



COVID-19 Educational Settings Risk Assessment

Contents

Management Planning... 4
Senior Management Team... 4
Staffing arrangements... 8
Minimise contact maintain social distance and activity risk reduction ... 10
Pupil and staff grouping – main groups and extended groups ... 10
Other general measures ... 11
Measures within the classroom ... 13
Playgrounds ... 15
Specialist curriculum considerations ... 15
Educational visits ... 18
Where a pupil attends more than one setting ... 19
Extra curricular provision ... 19
Measures for arriving and leaving ... 21
Transport and travel ... 23
Visitors ... 24
Movement around premises ... 26
Lunchtime and breaks ... 26
Increasing ventilation ... 28
Toilets and handwashing facilities ... 29
Meetings and events ... 29
Universal Hygiene Arrangements ... 31
Cleaning and disinfection ... 31
Handwashing and respiratory hygiene arrangements ... 34
Health Needs ... 36
Staff health ... 36
Pupil Health and planned close contact activities ... 37
Communication and Involvement ... 39
General Arrangements ... 39
Staff Instruction ... 40
Behaviour policy ... 41
Pupil involvement and communication ... 41
Educational tools ... 41
Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance) ... 42
Returning after isolation (pupils and staff) ... 46



Offices and other work spaces	46
Planning for emergencies.....	46
PPE and face coverings.....	48
Review of existing assessments.....	48
Any other actions that are not listed above.....	48

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
13-07-2020	Updated for September Term – new requirements are highlighted in yellow



Setting/Premises:	Nar Valley Federation of Church Academies		
Location:	Sporle CE Academy		
Assessment Date:	16 th July 2020	Review Date:	One week after opening, 14 th September 2020
Assessment completed by:	Mrs. Anne Neary and Mrs. Emma Spaul		

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>Risk assessment and operations reviewed in SLT and Federation Leadership Team (FLT) meeting 15th July 2020.</p> <p>Class bubble integrity is maintained and staff do not cross bubbles, other than for PPA (see later in this document for PPA arrangements)</p> <p>In addition to the current classroom cleaning kits, hygiene stations are stationed outside each classroom</p>	



			<p>Our communication to Parents/Carers and the wider community has been updated to have the slogan 'Catch it, Bin it, Kill it' on and other updates</p> <p>Our Home/School agreement has been updated to include a commitment from Parents/Carers to support their child with hygiene and distancing</p> <p>Our behaviour agreement has been amended to ensure that Parents/Carers ensure their children follow our rules</p>	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.			
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site			
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.			
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions			
	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	Office staff member designated to look at NCC updates weekly and pass to SLT who would then share in Federation Leadership Team (FLT) meetings and then in staff weekly briefings.	



	<p>SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.</p>		<p>We have allocated time during our INSET days to discuss and ensure staff understanding. Staff have had the new risk assessment in advance in order to consider best practice and any modifications from current operation to be considered. E-learning module on Covid (HR Infospace) given to staff on INSET day and screenshot of completion will be sent.</p> <p>Training and meetings will happen virtually where possible and appropriate. Where there are meetings, they will happen outside and socially distanced.</p>	
	<p>Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.</p>	Y	<p>ES at Sporle for reopening 7/9/2020 AN at Sporle for reopening 8/9/2020 9/9/2020 – JB at Sporle</p>	
	<p>Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together</p>	Y	<p>Each group bubble has a different start time different entrances and exits are used. Year groups are staggered across the week to ensure senior staff can be free to be available. Socially distanced markings for queuing on the lane and pavements outside school and staff will monitor this.</p>	
Ensuring	The setting will follow their normal arrangements to			



compliance	encourage safe behaviours and actions if setting standards are not followed.			
	COVID-19 Case Management Guidance is implemented.	Yes	Trust are notified in the first instance, then information is shared with staff and parents via the appropriate letter	
	COVID Secure Commitments is signed and displayed	Yes	Poster is already signed and displayed	
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.			
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).			
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.			
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.			
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	External fire doors will be propped open on external hooks. Internal corridor fire doors to remain open with addendum that a member of staff will close this in event of a fire alarm. Fire risk assessment is updated, Paper towels will be used instead of hand driers.	



Staffing arrangements

Staffing levels	<p>Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis:</p> <ul style="list-style-type: none"> • Short duration, ad hoc work is avoided where possible • 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. 	Y	<p>Cover will be arranged within current staffing arrangements. Specialist staff eg Educational Psychologists, therapists will be communicated with before-hand with setting guidance sent out on coronavirus arrangements. PE coaching has been timetabled so there is at least 24 hours between tutoring group bubbles and more than 48 hours between visiting different sites. PE Coach will only use school resources no mixing of bubble/school resources All temporary staff and visitors will be given guidance on infection control requirements.</p>	
	<p>Temporary staff who work at more than one setting is avoided where it is possible.</p>	N/A	<p>No temporary staff are used</p>	
	<p>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.</p>	Y	<p>PPA timetable has been arranged so Federation peripatetic teachers are on a 3 weekly rota with more than 48 hours between sites. Strategic Leadership Team form a leadership bubble -members avoid prolonged group contact and do not cross into class bubbles</p>	
	<p>Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff</p>	N/A	<p>We do not use supply teachers</p>	



	entering the school premises.			
	Teaching staff breaks are organised in a way that avoids staff covering from a different group			
	Consistent working arrangements are applied to ITT trainees.	Y	ITT Trainees will be teaching 1 group bubble only. Their supervising visits will be managed by ensuring that the adult observes either remotely, or from a space 2M away from all other personnel.	
	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	No other staff other than PPA teachers (3) are in operation across classes. PPA staff on a 3 weekly rota with more than 48 hours between sites and 24 hours between bubbles.	
	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	PPA staff will teach from the front of the class and observe compliance as stated.	
	Where volunteers are used the same staff principles are applied.	N/A	No volunteers, however staff principles are applied to TA placement staff.	
Premises and cleaning staff	Normal premises management arrangements have resumed.	Y		
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.		Lunchtimes and break times are staggered. Large spaces such as the hall will be used for staff meetings and scrupulous hygiene measures will be adhered to.	
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.			

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	Groups are in class sizes	
	Groups are kept as static as possible including staff assigned to the groups			
	Only where necessary extended groups have been created to accommodate specific activities.	N/A		
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	N/A		
	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	N/A		
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.			
Keeping cohorts together	Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include: <ul style="list-style-type: none"> some secondary curriculum practical activities music With very young children Because of health conditions or understanding of the children In order to enable distancing through designing spaces that achieve more separation.	Y	Groups are staffed with 1 FTE teacher and 1 FTE TA. Any additional adult is to support a child with significant additional needs (1 in Robins Class) and a risk reduction plan will be written.	
	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Y		
	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	Y	Group bubbles will not mix during breaks and lunchtimes through separating the field and playground	



	days		and a staggered time. PE will be delivered in individual group bubbles.	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.			
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.			
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Y	Breakfast club has been temporarily suspended but this will be reviewed at October half-term taking into account parental & pupil need balanced with maintaining safe practice.	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.			
Contact records	Contact records of groups are maintained in line with Case Management Guidance.			

Other general measures

	The use of outdoor spaces has been maximised			
	Unavoidable queues are managed			
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.			
	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	Staff have been advised of the need to avoid singing and chanting as regular practice and where it is unavoidable as it would compromise the curriculum, it is to be done outside, observing at least 2M distance and not facing each other.	



	<p>Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.</p>	Y	<p>Surfaces that teachers have used when looking at books will be cleaned immediately after. Initially reading books will not go home. When this is introduced, books will be returned to school and quarantined for 72 hours before reissuing.</p>	
	<p>Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.</p>			
	<p>If this is not possible, the resources will be quarantined for 72 hours between groups.</p>			
	<p>Large gatherings such as assemblies with more than one group is avoided.</p>			
	<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. 			
	<p>The order of entry into the classroom has been planned in</p>			



	order to avoid pupils and staff passing each other (in secondary schools)			
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A	We have no pupil lockers.	
	Locker cleaning and disinfection arrangements are in place			

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Y	The hall will be used in the event of an activity that requires greater movement and weather is inclement and will be cleaned between groups, observing the principle of leaving at least 24 hours between group use where possible. The hall is cleaned daily by the cleaning team. Resources in the hall have been earmarked for each bubble.	
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Y	Chairs and desks are forward facing in lines or individual desks	
	Unnecessary furniture and objects are removed where possible	Y	Classes have been minimalised in terms of furniture. Day to day practice is to keep surfaces empty.	
	The position of the teacher's space/desk is considered as part of the configuration to support distancing from the class.	Y	Yes – these are generally at the front where the teacher will aim to deliver input from	
	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	Y	Children are encouraged to bring only necessary items; coat, lunchbox, water bottle and books where necessary. Bags are to be avoided if possible. Bag and coat	



			hooks in cloakrooms to be spaced out as much as possible but certainly bubble group specific.	
	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support			
	Where close contact is needed this is conducted side by side rather than face to face			
	Pupils are not called to the front of the class	Y	This practice is avoided.	
	Staff going to a pupil's desk to check on their work is avoided	Y	This practice is avoided where possible and where it is not, side by side working is observed.	
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils			
	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Y	No peer marking of books will take place and pupils have their own resources.	
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Y	We continue to observe the practice of sterilising such items nightly.	
	Resources brought in from home by children are kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Y	Children are encouraged to bring only necessary items; coat, lunchbox, water bottle and books where necessary	
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Y	A basket in the office is to be used for this.	
	How pupils enter and exit the classroom is managed to maintain distancing.	Y	Lining up spaces using PE spots have been created	
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Y	This will be done, although such use is not planned as a matter of practice.	



Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Y	A sign will be put on the trim trail (4 maximum) and on the exercise machines (1)	
	Equipment use is supervised, and time limited to enable other users to take their turn	Y	Yes – Lunchtime staff briefed	
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Y	Yes	
	A one-way system has been introduced around outdoor gym equipment and trim trails	Y	Yes – signage makes that clear	
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Y	Yes – wooden picnic tables have been separated and ‘only one person’ signs on the wooden bench	
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Y	Yes – signage and Lunchtime staff instruct	
	Bins are installed to encourage use of tissues and appropriate disposal	Y	Outdoor bins are available	
	Time is allocated for play equipment for each group/bubble	Y	Groups are rotating on a week on/week off basis and the caretaker cleans the equipment on a Friday	
	Equipment touch points are cleaned frequently and between each groups use.	Y	Yes – see above	
	Multiple groups do not use outdoor play equipment at the same time.	Y	Each group (Robins, Woodpeckers and Kingfishers) has their own area of the playground and field. Exercise equipment to be cleaned by Lunchtime staff.	

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	This does not take place.	
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller	Y	Yes	



	groups not exceeding 15 people			
	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	Yes	
	Where the music teacher needs to face the group they will maintain 3m distance.	Y	Yes	
Drama and performances	Performances with audiences do not take place	Y	No performances with audiences will take place	
	Activities that involve raised voices or shouting do not take place.	Y	Staff have been briefed accordingly.	
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Y	Any drama takes place in class groups.	
	Outside drama is planned as a first consideration where possible	Y	Yes.	
	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	Yes.	
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.			
	Prioritisation of low impact activities is given over high impact	Y	Yes	
	Contact sports will not take place	Y	Yes	
	Distance between participants is maximised.			
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Y	Each group has their own equipment. Every individual uses their own named stick or ball. When putting equipment away, this is done individually. Use of feet rather than hands is employed where possible.	
	The use on non-personal kit is avoided.	Y	Yes	
Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Y	Yes		



	Pupils are kept in consistent groups			
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.			
	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	No external use is currently planned but if so this will be followed.	
	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 grassroots sport advice from organisation such as the Association for Physical Education and the Youth Sport Trust 			
	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	Yes – see staffing above	
	The use of changing rooms and showering facilities are avoided where possible.			
	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.			
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.			
	Changing and shower facilities must be used as quickly as possible.	N/A	Children will arrive in their PE kits on PE days	
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	N/A		
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	Y	These are not used at this time.	



	cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact			
	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	These will be done using the Smartboard.	
	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	See Individual Pupil Risk Assessments	
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <p>Guide to doing practical work in Science</p> <p>Guide to doing practical work in DT</p>			

Educational visits

	No overnight educational visits are carried out	Y	Yes	
	Outdoor spaces in the local area are used to support delivery of the curriculum	Y	These will be using the school site in the first instances and considered after successful full re-opening has continued for a number of weeks	
	<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>	Y	Yes	



	<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? 			
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</p>	Y	Yes	

Where a pupil attends more than one setting

	<p>Schools work together to ensure that the approach is consistent and does not compromise the group/bubble</p>	Y	We do not have anyone currently who does this.	
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Extra curricular provision

	<p>Pupils will keep within their main bubble where possible.</p>	Y	<p>Extra-curricular provision will not be provided in the first instance until successful full re-opening has continued for a number of weeks and then these guidelines will be observed. Extra-curricular clubs will be within bubbles.</p>	
	<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 	N/A		



	<p>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</p> <ul style="list-style-type: none"> • 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. 			
	<p>As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided</p>	Y		
	<p>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</p>	Y	This is in our end of term letter to Parents/Carers.	



protective measures, and only use those providers that can demonstrate this.

Measures for arriving and leaving

<p>General principles</p>	<p>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.</p>	<p>Y</p>	<p>All children will be reminded upon entering the building on day one and as the first class activities of the new year. A staggering system will be implemented as follows:</p> <p>Monday 7th September: Year One, Year Four and Year Five children</p> <p>Tuesday 8th September: Year Two and Year Three children</p> <p>Wednesday 9th September: Year Six children. AN to travel on the minibus with the children.</p> <p>(New Reception children have their own staggered start the following week) X Reference letter to parents</p>	
	<p>Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour</p>	<p>Y</p>	<p>Yes; drop off and pick up times are as follows: Drop off: 8.40am – Y6 and Y4/5 8.50am – Rec/Y1 and Y2/3 Pick up: 3.00pm Rec/Y1 and Y2/3 3.10pm Y6 and Y4/5</p>	
	<p>Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.</p>	<p>Y</p>	<p>The NCC bus arrives at 8.45 and transports 14 children. These children will follow the segregated routes into school via their pupil</p>	



			entrances.	
	There are hand sanitiser stations outside for pupil and visitor use	Y	Yes – see previous risk assessment	
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Y	Yes – wipes for touch points such as the front door for staff are cleaned by the caretaker. Office staff will also clean the entrance touch points.	
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Y	Yes – the Guide for Parents/Carers will be updated to suggest the use of umbrellas in inclement weather	
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you			
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.			
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.			
	Reception teachers will check with the parent and/or pupil about the pupil’s health and ask them to wash their hands, on arrival in the building.			
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.			
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible			
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)			
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible			
	Floor marks have been added to assist with social distancing in outside areas.			
	Staff and school champions supervise at peak times.			
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.			
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time			
	Parents have been advised that only one parent should attend.			
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.			
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.			
	Times of use are supervised and managed.			

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	Y	Consideration has been given, however the majority of Sporle children walk to school and no staff are available at this time.	
	Entrances are supervised to support hand sanitising on arrival.	Y	Yes – the Secretary daily and in addition a member of SLT when available do so.	
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)			
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up			



	children			
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.			
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.			
	Parents and staff have been advised that only the same household members should travel together by car			
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			
	Pupils and parents have been advised that they should not walk together in large groups			
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms			
	Pupils, parents and staff have been advised to wash their hands before and after using transport services			
	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			
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.			
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.			
	Markings are provided where queuing is required for transport services on school premises			
	Windows are opened during journeys where it is safe to do so			
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use			
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)			

Visitors

	The number of visitors has been minimised as much as possible			
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	Visitor times are planned to separate visitors from other site users			
	Visits are by appointment only			
	<p>Visitors are advised of the following in advance:</p> <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			
	Visitors confirm that they do not have symptoms no matter how mild.			
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.			
	The reception is operating on a one in and one out basis for essential visitors			
	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			
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)			
	Visitor records are maintained for contact tracing requirements	Y	Yes – these are kept electronically. Office staff to ask details on arrival.	
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.			



	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.			
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.			

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing			
	Staggered movement times have been introduced to reduce the number of movements at the same time			
	Alternative routes have been provided, such as outside areas, alternative entrances and exits			
	One way circulation has been introduced where possible			
	Central dividers have been installed where necessary to avoid group mixing.			
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/A		
	Posters have been used to encourage this where required			
	Hand sanitiser is provided for use before and after touching lift controls.			

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.			
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.			
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing			
	The use of pre-ordering and trolley services have been considered.	Y	We are having packed lunches until re-opening has continued successfully for a number of weeks. Not necessary as the	



			majority of packed lunches are brought in from home and those provided by school are delivered individually to the classroom by the Secretary	
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.			
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.			
	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.			
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Y	Children are eating in the classroom, in their bubbles.	
	One ways systems are used.			
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.			
	Staff room area use is staggered to support distancing			
	Additional space has been provided to use as staff rooms.			
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.			
	Touch points are wiped down between different groups.			
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.			
	equipment use is supervised to ensure that pupils do not gather.			
	Pupils and staff have identified suitable play activities for break times			
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting			
	Markings have been added to outside spaces to assist with queues when coming back into the building.			



	Additional staff supervision is employed to ensure social distancing takes place			
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .			
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.			
	The way in which essential food deliveries are received are managed			
	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			
	Additional meal collection points have been put in place to reduce queuing where necessary			
	Alternative payment methods are being used to eliminate cash handling			
	Tills are screened where still in use			

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.		
	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.		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.		
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	Y	Internal doors are being kept open.
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.		



Toilets and handwashing facilities

	Useage times are staggered where possible.			
	Distancing for queuing has been introduced e.g. through floor markings			
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.			
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.			
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Y	Sporle taps are lever taps.	

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.			
	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 			
	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 • 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 			



	<ul style="list-style-type: none"> • 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.			
	Times of use for staff breaks are staggered to prevent staff groups from mixing			
	Furniture has been arranged to encourage distancing and not sitting face to face			
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged			
Parents evenings	Meetings are undertaken by telephone or internet.			
Essential course delivery	Courses are delivered on line and all “in person” training is suspended for both employees and external participants			
	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.			
	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.			
	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			



	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.			
	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.			
	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.			
	Delegates will spread out in both outside and inside spaces.			
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.			
	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.			
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.			
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.			

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	Yes. X Ref Cleaning Schedule	
	Different cleaning equipment is provided for kitchens, toilets,			



classrooms and office areas.			
The setting will need to identify the specific cleaning methods for the items that require cleaning.			
The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.		Yes – a temporary additional cleaner is being employed over the summer to aid this whilst the caretaker is off sick.	
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			
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/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/A		
Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Y	Yes	
Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	Y	Yes –this has been highlighted during staff briefings.	
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			
Disinfectant wipes are more generally available for staff to use where they wish to.	Y	Yes – each classroom kit has them.	
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	Yes – caretaker cleans these morning and evening and Early Years staff undertake as appropriate	
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			
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Y	Yes – they are placed in nets and taken to the sterilising room.	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.			
	Where staff handle pupils’ books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Y	Yes – staff briefing	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use			
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use			
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.			
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	Yes – staff briefing	
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			
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			
	Toys that are put into children’s mouths are cleaned between use			
	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.			
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they	Y	Soft furnishings are being	



	are assigned for individual use e.g. young children could be assigned their own carpet tile		avoided.	
Resources	Children are allocated their own resources e.g. pencils where possible .			
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			
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis			
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.			
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.			
	Books and posters checked for visible soiling and disposed of where necessary			
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 			
Lunchtime	Trays, tables and chair touch points are disinfected after use			
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use			
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.			
	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			
	Bins and tissues are provided in the same place.			
	Waste bags for tissues are double bagged for disposal.			

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>			
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and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class			
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.			
The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Y	We have a handwashing timetable – children wash their hands every hour.	
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	Hand sanitizer stations are in place in the entrance to school, every classroom, office and staffroom.	
Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Y	Outside stations are on tables and are brought in after use and put out again when next needed	
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Y	Tissues are put out with pump action sanitizing stations. Class and office ones are spray and therefore there no drip.	
Event related prompts are given to pupils by staff..... <i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.	Y	Staff do use this.	
Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.			
Supervision arrangements are in place to support pupils with handwashing where it is needed.			
Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Y	Hand sanitiser is stored in fire proof containers. Pupils are supervised when using it.	
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.			
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible			
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.			
	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	Our letterhead has been changed to include this message. Everyone washes hands after tissue use.	
	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.			

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	All those requiring a specific risk assessments have been contacted and these have been carried out. Staff returning to work for the first time in September are doing their risk assessments with the EHT on or before the first INSET day	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support			
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.			
Symptoms	Staff will go home as soon as possible if they develop			



	symptoms			
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.			

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild			
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day			
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks			
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.			
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.			
	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		These have been carried out.
	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 hnds 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. 	Y		Yes; all children are washing their hands and all parents/carers are being asked if the children are symptom free on arrival to school.



	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Y	Yes; this is in our staff briefing at INSET day.	
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	We have kept in touch with all our vulnerable children and feel that we have knowledge of their needs and suitable plans in place as well as summer provision.	
	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	Social and emotional learning and assessments taking place during the first two weeks of our recovery curriculum will identify those who need support. Transition work and conversations have already supported pupils. Individual support will be organised if it is needed.	
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.			
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.			
	Available resources are used to identify and support students and staff who exhibit signs of distress.			
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Y	This training forms part of our Staff CPD meetings in September and is for all staff as part of a wider vision in terms of our ethos and values.	
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.			



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Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.			
	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.			
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.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space			
	Site changes such as entrances and exits will be identified where required			
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices			
	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.			
	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.			



	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.			
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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	Yes, this is in our staff guide but also will be revisited during our INSET day briefing. A record of Staff instruction and training has been set up (live document on spreadsheet detailing date of instruction and training) Staff sign on completion	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.			
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.			
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.			
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).			
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).			
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.			
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.			
	The setting has ensure that particular attention has been paid	Y	Induction procedures, overseen	



	to new/inexperienced staff, trainees and those with additional significant role changes.		by the same person for the Federation, now include Coronavirus procedures.	
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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	Behaviour Covid-19 amendment paragraph has been added to our Choice for Learning policy and posters created and displayed.	
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.			

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .			
	Pupils and staff have contributed towards how these new roles will support the schools aims			
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.			
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.			

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> 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 			
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	symptoms of viruses			
	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. 			
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England .			

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

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Y	Office staff log everyone who enters the site and checks contacts.	
	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	Covid-19 Privacy statement has been written and will be provided to all users on our website; all site users are directed to this	
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Y	Yes	
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)			
	Where possible there is separate use of toilet and handwashing facilities nearby.			
	The room has been emptied of unnecessary items.			
	Tissues and a waste bag have been provided in the room			
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.			
	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.			
	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.			
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Y	Yes; a room for isolating a symptomatic pupil or person has been established and this is in the staff guidance and is being shared with pupils during the first week back.	
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.			
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.			
	The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.			
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.			
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.			
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.			



Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Y	Yes; the letter has been written and a flow chart of who does what is held by the office	
	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.	Y	None supplied so far	
	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	Y	These are in the letter which is signposted on our website	
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Y	This is in the letter	
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	This is included in our INSET day briefing	
	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	Yes	
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Y	Yes; office staff have the Trust flow chart	
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Y	Yes . Staff are aware of how to obtain a test	
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nnuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Y	Yes -Trust has registered with local testing services	
	The employee will be asked to provide their test result to the setting as soon as it is known.	Y	Yes; all staff have signed to say that they are aware this will happen and the Coronavirus guide for staff is part of the induction	



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	Yes; the Trust flow chart will be followed	
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Y	Yes, the Trust flow chart will be followed	
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Y	Yes, the Trust flow chart will be followed	
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Y	Yes follow the Trust flow chart	
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Y	Yes. The LA and Trust will be informed-X reference Trust flow chart. Details of the NCC Education Incident Room are in the office. The single point of contact for PHE HPT is eoe.crc@phe.gov.uk or 0300 303 8537. Please note: enquiries regarding operational issues are forwarded to NCC settings should try to send these enquiries to the appropriate NCC contact in the first instance. The NCC education incident room phone number is: 07623912974 The NCC email contact for operational and other enquiries is covid.schools@norfolk.gov.uk	
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	Yes. Zoom is in place and staff are ready for transmission of live teaching in the event of any individual or local remote learning. Such learning will be recorded and on our website so	



			that families can access this at a time convenient to them.	
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Returning after isolation (pupils and staff)

Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> 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 	Y	<p>Specific, socially distanced chairs have been identified for shared workspaces.</p> <p>Windows are opened by the site staff as a matter of opening.</p> <p>Bubble staff remain distinct.</p> <p>Hot desking is not required.</p> <p>Printer/Photocopier room has maximum capacity signs.</p>	
	<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	Yes.	

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Y	Yes; fire drills are every half-term,	
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			with obstacles to block usual routes. One is planned for the first week	
	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.			
	Fire drills that are carried out encourage social distancing.			
	Staff and pupils understand that in an emergency they must leave without delay			
	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).			
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided			
	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. 			
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Y	Yes. Certificates will continue to be renewed online on a rolling programme and new staff trained as a matter of induction.	
	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	All staff are accessing this as part of our INSET day in September.	
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate			
Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance				



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.			
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,			
	<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. 			

Review of existing assessments

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

Any other actions that are not listed above

	EHT Support caretaker from Narborough who is covering caretaker from Sporle		Broker supportive check of actions (via phone) from Trust	



Assessor's Name: Mrs Anne Neary and Mrs Emma Spaul	Manager's Name:
Position: Executive Headteacher and Executive SENDCO	Position:
Signature: 	Signature: