

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:

Date of change	Section, Page and Change
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
06.09.21	Updated for 6 September – changes highlighted in yellow.

Setting/Premises:	Upwell Academy		
Location:	Upwell		
Assessment Date:	06/09/2021	Review Date:	22/10/2021
Assessment completed by:	Haidee Norman		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> The number of contacts that pupils and staff have during the school day are minimised The distance between people in the setting is maximised as much as possible, 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 Enhanced cleaning arrangements can be implemented The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Y	<p>Children will be in phase bubbles, with separate break and lunch times. Staggered arrival and departure is no longer in place.</p> <p>Enhanced cleaning regime will remain in place.</p> <p>Continue regime of hand washing and sanitising, and being vigilant for symptoms amongst children and staff.</p>	6/09/21
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Y	Checks have continued since March and are up to date.	Ongoing



SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Y	Clear cleaning regime has been agreed with cleaning staff. Reminder before school starts in September. Additional supplies ordered for whole school and individual classes The fogging machine will be used if there is an outbreak, or if we return to a lockdown situation.	6/9/21
SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	N	No access to infospace. Follow DFE guidance.	Ongoing
SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Y	XX to coordinate. RA to be shared with staff 6/9/21 Shared with parents via website.	Ongoing
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.	Y	This will be reviewed weekly, unless there is an incident requiring an immediate review. Staff noticeboard – Add an area where staff can record concerns, suggestions.	Ongoing
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.	Y	Inset time will be used to provide staff training.	02/09
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.	Y	SLT will carry out a 'walk' prior to school opening to ensure everything is in place, and then regularly review. Always a member of SLT on site.	06/09



	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Y	Timings to be shared with parents, and gates manned by SLT.	3/9/21
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Y	Behaviour policy addendum being written. To be shared with staff and parents. Available on website.	6/9
	COVID-19 Case Management Guidance is implemented.	Y	Procedures in place, following DFE guidance.	6/9
	COVID Secure Commitments is signed and displayed	Y	Signed and displayed.	6/9
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.	Y	Share with AC once completed. Support received from PS/HS.	6/9
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).	Y	All DSL's in school for new academic year. Arrange first meeting of the term.	6/9
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.	Y	XX has coordinated with caretaker to ensure sufficient supplies.	2/9
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Y	XX	Ongoing
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.	Y	All doors have guards. XX to check integrity of them during the summer break. All hand driers are operational.	6/9

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"> Short duration, ad hoc work is avoided where possible 	Y	Play therapist, music teacher and S & L specialist work with	6/9
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	<ul style="list-style-type: none"> 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) All infection control requirements are followed. 		consistent groups of children. No mixing of bubbles. To have read RA prior to arriving at school.	
	Temporary staff who work at more than one setting is avoided where it is possible.	Y	Will discuss on an individual basis	6/9
	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.	Y	Will discuss on an individual basis. Woodwind lessons to commence in small groups in well ventilated areas.	6/9
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Y	As and when appropriate. We have an HLTA who can provide short term cover.	Ongoing
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Y	Staff to cover breaks within bubbles.	6/9
	Consistent working arrangements are applied to ITT trainees.	Y	Due to have 3 students (1, 2 & 6)	6/9
	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.	Y	Clear timetable for providing PPA cover etc, limiting movement between bubbles where possible	6/9
	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	Y	This particularly applies to shared curriculum resources such as science and art.	6/9
	Where volunteers are used the same staff principles are applied.	Y	Volunteers can be in school, but with a consistent bubble.	6/9
Premises and cleaning staff	Normal premises management arrangements have resumed.	Y	Normal checks etc are continuing.	6/9
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Y	Communal areas such as the hall for PE, and the library will be	6/9



			timetabled. Preferably physical activity will be outside.	
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Y	XX – Check stock	By 17/7

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.	Y	Children to be in phase group bubbles. EYFS, Y1, Y2 Y3, Y4 Y5, Y6	6/9
	Groups are kept as static as possible including staff assigned to the groups	Y	Where possible, staff have been assigned to a year group. There will be a small group of staff who will need to work across bubbles either to provide PPA cover, carry out MSA duty or for SEN support but this will be a consistent arrangement.	6/9
	Only where necessary extended groups have been created to accommodate specific activities.	Y	Taxi only and breakfast club.	6/9
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Y	As above	6/9
	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	Y	As above	6/9
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Y	Taxi children arrive first and leave last, have their own waiting area and exit point	6/9
	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:	Y	Each bubble has been allocated an intervention area.	6/9



	<ul style="list-style-type: none"> • some secondary curriculum practical activities • music • With very young children • Because of health conditions or understanding of the children <p>In order to enable distancing through designing spaces that achieve more separation.</p>			
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Y	The exclusion to this is taxi travel. Bishops to provide copy of RA.	6/9
	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	Y	<i>Staggered lunch times, PE timetable etc in place.</i>	6/9
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Y	Staff work with specific year groups. TA's will provide intervention to their allocated year group only initially. HLTA's to cover PPA but maintain social distancing where possible.	6/9
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y	Unless an emergency, staff will not move bubbles. Children in phase bubbles for breaks and lunch.	6/9
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Y	Breakfast club – Seated in phase bubbles Any after school clubs will be for single year groups.	6/9
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Y	<i>Timetable in place</i>	6/9
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Y	<i>XX to coordinate. Track and trace. Regular reminders that contact details need to be up to date.</i>	6/9

Other general measures



	The use of outdoor spaces has been maximised	Y	Lessons taken outdoors where possible, along with break and lunchtimes. Children encouraged to bring rain jackets every day and a change of outdoor footwear.	6/9
	Unavoidable queues are managed	Y	Children enter the hall for lunch a class at a time	6/9
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Y	Guidance provided to staff as to how to support children and work with them in small groups.	Ongoing
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Y	We are a 'no shouting' school and this will continue. Staff using raised voices will be immediately reminded not to do so. Consider a range of strategies for calling the class back to attention eg clapping. Staff asked to consider the types of activities they are planning.	6/9
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Y	Books to be marked in school where possible but can be taken home. Continue good hand hygiene. Reading books no longer need to be set aside, but this will resume based on the local rate of infection.	6/9
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Y	Children have their own frequently used resources and other class resources will not be shared out of the bubble.	6/9



	If this is not possible, the resources will be quarantined for 72 hours between groups.	Y	24 hours for resources to be used by another group if they cannot be cleaned.	6/9
	Large gatherings such as assemblies with more than one group is avoided.	Y	Only one phase bubble will attend, and then shared by Teams.	6/9
	<p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> • 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 • 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&T, sport. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering • 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 • Movements around settings are supervised and school champions support this activity. • Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart. 	Y	<p>PE will be timetabled.</p> <p>Each bubble has own outdoor space.</p> <p>Each class has own entry/exit points. Where there are shared corridors staff will need to coordinate use depending on local rate of infection.</p> <p>Use of hall for lunch will be staggered.</p> <p>One way system is not necessary within school.</p>	6/9
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	Y	Those who sit at the front of the class will enter first, if lockdown occurs.	6/9
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Y	EYFS staff have their own locker.	6/9
	Locker cleaning and disinfection arrangements are in place	N	N/A	

Measures within the classroom



Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Y	Timetable	6/9
Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Y	Children seated in groups but to be seated facing the front should lockdown be introduced.	6/9
Unnecessary furniture and objects are removed where possible	Y	Child seating takes priority.	6/9
The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Y	Some teachers are choosing not to have desks this year.	6/9
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	N	Bags will be in corridors.	6/9
The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Y	To be considered in planning. Depending on local rate of infection.	6/9
Where close contact is needed this is conducted side by side rather than face to face	Y	For group work	6/9
Pupils are not called to the front of the class	Y	Children to remain seated where possible.	6/9
Staff going to a pupils desk to check on their work is avoided	Y	To view from the side if necessary.	6/9
Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Y	Children will have own equipment.	6/9
Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Y	Sharing is kept to a minimum	Ongoing
Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Y	As and when appropriate based on frequency of use.	Ongoing
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.	Y	PE kit to be worn on PE days. Only other items brought to school are reading books, sun hat, packed lunch and drinks.	6/9



	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Y	To be returned to original location	6/9
	How pupils enter and exit the classroom is managed to maintain distancing.	Y	Front of class to enter first if local rate of infection rises.	6/9
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Y	Intervention areas have been allocated to phase bubbles so this shouldn't happen. There will be no mixed bubbles taking place with the exception of interventions such as nurture work.	6/9

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Y	Each year group will have own play equipment, which will be cleaned regularly.	6/9
	Equipment use is supervised, and time limited to enable other users to take their turn	Y	As per usual expectations.	6/9
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Y	Outdoor seating allocated to year 5 & 6	6/9
	A one-way system has been introduced around outdoor gym equipment and trim trails	Y	Trim trail only available by rota	6/9
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Y	Hall climbing equipment. Consider whether it is cleaned or 72 hours in between usage.	6/9
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Y	Wall mounted hand sanitisers to be used when leaving and returning to class.	6/9
	Bins are installed to encourage use of tissues and appropriate disposal	Y	Pedal bins with lids are in each class.	6/9
	Time is allocated for play equipment for each group/bubble	Y	Bubbles have their own equipment until further notice.	6/9
	Equipment touch points are cleaned frequently and between each groups use.	Y	EG hand rails on ramps	6/9



	Multiple groups do not use outdoor play equipment at the same time.	Y	Staggered break and lunchtimes.	6/9
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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.	Y	Singing needs to take place in the hall or class room in single year groups.	6/9
	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	Y	Recorder lessons for year 4 are split into 3 groups	6/9
	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.	Y	Use the hall for music lessons or amphitheatre.	6/9
	Where the music teacher needs to face the group they will maintain 3m distance.	Y	Share with staff.	6/9
Drama and performances	Performances with audiences do not take place	Y	Planning to hold Christmas performances but this will be reviewed nearer the time	6/9
	Activities that involve raised voices or shouting do not take place.	Y	Consider what is planned.	6/9
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Y	Use the hall.	6/9
	Outside drama is planned as a first consideration where possible	Y	Use outdoor amphitheatre.	6/9
	In all cases the following will be applied: <ul style="list-style-type: none"> Increasing hand hygiene and surface cleaning Using back to back or side to side positioning Maintaining distancing 	Y	Share with staff.	6/9
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.	Y	Hall to be timetabled.	6/9
	Prioritisation of low impact activities is given over high impact	Y	Return to normal PE sessions and units of planning	6/9



Contact sports will not take place	Y	Use alternatives such as tag rugby	6/9
Distance between participants is maximised.	Y	Outdoor activities preferred	6/9
Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Y	Only adults will obtain and return PE resources.	6/9
The use on non-personal kit is avoided.	Y	Share with staff. No shared PE kits.	6/9
Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Y	Share with staff – Bibs left between use or washed.	6/9
Pupils are kept in consistent groups	Y	Within year group bubble.	6/9
Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Y	Share with staff.	6/9
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.	Y	Follow government guidance before deciding if events will be attended.	6/9
The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Y	This has been read.	6/9
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.	Y	N/A	6/9
The use of changing rooms and showering facilities are avoided where possible.	Y	Children attend school wearing PE kit.	6/9
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.	Y	Children will wear PE kit on PE days to avoid changing in school.	6/9
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.	Y	Shared with staff.	6/9



	Changing and shower facilities must be used as quickly as possible.	N/A	N/A	6/9
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	Y	Swimming commences Autumn term 2021. Staff to wear face masks on the coach and upon arrival at the swimming pool. Children to use changing rooms allocated to Upwell Academy. No other schools in attendance.	6/9
Subjects involving practical activities	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	Y	To be considered when planning. Demonstrations by teacher could be filmed live on ipad and shared on clevertouch board.	6/9
	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	Y	Make use of imager and online clips, or work in small groups.	6/9
	Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.	Y	To be considered when planning.	6/9
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: Guide to doing practical work in Science Guide to doing practical work in DT	Y	Share key points with staff.	6/9

Educational visits



	No overnight educational visits are carried out	Y	Residential provisionally booked March 2022	6/9
	Outdoor spaces in the local area are used to support delivery of the curriculum	Y	Local areas to be used to enhance the curriculum	6/9
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 	Y	Trips to be considered as to whether there will be mixing with other schools, coach size etc. prior to booking.	6/9
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Y		6/9

Where a pupil attends more than one setting

	Schools work together to ensure that the approach is consistent and does not compromise the group/bubble	Y	N/A	6/9
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Extra curricular provision



	Pupils will keep within their main bubble where possible.	Y	After school clubs to run by year group, not mixed.	6/9
	<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"> • 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 • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • 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. • Records are maintained of all bubbles or groups for 21 days • Consideration is given to the types of activities organised in line with the compliance code • 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 • 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 • 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. 	Y	<p>Clubs will run by year group.</p> <p>Children use toilet facilities allocated for use during the school day.</p> <p>Consider the nature of the club, the proximity of the children and the resources needed.</p>	6/9



	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	Y	Consider which activities are chosen	6/9
	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.	Y	Share with parents/carers	6/9

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.	Y	Children have a 15 minute drop off window to reduce footfall and assist parking	6/9
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Y	All children collected at 3.15pm with parents waiting in nominated areas	6/9
	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.	Y	Taxi have agreed arrival and departure times. 8.50am and 3.10pm	6/9
	There are hand sanitiser stations outside for pupil and visitor use	Y	Wall mounted hand sanitiser to be used before entering the classrooms or main school.	6/9
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Y	Part of cleaning regime.	6/9
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Y	Children to wait in classrooms until staff are ready to dismiss.	6/9
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Y	Already in place.	6/9



Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Y	Ongoing	Ongoing
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Y	To be shared with parents. Parent/carers asked to wear face masks when on school land.	6/9
	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.	Y	To be shared with staff.	6/9
	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.	Y	To be shared with staff.	6/9
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Y	Parents/carers to walk children to the outdoor area. After half-term, children to access playground without adults.	6/9
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)	Y	Each class has own entry and exit points once on school grounds.	6/9
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Y	One way system will be re-introduced if the local rate increases	6/9
	Floor marks have been added to assist with social distancing in outside areas.	Y	Waiting areas for the end of day, and for fire alarm practices	6/9
	Staff and school champions supervise at peak times.	Y	HN, AF & CC	6/9
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.	Y	Later start time for Reception class the first week of term	6/9
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	N	Only one entrance point	6/9



	Parents have been advised that only one parent should attend.	Y	Share latest government guidance with families.	6/9
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Y	As and when children arrive, they will hang up coats and then wash hands.	6/9
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	N	N/A	6/9
	Times of use are supervised and managed.	Y	By class staff.	6/9

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	Y	We have looked at this in the past but do not have the spare staff to supervise, especially with a staggered drop off and need to wash hands etc.	6/9
	Entrances are supervised to support hand sanitising on arrival.	Y	By bubble staff.	6/9
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)	Y	To take place before or after school eg oil delivery.	6/9
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Y	Latest government guidance to be shared with parents/carers.	6/9
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Y	As and when children arrive	6/9
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y	Share with everyone	6/9
	Parents and staff have been advised that only the same household members should travel together by car	Y	Share latest government guidance.	6/9
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	Y	Share latest government guidance.	6/9



	Pupils and parents have been advised that they should not walk together in large groups	Y	Share latest government guidance.	6/9
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Y	Reminder to taxi children.	6/9
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Y	Bishops RA to be shared with families.	6/9
	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	Y	Bishops RA/NCC transport arrangements	6/9
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N	No school vehicles.	
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	N	No school vehicles.	
	Markings are provided where queuing is required for transport services on school premises	Y	Familiarise children with waiting plans (Continue to use library as waiting area)	6/9
	Windows are opened during journeys where it is safe to do so	N	Responsibility of NCC transport/Bishops	6/9
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	N	No school vehicles	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Y	Contact parents of taxi children for collection if showing symptoms.	6/9

Visitors

	The number of visitors has been minimised as much as possible	Y	Continue to use phone, Dojo and email.	6/9
	Visitor times are planned to separate visitors from other site users	Y	Preferably before or after school.	6/9
	Visits are by appointment only	Y	Share with all staff.	6/9
	Visitors are advised of the following in advance:	Y	By phone or email.	6/9



	<ul style="list-style-type: none"> Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. Action to take if they cannot maintain keep away from others To leave the setting immediately if they develop symptoms, not matter how mild. 			
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Y	Posters displayed.	6/9
	Visitors confirm that they do not have symptoms no matter how mild.	Y	As per displayed posters and asked by office staff.	6/9
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Y	Pens available	6/9
	The reception is operating on a one in and one out basis for essential visitors	Y	Staff are aware.	6/9
	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	Y	Suitably spaced.	6/9
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y	Poster displayed	6/9
	Visitor records are maintained for contact tracing requirements	Y	Visitors required to sign in. <ul style="list-style-type: none"> What details do we record for contact tracing and for how long? 	*
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Y	To be arranged where appropriate.	6/9
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the	Y	On an individual basis	Ongoing



	day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.			
Parents an 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.	Y	Share with parents/remind	6/9

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Y	Remind staff	6/9
	Staggered movement times have been introduced to reduce the number of movements at the same time	Y	Remind staff	6/9
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Y	All bubbles have own entry and exit points.	6/9
	One way circulation has been introduced where possible	Y	Arriving families give priority to families leaving the site	6/9
	Central dividers have been installed where necessary to avoid group mixing.	N	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	N/A	
	Posters have been used to encourage this where required	N	N/A	
	Hand sanitiser is provided for use before and after touching lift controls.	N	N/A	

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Y	Staggered lunch times in the hall for phase bubbles. Tables cleaned between sessions	6/9
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Y	Year 5 & 6 packed lunches eat outside	6/9
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Y	1 trolley per bubble. Use benches where not enough trolleys.	6/9
	The use of pre-ordering and trolley services have been considered.	Y	Only during lockdown	6/9



Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N	N/A	
Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Y	One way system	6/9
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.	Y	Children sit in year groups	6/9
Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Y	Children to enter hall by year group.	6/9
One ways systems are used.	Y	Entry and exit to the hall.	6/9
Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Y	Staffroom can be used by all staff, but consideration given to ventilation	6/9
Staff room area use is staggered to support distancing	Y	Staggered break and lunch times	6/9
Additional space has been provided to use as staff rooms.	Y	Years 3 and 4 to use Bramley for hot drink facilities	6/9
Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Y	Turn alternate chairs around	6/9
Touch points are wiped down between different groups.	Y	Cleaning fluid to be available in staff room and cleaned after use by individuals	6/9
Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Y	Timetable	6/9
equipment use is supervised to ensure that pupils do not gather.	Y	As usual	6/9
Pupils and staff have identified suitable play activities for break times	Y	Already circulated	6/9
Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y	Supervised by bubble staff	6/9
Markings have been added to outside spaces to assist with queues when coming back into the building.	Y	Mark one way system and year group waiting areas	6/9



	Additional staff supervision is employed to ensure social distancing takes place	Y	All bubble staff to support this	6/9
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Y	NORSE RA shared	13/7
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Y	NORSE RA	13/7
	The way in which essential food deliveries are received are managed	Y	As per established protocol	14/7
	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	Y	By year group	6/9
	Additional meal collection points have been put in place to reduce queuing where necessary	N	N/A	
	Alternative payment methods are being used to eliminate cash handling	Y	Encourage payment by cheque at least 1 week at a time	6/9
	Tills are screened where still in use	N	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.	Y		6/9
	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.	Y		Used in conjunction with well ventilated rooms 6/9
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Y		Rooms to be ventilated according to air temperature. Flush air through using windows and doors during break and lunch.
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	Y		All internal fire doors have automatic closures 6/9
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Y		Each room has its own air source and can be used to heat. A couple of windows to remain open.



	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N	N/A
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Toilets and handwashing facilities

	Useage times are staggered where possible.	Y	Different break times	6/9
	Distancing for queuing has been introduced e.g. through floor markings	Y	Controlled by allowing no more than 2 at a time to use facilities	6/9
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Y	Shared with children	6/9
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Y	All toilet facilities have been replaced since May 2016	6/9
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Y	All toilet facilities have been replaced since May 2016	6/9

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.	Y	Use Teams if needed. Staff meetings to take place in a well ventilated classroom.	6/9
	Meetings only take place in person where: <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Y	Review on an individual basis	6/9
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area 	Y	If meetings must go ahead in person, use meeting room and ensure good ventilation. Apply an anti-bac spray to chairs after use. <ul style="list-style-type: none"> • Check wireless strength 	6/9



	<ul style="list-style-type: none"> • Ensure 2 distance is maintained at all times, not sitting face to face • No activities are undertaken that require or encourage people to raise their voices or shout • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 			
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	Y	Years 3 and 4 can use Bramley	6/9
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Y	Staggered breaks	6/9
	Furniture has been arranged to encourage distancing and not sitting face to face	Y	Every other chair turned around.	6/9
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Y	Use latest guidance	6/9
Parents evenings	Meetings are undertaken by telephone or internet.	Y	Online parents meetings will continue	6/9
Essential course delivery	Courses are delivered on line and all “in person” training is suspended for both employees and external participants	Y	Safeguarding CPD will take place in person in the hall to ensure maximum social distancing	6/9
	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.	Y	Review on an individual basis	6/9



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.	Y	Staff will sit in bubble groups. Check content of any courses first.	Ongoing
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	Y	Use hall as largest space and can be well ventilated.	6/9
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.	Y	If steps training or first aid is required.	Ongoing
Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.	Y	Usual staff procedures will apply.	Ongoing
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.	Y	No outdoor facility. Use the hall.	6/9
Delegates will spread out in both outside and inside spaces.	Y	Social distancing seating if required	6/9
Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Y	Hand sanitiser will also be available.	6/9
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.	Y	As appropriate	6/9
Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Y	No other site users	6/9



	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Y	All will be available	6/9
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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.	Y	Add to cleaning protocol	6/9
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Y	Clearly labelled and colour coded too	6/9
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Y	Included in cleaning protocol	6/9
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Y	Ongoing Fogging machine to be used if local rate of infection increases or further lockdowns	6/9
	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	N	N/A	
	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.	N	N/A	
	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	N/A	
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Y	Spray and washable cloths available for surfaces etc eg years 3 and 4 using Bramley for group work, cleaning tables at lunch time	6/9



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.	Y	Share with staff	6/9
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	Y	If equipment can't be easily cleaned then it will be set aside for 48 hours and labelled with date and time of use.	6/9
Disinfectant wipes are more generally available for staff to use where they wish to.	Y	Mainly for use on laptops and difficult to clean resources such as shared pencils	6/9
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),	Y	Part of cleaning schedule Doors will be open to eliminate touchpoints. Most lights work on a sensor	6/9
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	Y	Reviewed regularly	6/9
A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Y	Equipment to be labelled with who, date and time and returned to original location, if required	6/9
Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y	We clean equipment after use so that it is returned to storage in a clean and ready to use state.	6/9
Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Y	Share with staff.	6/9
Handheld and frequently touched sports/PE equipment is disinfected prior to use	Y	Equipment cleaned after use	6/9
Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Y	Only shared tables will be in intervention rooms and they will be cleaned after use. Ensure	6/9

			intervention rooms have cleaning product available.	
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Y	PE equipment as above. There will be a rota for trim trail	6/9
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Y	Staff to wash hands before use and then fill bottles or a jug for children. Water fountain will remain out of use to children.	6/9
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	Y	Stored with PPE so staff can access if needed.	6/9
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Y	All toys in circulation, reconsider based on local rate of infection	6/9
	Toys that are put into children's mouths are cleaned between use	Y	Milton solution used. Bags purchased to allow ease of washing.	6/9
	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.	Y	Use but regularly wash	6/9
	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	Y	Carpet spaces will be allocated	6/9
Resources	Children are allocated their own resources e.g. pencils where possible .	Y	Each child has a pencil case and a whiteboard pack	6/9
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	N/A	
	Books are issued to pupils on a rotational basis	Y	Within a bubble books do not need to be set aside.	6/9

Books (books are items that are difficult to clean)	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Y	As appropriate	6/9
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Y	If local rate of infection increases	6/9
	Books and posters checked for visible soiling and disposed of where necessary	Y	Check regularly	6/9
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Y	Staff desks All have been asked to ensure desk surfaces are clear at the end of the day for cleaning.	6/9
Lunchtime	Trays, tables and chair touch points are disinfected after use	Y	Trays – NORSE Tables and chairs – academy Share with MSA staff	6/9
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Y	Bubbles have own resources. External large play equipment will be used on a rota	6/9
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Y	Ensure tissues are kept well stocked	6/9
	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	Y	Each classroom has a lidded pedal bin Purchased smaller ones for intervention rooms	6/9
	Bins and tissues are provided in the same place.	Y	Posters provide reminders. Add to intervention areas	6/9
	Waste bags for tissues are double bagged for disposal.	Y	Part of cleaning protocol. All pedal bins have liners	6/9

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 NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Y	Regular opportunities provided throughout the day	6/9
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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.	Y	Remind staff of frequency	6/9
The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Y	Build into daily timetable eg before and after using shared equipment.	6/9
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.	Y	Wall mounted sanitiser available in all classrooms and on entrance to the academy.	6/9
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.	Y	Not necessary as sanitiser is at the entrance to classrooms and children are directed to wash hands when returning from an activity.	6/9
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Y	Check whether provided with a drip tray.	6/9
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.	Y	Linked to activities such as lunch, outdoor play with equipment etc	6/9
Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Y	Share latest government guidance	6/9
Supervision arrangements are in place to support pupils with handwashing where it is needed.	Y	For younger children and possible SEN needs	6/9
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)	Y	Wall mounted and supervised. Surplus kept in a locked cupboard	6/9



	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.	Y	Available for reception class.	6/9
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Y	Handwashing is preferable but sanitiser will help to reduce waiting times	6/9
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Y	Reminders, songs. Remind everyone that hands need washing thoroughly with soap for 20 seconds.	6/9
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Y	Posters displayed	6/9
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Y	Give regular reminders	6/9
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	Y	Remind staff	6/9

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 template provided is used to record conversations and agreed control measures.	Y	Guidance provided by RL, Use this to write any specific RA's.	6/9
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	Shared by XX	6/9
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Y	Staff encouraged to consider time spent at the academy.	6/9

Symptoms	Staff will go home as soon as possible if they develop symptoms	Y	Follow protocol	6/9
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.	Y	Discuss on an individual basis	Ongoing

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	Y	Discussed routinely	Ongoing
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y	Reports any concerns immediately	Ongoing
	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	Y	Ensure good communication with families and identification of any such children	6/9
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Y	Discuss on an individual basis	Ongoing
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Y	Follow latest guidance	6/9
	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).	Y	Review RA's from summer term and assess whether any more are needed. SENCO/SLT	6/9
	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 	Y	Consider when masks/visors would need to be reintroduced	6/9



	<ul style="list-style-type: none"> Checking that the person does not have symptoms as detailed in the compliance code. 			
	Staff are aware of the required infectin control measures and understanding that the normal PPE that would have previously been used is still required.	Y	PPE quick grab packs are available in first aid kits and appropriate points around the school	6/9
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.	Y	A comprehensive list of resources are available. To form fundamental part of the return in September	6/9
	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.	Y	Enhanced transition support with identified key staff to support	6/9
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Y	Form part on inset safeguarding CPD	6/9
	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.	Y	Staff to be good role models Provide regular discussion opportunities	6/9
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y	Refer to wellbeing resources	6/9
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Y	Reminders given	6/9
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Y	Behaviour addendum remains in place. Share with all parents and children.	6/9

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.	Y	Need a clear protocol for use of dojo. Communication established which limits quantity of paperwork shared between school and home.	6/9
	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.	Y	Site specific details shared with families	15/9 & 31/8
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.	Y	Entrance to the academy	6/9
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Y	In place	6/9
	Site changes such as entrances and exits will be identified where required	Y	Entrance and exit signs are clear. Check regularly and replace where necessary.	Ongoing
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y	Staff noticeboard by signing in book for urgent notifications. Staff to check regularly for updates. Also include on weekly staff bulletin.	6/9
	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.	Y	Be mindful of children new to the academy	6/9



	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .	Y	Remind staff and children	6/9
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Y	<ul style="list-style-type: none"> Can't access the link 	

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.	Y	<i>Keep records up to date of all information shared AF</i>	Ongoing
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	Discuss during inset and provide opportunities for questions	6/9
	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.	Y	Inset	6/9
	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.	Y	Provide reminder, although government guidance says there is no need for enhanced clothes washing eg uniform	6/9
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Y	All staff were part of the consultation process of the first draft. A list of key points will be provided.	6/9
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Y	Staff encouraged to share concerns/worries and to question decisions where appropriate.	Ongoing
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to	Y	Reminder to be given	6/9



	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.	Y	Discuss during inset	6/9
	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	TA's	6/9

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.	Y	Policy addendum in place. Share again with families,	6/9
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y	Discuss in Inset, regularly discussed in staff meetings	2/9

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> .	Y	Staff within bubbles and discussed regularly in assemblies. We have seen that children are good at reminding each other about social distancing.	6/9
	Pupils and staff have contributed towards how these new roles will support the schools aims	Y	Responsibility of everyone	Ongoing
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Y	Responsibility of everyone to share any concerns or suggested improvements	Ongoing
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Y	Through posters and verbal reminders	Ongoing

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> 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. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	Y	Discuss why measures are important and how they will help to reduce the spread of common things such as colds.	Ongoing
	The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Y	Remind staff about these resources	6/9
	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 .	Y	AF to monitor new information and share	Ongoing

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		Follow latest guidance	
	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,	Y	<ul style="list-style-type: none"> Check with RL about what information is needed eg phone number and how long it should be kept for, for visitors and track and trace 	
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Y	As above	
Planning for if a person becomes unwell with	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)	Y	Bramley room	6/9



COVID-19 symptoms and isolation requirements	Where possible there is separate use of toilet and handwashing facilities nearby.	Y	Next to the room	6/9
	The room has been emptied of unnecessary items.	Y	Bramley room is an intervention room but furniture has been limited for ease of cleaning. Ensure everything is stored in cupboards eg breakfast club items. Files and paperwork on desk or shelves are not to be stored in this room until further notice. All surfaces are left clear.	6/9
	Tissues and a waste bag have been provided in the room	Y	Lidded Pedal bin	6/9
	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.	Y	Remind staff of protocol and have a printed reminder available in the room	6/9
	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.	Y	Use hall	6/9
	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.	Y	Box of PPE available in cupboard outside the room.	6/9
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Y	Follow latest government guidance	6/9
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.	Y	Included in cleaning protocol	6/9
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned,	Y	Included in cleaning protocol	6/9



	follow the management of cases guidance using the appropriate disinfectant solution and equipment required.			
	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.	Y	Review on an individual basis	Ongoing
	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.	Y	Ensure stock and cleaners are familiar with guidance	6/9
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Y	Staff chair	6/9
	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.	Y	Included in cleaning protocol	6/9
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Y	Follow latest government guidance	6/9
	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.		<ul style="list-style-type: none"> Small stock available 	6/9
	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		<ul style="list-style-type: none"> Follow latest guidance 	6/9
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Y	Share with families	6/9
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.	Y	Staff to be familiar with symptoms to watch for and procedure for informing the academy	6/9
	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.	Y	Follow latest guidelines	6/9
	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.	Y	AF	6/9



	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.	Y	In place – Wisbech test centre	6/9
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Y	Wisbech test centre Tests available to all children and adults	6/9
	The employee will be asked to provide their test result to the setting as soon as it is known.	Y	Inform staff of expectation	6/9
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.	Y	Follow latest guidance	6/9
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Y	Follow latest guidance	6/9
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Y	Follow latest guidance	6/9
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Y	Follow latest guidance	6/9
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Y	Follow latest guidance	6/9
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.	Y	Through dojo and printed packs	6/9

Returning after isolation (pupils and staff)

Offices and other work spaces

	The following measures are applied where staff cannot work from home:	Y	Already covered in RA and in place	6/9
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	<ul style="list-style-type: none"> Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. Rooms are well ventilated (see section on ventilation) Staff are cohorted in consistent working groups Unnecessary items have been removed to support effective cleaning of the area Hot desking is avoided desks near busy circulation spaces are not used Shared equipment has been moved to reduce group mixing such as printer location 			
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> additional work spaces are be allocated where possible sharing of workspace is minimised and workspaces are thoroughly cleaned between users. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities Screens are installed as a last resort 	Y	Already covered in RA and are in place where appropriate	6/9

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Y	AF to organise	6/9
	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.	Y	Playground marked according to where children will exit buildings	6/9
	Fire drills that are carried out encourage social distancing.	y	Children will be facing the same direction.	6/9
	Staff and pupils understand that in an emergency they must leave without delay	y	Reinforce this on first day	6/9



	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).	Y	As above	6/9
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y	Provide appropriate PPE	6/9
	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"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 	Y	AF to check records/dates	6/9
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Y	Children to attend to grazes etc where possible. PPE grab bags available for first aid administration	6/9
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Y	Consider for Inset	6/9
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y	Children deal with injuries when appropriate	6/9
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y	PPE grab packs	6/9

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.	Y	Remind staff of latest guidance for the wearing of masks. Staff to wear masks when outside with parents/carers	6/9
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	Y	Share latest guidance with families	6/9



	<p>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:</p> <ul style="list-style-type: none"> • The wearer must not touch the front of their face during use or when removing the face covering. • They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. • They must perform hand hygiene on arrival at the setting and after removing their face covering. 	Y	Share with families and staff	6/9
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Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Y	Review weekly or when an incident requires a review	6/9
	Review arrangements ensure that the control measures are effective and working as planned.	Y	As above	6/9

Any other actions that are not listed above

Assessor's Name: Haidee Norman	Manager's Name:
Position: Principal	Position:



<p>Signature:</p> 	<p>Signature:</p>
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