter how mild.	✓	Symptoms poster in entrance. Office staff ask visitors to confirm they are not experiencing any symptoms	
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	✓	Extra pens organised from the office - small cheap ones ordered	
	The reception is operating on a one in and one out basis for essential visitors	✓	Sign displayed on doors	
	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	✓	Screens installed and tape in the entrance for people to stand behind for added safety	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	✓	Food deliveries to the kitchen. Any other deliveries to be left in the entrance hall.	
	Visitor records are maintained for contact tracing requirements	✓	All visitors must complete a tracing information sheet which will be stored for 21 days by the school office. Information should be full name, address, home phone, mobile phone and email address.	
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	✓	Grounds maintenance now on a Saturday. Fire testing on a Friday after school	
	Where visits cannot take place outside of school hours, 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.	✓	Site Manager to organise	
Parents and carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	✓	Other than for drop off / collection purposes. On parent info sheet.	

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

	Movement of groups is planned to avoid group gathering/mixing	✓	All staff are aware of other year groups timings.	
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Circulation spaces	Staggered movement times have been introduced to reduce the number of movements at the same time	n/a	as above	
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	✓	External doors to be used if at all possible	
	One way circulation has been introduced where possible	✓	A way one system operates through the main school	
	Central dividers have been installed where necessary to avoid group mixing.	n/a		
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	n/a		
	Posters have been used to encourage this where required	n/a		
	Hand sanitiser is provided for use before and after touching lift controls.	n/a		

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

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	✓	YR/1/2 eat in the hall / canteen / canteen extension. Timings are varied. Supervised by their bubble MSAs. KS2 eats in classrooms, hot meals are collected on individual year group trolleys by a TA. trolleys to be collected from the kitchen door, staff to knock and say their year group at the appropriate time.	
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	✓	As above	
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	✓	Stored in lockers	
	The use of pre-ordering and trolley services have been considered.	✓	Lunches are pre-ordered by KS2, YR/1/2 have a hot lunch under UIFSM. Those eating in the canteen collect their lunches from the hatch where a screen has been erected.	

			Trolley collection for KS2. Hot meals in containers. Cutlery in covered jugs	
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	n/a		
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	n/a	Those eating in the main area have different sections and have different arrival / departure times as a group.	
	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.	✓	Each area has to house the whole year group bubble so all tables will need setting out and some places marked as do not use.	
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	✓	YR exit the dining area via the outside door to their playground. Y1/2 leave by the main doors to their play areas.	
	One ways systems are used.	✓	Normal one way system in school	
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	✓	Staff apply social distancing in staffrooms - in staff powerpoint	
	Staff room area use is staggered to support distancing	✓	Lunch / break times are staggered	
	Additional space has been provided to use as staff rooms.	✓	Additional staffroom in the TS log cabin	
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	✓	Lots of signage displayed. Some furniture removed or taped off. <b>Staff to wear face coverings in communal areas.</b>	
	Touch points are wiped down between different groups.	✓	Part of extra cleaning route.	
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	✓		
	Equipment use is supervised to ensure that pupils do not gather.	✓		
	Pupils and staff have identified suitable play activities for break times	✓	Staff encouraged to do so	

	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	✓		
	Markings have been added to outside spaces to assist with queues when coming back into the building.	✓	Children are escorted to / from breaks so queueing will not normally take place	
	Additional staff supervision is employed to ensure social distancing takes place	n/a	Children will only be in break / lunch groups of their own bubble.	
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	✓	Norse asked to share their risk assessment, but measures discussed	
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	✓	Measures are in place	
	The way in which essential food deliveries are received are managed	✓	Food deliveries are taken via the kitchen and not through the school building	
	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	✓	A screen has been installed at the serving hatch	
	Additional meal collection points have been put in place to reduce queuing where necessary	✓	One serving point, but staggered year groups: R, Yr1 & Yr 2	
	Alternative payment methods are being used to eliminate cash handling	✓	No cash handling - all done through parentmail	
	Tills are screened where still in use	n/a		

### ***Increasing ventilation***

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	n/a	No fans to be used	
	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.	n/a		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	✓	In staff powerpoint	

			In extremely cold weather, windows should be only opened to a minimum when children are in the classroom, the internal door should be kept open. during break / lunch times windows and doors can be opened fully to allow a complete refresh of air.
	<ul style="list-style-type: none"> <li>Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.</li> </ul>	n/a	
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	n/a	
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	n/a	

### ***Toilets and handwashing facilities***

	Useage times are staggered where possible.	✓	Toilets not to be used during break / lunch time to eliminate flow of traffic in school. Children in YR/1/2/3 have their own separate toilets. Children in Y4/5/6 share toilets so staff will need to be extra vigilant.	
	Distancing for queuing has been introduced e.g. through floor markings	✓	Floor markings & wall signage are clearly visible.	
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	✓	During pupil info - toilet etiquette!	
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	✓	Hand dryers back in operation	
	Consideration has been given to replacing traditional taps with easy operating lever taps.	✓	Push control taps operate in some places and some have lever 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.	✓	Zoom staff meetings / briefings. Teacher CPD training session	
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			booked for 22.10 - socially distanced in hall (done via zoom)	
	<p>Meetings only take place in person where:</p> <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>	✓		
	<p>The following measures have been implemented for in person meetings:</p> <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> <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 after 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>	✓		

Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	✓	Additional staffroom in TS log cabin	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	✓	Staggered break / lunch times for different year groups.	
	Furniture has been arranged to encourage distancing and not sitting face to face	✓	Furniture will be arranged to encourage distancing.	
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	✓		
Parents evenings	Meetings are undertaken by telephone or internet.	✓	A written report will be sent home in October as usual and a telephone consultation will have taken place at some point in October to discuss settling in, targets, progress, etc.	
Essential course delivery	Courses are delivered on line and all "in person" training is suspended for both employees and external participants	✓	Any TS courses will be held remotely during the autumn term. One face to face training session for teachers booked for 22.10 - social distancing will be adhered to (done via zoom). Other staff training will be completed remotely.	
	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.	✓	There will be no in person training delivered by the TS in the Autumn term.	
	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.	✓	Course on 22.10 delivery methods discussed with leader. (done via zoom)	
	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	✓	Training 22.10 adapted so just for teachers to reduce numbers. (zoom)	
	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.	✓	May be relevant as team teach / first aid training needs refreshing.	
	Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill,	n/a		

	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.	✓	Hall will be used for Inset day training in October. Furniture will be arranged facing forwards and observing social distancing.	
	Delegates will spread out in both outside and inside spaces.	✓	As above	
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	✓	Delegates will be reminded to do this.	
	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.	✓	Delegates asked to bring their own pen and paper.	
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	✓	On Inset day, there will be few other people in school, so delegates can spread out or eat outside.	
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	✓	On Inset day, the equipment specified will be available in the hall.	

## 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.	✓	Such surfaces will first be washed down & then disinfected	
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	✓	All cleaning equipment is colour coded for each area	
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	✓	Cleaning staff are aware of which cleaning product & method to use in specific settings	

	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	✓	Additional day time cleaning hours continued. All class bases to have their own cleaning materials	
	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	✓	Regular cleaning is being carried out throughout the day, and each class has their own spray disinfectant at their disposal	
	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.	✓	As Above	
	In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day	n/a		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	✓	Each class has their own caddy of cleaning resources	
	Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	✓	All cleaning staff are aware of how to use the cleaning product as per guided by the manufacturer. Staff have also had the information on their training powerpoint.	
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	✓	This is either carried out by cleaning staff or class room staff	
	Disinfectant wipes are more generally available for staff to use where they wish to.	✓	Wipes are available for use on touched surfaces ie photo copiers, telephones etc & antic bac is in each class	
	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),	✓	Touch points and other areas (eg toilets) are cleaned on a rolling bases throughout the day	

	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	✓	As above	
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	✓	If such equipment cannot be stored in class, the site manager will find a safe area	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	✓	Class staff will attend to this	
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	✓	Class staff will attend to this where possible. Cleaning staff will be on hand throughout the day to assist where needed	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	✓	And before being put away	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	✓	Staff and pupils do not share work stations	
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	✓	Class staff will attend to this	
Water coolers and drinking water.	<ul style="list-style-type: none"> <li>Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.</li> </ul>	✓	Water fountains remain out of action. Any filling of water bottles should be supervised by a staff member	
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	✓	Such stock will be stored in the basement storage area away from the main school	
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily.	✓	Class staff will attend to such items at the end of the day. Leggo etc will be cleaned using Milton. Play dough will be discarded at the end of a day. All play equipment such as wooden blocks to remain within the year group bubble (YN, YR, Y1)	

	Toys that are put into children's mouths are cleaned between use	✓	Class staff will attend to this and be vigilant of occurrences	
	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.	✓	As above. NB soft toys should not be left on desks as this risks other children touching such items	
	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	✓	As Above	
Resources	Children are allocated their own resources e.g. pencils where possible .	✓	Each child will be given their own set of resources such as a pen, pencil, ruler, rubber	
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	n/a	Class staff will attend to this if the necessity arises.	
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	✓	Books to be taken from the library to form smaller classroom libraries. Records of loans should be recorded by the class teacher.	
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	✓	In staff powerpoint	
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	✓	Each classroom should have a returned book box and time should be given before they are put back into circulation.	
	Books and posters checked for visible soiling and disposed of where necessary	✓	All staff to be aware of this. Report any disposed of books to SMC	
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>	✓	Children do not work at wooden desks.	
Lunchtime	Trays, tables and chair touch points are disinfected after use	✓	To be done by the MSA supervising the dining area	

Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	✓	Gym equipment to be cleaned before and after use.	
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	✓	Provided in all classrooms	
	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	✓	Lidded bins in all classrooms, emptied as part of additional cleaning time	
	Bins and tissues are provided in the same place.	✓	Each class room is checked throughout the day	
	Waste bags for tissues are double bagged for disposal.	✓	Cleaning staff attend to this	

### ***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	✓	Sanitiser stations will be provided around the school, and each classroom will be provided with hand sanitizer & soap	
	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.	✓	As above	
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	✓	In staff info	
	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.	✓	Sanitiser stations will be provided around the school, and each classroom will be provided with hand sanitizer & soap	
	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.	n/a		

	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	✓	In the event of any spillage, cleaning staff will be notified	
	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.	✓	Information notices are shown around the school to encourage this	
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	✓	On parent info letter	
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	✓		
	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)	✓	Each class has hand sanitiser which is used under supervision of staff. Stock of sanitiser is stored in a designated safe area	
	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.	✓	All children able to wash hands / use hand sanitiser	
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	✓	Where space allows	
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	✓	Children given specific instruction at the beginning of the year	
	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.	✓	As part of pupil info	
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	✓	As above	
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	✓	Advised but not enforced	

**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 <u>template</u> provided is used to record conversations and agreed control measures.	✓	Staff with second jobs have had a risk assessment. Those who fall into vulnerable categories have been asked to identify themselves and provisions for the risk assessment have been put in place.	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	✓	All staff aware of Norfolk Support Line, numbers in toilets and will be put on staff info powerpoint. School has 2 mental health first raiders, JTW and AS	
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	n/a		
Symptoms	Staff will go home as soon as possible if they develop symptoms	✓		
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.	✓		

**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	✓	On pupil info	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	✓		
	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	✓	Staff will be vigilant to signs of being unwell and perform temperature checks if necessary	
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household	✓	On parent info and return to school protocols and procedures. Awaiting	

	develops symptoms to reduce the impact of isolation in relation to negative testing.		further guidance where parents refuse to have children tested.	
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	✓	Guidance read, support with Step Up training sought from Inclusion Team. Other adaptations made to behaviour policy approved by governors 4/9/20	
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	✓	Risk assessments for those children with additional needs eg EHCP have been completed and agreed with parents and carers. 2 pupils will have a reintegration timetable agreed with parents.	
	Support plans include: <ul style="list-style-type: none"> <li>• Specific cleaning and disinfection requirements such as changing beds and wheelchairs.</li> <li>• Ensuring that staff increase their level of self protection,</li> <li>• Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> <li>• Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>	✓	PPE is in place for those staff personal hygiene and medical support for tube feeding.	
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	✓		
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.	✓	Staff in place to support this for individuals and year group bubbles. School has 3 mental health champions on site AS, IS, DB <b>2 on site: IS &amp; DB</b>	

			Weekly phone calls for identified children will recommence	
	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.	✓	EHCP risk assessments have been completed. Specific plans in place or those receiving current therapy. Individual support available with the nurture staff	
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	✓		
	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.	✓	Pixl well being programme. School website has signposts to support children and families. Year 6 staff have information for "Kooth" to signpost year 6 children	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	✓	Mental health champions and mental health first aiders	
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	✓	<a href="https://safeguarding.thekeysupport.com/factsheets-and-briefings/pupil-mental-health-deepening-understanding/">https://safeguarding.thekeysupport.com/factsheets-and-briefings/pupil-mental-health-deepening-understanding/</a> Will be completed by teaching staff as a staff meeting in September 24 Jun 2020 10:00 – 12:30 Managing critical incidents, bereavement and trauma in school communities – Zoom training - attended by multiple staff members	
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	✓		

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## 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.	✓	Staff communication through email and through having to acknowledge reading and understanding certain documents. Communication channels open throughout this period with parents / children. Parent Mail used as a communication method with parents as well as social media.	
	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.	✓	Template letter not used but our own letter covers all points mentioned with more detail	
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.	✓	Signs displayed on main entrance door	
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	✓	New signage has been affixed around the school including the reminder about face coverings	
	Site changes such as entrances and exits will be identified where required	✓	Different entrances for children have been identified and communicated to parents / staff	
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	✓		

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	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.	n/a		
	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> .	✓	All hand sanitiser stations come with instructions & are filled with non alcohol based ingredients.	
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.			

### 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.	✓	Staff have all been provided with this risk assessment, compliance code, procedures and protocols document via the DPE portal which has to be acknowledged reading and understanding. A training powerpoint has also been sent to all staff to complete as well as the recommended on line training.	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	✓	Through the DPE site	
	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.	✓		
	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.	✓	In staff info	
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	✓		

	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	✓	In person or via email	
	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.	✓		
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	✓	Staff have been told this and will have acknowledged it on DPE site.	
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	✓	No new staff at present but anyone joining will have the full training as part of their induction. Any ITE trainees will also have this.	

### ***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.	✓	Updated behaviour policy ratified by governors 4.9.20	
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	✓		

### ***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> .	✓	Each class will have a hygiene champion to promote class /bubble hygiene	
	Pupils and staff have contributed towards how these new roles will support the schools aims	✓		

	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	✓	Will receive training upon our return	
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	✓		

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

### **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	✓	The office will use the 'Records of Contacts G646r' document to maintain details of any visitors to the site. These will be deleted after 21 days.	
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	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,	✓	The Privacy Notice reflects that the relevant information will be collected and shared with the Department of Health and Social Care (DHSC). With the following link <a href="#">Privacy notice for maintaining records of staff, customers and visitors to support NHS Test and Trace</a>	
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	✓	A notice is displayed in the entrance for visitors to alert them to the information being collected as above	
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)	✓	The downstairs kitchen classroom has been identified for this purpose as there is a large space, access to water and a toilet.	
	Where possible there is separate use of toilet and handwashing facilities nearby.	✓	as above	
	The room has been emptied of unnecessary items.	✓	Room is not currently in use.	
	Tissues and a waste bag have been provided in the room	✓		
	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.	✓	Door can also be open as it's an external door.	
	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.	✓	Very unlikely as child will be removed quickly if symptoms develop.	
	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.	✓	Staff will not need PPE if they can keep 2m away from the symptomatic person. If they can't the PPE should be worn whilst waiting for collection.	

	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	✓		
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.	✓	Cleaners will deal will deal with this	
Cleaning	Surfaces that the symptomatic person has come into come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	✓	As above	
	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.	✓	Pupils will go outside while the classroom is cleaned if anyone displays symptoms.	
	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.	✓		
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	✓		
	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.	✓		
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	✓	Letters are all ready to go, stored on Public - staff only - contingency	
	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.	n/a	No test kits yet received	
	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	✓	Shared in the parent information letter	
	Parents/carers will be advised to notify the setting as soon as the test result is known.	✓	As above	

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.	✓	Sent to all staff 22.7.2020	
	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.	✓	Office staff will contact other settings if appropriate	
	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.	✓		
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	✓	Has already been shared via email	
	The setting will register with the local testing service to receive their unique employer code by emailing: <a href="mailto:NorfolkRegistercovidtesting@nuh.nhs.uk">NorfolkRegistercovidtesting@nuh.nhs.uk</a> providing the name of the employing organisation, their job title and a contact telephone number.	✓	Our setting code is: S0101 If you are meet the criteria for testing, please request a test via covidtesting@nuh.nhs.uk or by phoning 01603 647900	
	The employee will be asked to provide their test result to the setting as soon as it is known.	✓		
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.	✓	Cases of COVID-19 should be reported to the Local Norfolk Outbreak Management Centre <a href="mailto:phnorfolkcomc@norfolk.gov.uk">phnorfolkcomc@norfolk.gov.uk</a> telephone number 01603 223219 <b>PHE East of England HPT (Norfolk)</b>	

			Public Health England Council Offices College Heath Road Mildenhall Suffolk Norfolk IP28 7EY eoe.crc@phe.gov.uk or 0300 303 8537	
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	✓		
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	✓		
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	✓		
	The setting will contact the NCC Education Incident Room in the event of a positive test.	✓	educationincidentroom@norfolk.gov.uk Telephone number: 07623912974	
Staff Lateral Flow Testing	The setting will follow the NHS Rapid Testing of Primary and Nursery Workforce Guidance		Staff & regular visitors including catering staff, supply staff, volunteers, sports coaches and music teachers who opt in, will take twice weekly Lateral Flow Tests at home. They will be issued with an	



			<p>instruction booklet and access to a 'how to' video.</p> <p>Staff are responsible for reporting the results directly to both the NHS Test and Trace, COVID National Testing Programme and the named COVID Coordinator at the school.</p> <p>A positive test will result in a request that the staff member follow the national isolation guidance and be requested to take a full PCR test.</p> <p>Void results must be repeated. Two void tests will result in the request for a PCR test to be taken.</p> <p>The Covid Coordinator will keep a log of the tests issued and results, in line with Data Protection. Any issues will be reported.</p> <p>The tests will be stored and distributed as instructed by NHS England.</p> <p>Parents will have access to LFTs, if they request them, to test their children twice weekly.</p>	
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.	✓	Our interim curriculum allows for children to instantly access home	



			<p>learning following the same curriculum via Oak Academy.</p> <p>The interim curriculum map is overseen by the curriculum lead</p> <p>All year groups have set up a Google Classroom/Tapestry facility to deliver remote learning to those who need it (either CEV or isolating). Some laptops are available for those without access to one and paper packs are available in exceptional circumstances</p>	
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**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> <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>	<p>✓</p>	<p>Office staff work in consistent groups, in appropriately sized areas to allow for 2m social distancing between desks. Measurements have been taken</p> <p>No staff to enter office areas, unless they work in them</p> <p>Desks and phones are not shared by office staff</p>	
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			In situations where phone sharing is unavoidable by other staff appropriate cleaning will take place immediately after use <b>Child gates on office doors</b>	
	<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 to 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>	✓	Where face to face office seating is unavoidable a screen is in place. These staff members are limited to spending only half a day a week facing each other though	

### Planning for emergencies

Fire evacuation	A fire drill is planned for the first full week of term	✓	TBA	
	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.	✓	Muster points with class numbers on have been installed to allow classes to stand safely	
	Fire drills that are carried out encourage social distancing.	✓	See above - staff aware of any planned drills so they can encourage further social distancing when heading to muster points.	
	Staff and pupils understand that in an emergency they must leave without delay	✓	Staff should re read the fire evacuation plan each term	
	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).	✓	TBA	

First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	✓	Individual risk assessments completed for those with specific medical needs	
	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: <ul style="list-style-type: none"> <li>• Explain why requalification hasn't been possible</li> <li>• Demonstrate the steps taken to access training.</li> </ul>	✓		
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	✓		
	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.	✓	Staff advised of this in staff training powerpoint	
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	✓	In staff info	
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	✓	In staff info	

### ***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.	✓	Mask and gloves will be worn for those children needing intimate care and or medical support as identified in their individual risk assessment	
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	n/a	Pupils under 11	
	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:	✓	In staff info	



	<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>			
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**Review of existing assessments**

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

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

	Face coverings should be worn by all visitors / staff in communal areas of the school. Face visors or shields should not be worn as an alternative to face coverings.	✓		
	All parents / carers should wear a face covering on school premises whilst dropping off / collecting children.	✓		
Self-Isolation	If children are self-isolating but are well they should have access to remote education as soon as reasonable practicable, which may be the next school day		If children are not self-isolating but choose not to attend school no remote education will be provided unless agreed with the HT	

Assessor's Name: Rachael Carter	Manager's Name:
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<b>Position:</b> Headteacher	<b>Position:</b>
<b>Signature:</b> <i>Clarke</i>	<b>Signature:</b>