



COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and pupils is of utmost importance to us.

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

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

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

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

Date of change	Section, Page and Change
15/07/2021	New

Setting/Premises:	Sheringham Community Primary School & Nursery		
Location:	Cooper Road, Sheringham, Norfolk		
Assessment Date:	31.8.21	Last Review Date:	2.12 .21
Assessment completed by:	Rachael Carter		

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

Key infection control measures

Cleaning and disinfection

	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. • Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use 		<ul style="list-style-type: none"> • In addition to the daily clean an additional cleaner is employed in the school working day to focus on touch points and toilets. • Equipment that is shared among different year groups is cleaned effectively in between uses. • Staff are encouraged to clean down shared equipment in staff rooms with disinfectant provided. 	
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	<ul style="list-style-type: none"> If a surface is visibly dirty it is always cleaned prior to disinfection. 			
	<ul style="list-style-type: none"> Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 		<ul style="list-style-type: none"> Each classroom has its own cleaning equipment. Separate cleaning equipment for toilets etc. 	
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> Know the schedule information. Have received relevant training/instruction Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. 		<ul style="list-style-type: none"> Staff have received training / instruction. 	

Hand hygiene and respiratory hygiene arrangements

Hand hygiene	<ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts. Supervision arrangements are in place to support pupils with handwashing where it is needed. Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before 		<ul style="list-style-type: none"> Regular hand washing is carried out. Hand sanitising stations are outside all classrooms, and main entrances. 	
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	<p>leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</p> <ul style="list-style-type: none"> • Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. • Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. • Entrances are supervised on arrival in the morning to support hand sanitising. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 			
	<p>Hand washing is carried out using running water (static bowls are not used)</p>		<ul style="list-style-type: none"> • Static bowls are not used 	
	<p>Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels</p>	<p>Yes</p>		
	<p>Consideration has been given to replacing traditional taps with easy operating lever taps</p>		<ul style="list-style-type: none"> • Push taps used 	
	<ul style="list-style-type: none"> • Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. • The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. • Hand sanitiser points are checked regularly and stock replenished where necessary. 		<ul style="list-style-type: none"> • Many hand sanitiser stations around the school. • Refilled regularly throughout the day if needed. 	
	<p>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)</p>	<p>Yes</p>		



Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day 	Yes	<ul style="list-style-type: none"> Specific lidded tissue bins are provided in each classroom. 	
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	Yes		

Ventilation (and use of outside space)

Use of outside space	Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils.	Yes		
Increasing ventilation	<p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none"> Mechanical ventilation has been checked to ensure it provides fresh air to rooms Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. Where fresh air provision is not adequate windows are also opened in these areas. Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented. 	Yes	<ul style="list-style-type: none"> No air conditioning equipment Windows are open for ventilation 	
	<ul style="list-style-type: none"> Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. Non fire doors are secured in the open position Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. 	Yes	<ul style="list-style-type: none"> Window restrictors are fitted. Windows to be kept open and doors if the weather allows for this. 	



	<p>During cooler weather:</p> <ul style="list-style-type: none"> • Windows are fully opened before rooms are occupied and during breaks. • Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially • Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 	Yes	<ul style="list-style-type: none"> • All windows are kept open throughout the day. • When cold, doors and windows are opened fully at break times. • Parents have been asked to send children appropriately dressed for the conditions. • Coats can be kept on during very cold periods. 	
	<ul style="list-style-type: none"> • Members of the team are nominated to ensure that windows are opened in accordance with the above • Signage is provided to remind occupants not to fully close windows • Regular checks are made to ensure that arrangements are being followed 	Yes	<ul style="list-style-type: none"> • Checks made by LT and site staff 	
Reassurance measures	<ul style="list-style-type: none"> • Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code 		<p>Awaiting delivery of these from DfE</p> <p>CO₂ sensors have been placed around the school to monitor air quality. These are checked.</p>	
Using fans	<p>Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.</p>		No fans used	
	<p>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.</p>		No fans used	
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> • The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less 		Office space is single occupancy, doors open.	



	<ul style="list-style-type: none"> Fans are not used in poorly ventilated areas 			
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PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes		
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Educational visits and use of third-party premises

International visits	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.		No international visits are taking place	
All visits	<ul style="list-style-type: none"> Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation Where appropriate, the third-party provider is involved in planning arrangements. Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities There is an appropriate level of insurance cover for the visit 	Yes	<p>All requirements are in place.</p> <ul style="list-style-type: none"> Additional risk assessment required for C19 All volunteer helpers agree to protocols including Lateral Flow testing prior to attending Thirty Party providers are requested to complete a COVID Declaration prior to a visit 	



	<ul style="list-style-type: none"> ○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 			
Specific considerations	<ul style="list-style-type: none"> ● Additional factors needed for children (and staff) with SEND and medical conditions have been considered. ● There are contingency plans in place, for example, to respond to symptoms developing in the group. 	Yes		

Transport and travel

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes		
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.	Yes		
	Windows are opened during journeys where it is safe to do so	Yes		
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.	Yes		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		
	<ul style="list-style-type: none"> ● Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so ● Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings ● Staff are encouraged to wear face coverings when using public transport. 	Yes		

Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.	Yes	<ul style="list-style-type: none"> ● Visits occur out of school time where appropriate (prospective parents etc.) 	
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out	Yes		



	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • That you encourage participation in asymptomatic testing • Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. • To leave the setting immediately if they develop symptoms • Hand shaking should be avoided 	Yes		
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 	Yes		
	<p>Visitors will use their own pen or will be provided with a pen that they take with them.</p>	Yes		
	<p>A QR code is in place for events involving large numbers of visitors.</p>	Yes	Displayed on front door	
	<p>Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.</p>	Yes	<ul style="list-style-type: none"> • One in one out in reception area • Chairs spread out in meeting rooms 	

Catering

	<p>Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .</p>	Yes		
	<p>Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance</p>	Yes	Norse	

Health, well-being and attendance
Asymptomatic testing

Autumn return	<ul style="list-style-type: none"> Staff and secondary pupils are encouraged to continue to test twice weekly until notified. Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools The risk assessment templates for LFD testing have been completed as appropriate 	Yes	Staff are encouraged to test twice weekly	
Vaccination	Where eligible, staff and students are encouraged to participate in the vaccination programme.	Yes		

First aid

First aid – all settings	COVID-19 First Aid guidance is followed.	Yes		
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Individual risk - pupils

Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	Yes		
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Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes		
	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).		If required	
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 		If required	
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes		

Wellbeing and attendance

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	Yes		
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	Yes		



Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	Yes		
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Staff health and well-being

Individual assessment	<ul style="list-style-type: none"> All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the template provided is used to record conversations and agreed control measures. 	Yes		
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Norfolk Support Line available for all staff, posters etc. in staffrooms.	

Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> Staff know to go home as soon as possible if they develop symptoms of COVID-19 Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day Anyone who has developed symptoms and cannot go home immediately will wait in the designated room Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks 	Yes	Designated room – downstairs classroom	
Self-isolation criteria	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> Where notified by NHS Test and Trace 	Yes		



	<ul style="list-style-type: none"> • In line with travel - Entering the UK • If the person has COVID-19 symptoms • On receiving a positive LFD or PCR test • All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation. • Further actions for educational settings may be advised by a local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19. 			
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Collaboration

General Arrangements

General Arrangements	<ul style="list-style-type: none"> • Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. • Communication routes are publicised and have been formally planned. 	Yes		
	<ul style="list-style-type: none"> • The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers. • Where required the setting has added additional information that has been identified in this risk assessment. 	Yes		
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.		If required	



<p>All staff instruction and involvement</p>	<ul style="list-style-type: none"> • Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) • Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. • A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. • All staff have confirmed that they are confident in applying the control measures identified in this assessment. • Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). • Staff have been given the opportunity to discuss and resolve any concerns that they have. 	<p>Yes</p>	<p>Staff have confirmed reading and understanding this document on our DPE site.</p>	
	<p>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.</p>	<p>Yes</p>		
	<p>The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.</p>	<p>Yes</p>	<p>No new staff September 2021</p>	

Respectful space

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> • Continued cohorting of staff • Utilisation of online meetings and training 	<p>Yes</p>	<p>Where possible, e.g. training in September in year groups. Staff meetings people</p>	
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	<ul style="list-style-type: none"> • Keeping numbers minimised for in person meetings and training • Reduction of pinch points and areas of congestion • Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 		<p>encouraged to sit in year teams. Staffroom furniture is spaced</p>	
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Hiring School Premises (and providing premises for club use)

	<ul style="list-style-type: none"> • Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	Yes		
	<ul style="list-style-type: none"> • Information about ventilation requirements is provided to the user 			
	<ul style="list-style-type: none"> • The school and user have agreed and confirmed their responsibilities prior to use, • The hirer has confirmed that they are following COVID-19 control measures for their activities • The use of QR codes is encouraged where members of the public take part in the activity. 	Yes		

Review

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> • Effective • Working as planned • Updated appropriately (reflecting updates to the compliance code) 	Yes		
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Any other actions that are not listed above

Face coverings	Face coverings are not required but staff may wear them in communal areas if they choose.	Yes	Staff and visitors now have to wear face coverings in	
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			communal (inside) areas of the school.	
One-way system	One-way system in operation around the school to allow for greater distancing.			
Christmas Performances	Only YR/1/2 will do performances with an audience. Each year group will do 2 performances, only 1 class's adults will be given tickets per day so a max. number in the audience of 60. This allows for some distancing between the audience		All audience members will be required to wear a mask.	

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