



COVID-19 Educational Settings Risk Assessment – Autumn Term F646c

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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
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
17-07-20	Clarification amendments following feedback



Setting/Premises:	Reepham Primary School		
Location:	School Rd Reepham		
Assessment Date:	September 2020	Review Date:	December 2020
Assessment completed by:	Catherine Ogle		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> • 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 are in place • There is a plan in place to manage the first day back to reduce the risk of groups gathering together • The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Yes	<p>Ongoing hand washing regime Paper towels to replace dryers Classroom staff vigilant in cleaning contact points in classrooms Day 1 plan agreed Sanitisers in every classroom (kept by teachers) Shared with staff at Inset training</p>	7.9.20



	This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).			
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes		1.9.20
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes	Inset day – summary briefing and sharing info	2.9.20
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	Yes	Initial daily review by all staff, weekly and monthly checks by SLT and Synergy	2.9.20
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Yes	Inset day briefing	2.9.20
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	SLT on site at all times	7.9.20
	COVID-19 Case Management Guidance is implemented.	Yes		2.9.20
	COVID-19 Autumn Exams Checklist is complete	n/a		
	COVID Secure Commitments is signed and displayed	Yes		7.9.20
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes		1.10.20
	Contractors are aware of the school’s expectations and arrangements are in place to discuss their activities in advance of making a site visit.	Yes	All contractors will have discussed the work requirements before confirming their appointment times.	1.10.20
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes	RA read and approved by full governing board	1.9.20
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes		1.9.20



Supply chain	Business management teams will ensure that arrangements are in place to ensure: <ul style="list-style-type: none"> 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. that equipment purchased is fit for purpose e.g. meets with required standards 	Yes	Admin manager and Estates manager monitoring, sourcing and approving essential supplies.	1.9.20
Premises adaptations	Small adaptations identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	No budget for changes	1.9.20

Staffing arrangements

Staffing levels	Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that: <ul style="list-style-type: none"> Short duration, ad hoc and working at more than one setting is avoided 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) A space of 48 hours between site visits is applied Longer assignments with supply teachers are agreed 	Yes	Part time staff offered any supply work in the first instance. Consistent supply teachers available for different year groups (JW younger classes, AB older classes) This will be monitored and use of supply teachers will be minimised where possible.	1.9.20
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	Where possible. Children assigned different outdoor spaces will mean staff will be able to oversee several groups as well as distance where possible.	1.9.20
	Consistent working arrangements are applied to ITT trainees.	Yes	No ITT trainees until January 2021	1.9.20



	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 as much as possible.	Yes	As much as possible. Some staff will still need to work across different bubbles.	1.9.20
	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	Yes	As far as is possible with primary aged children. Hand cleaning regime will be enforced, respiratory hygiene will be encouraged. Staff from outside the bubble will distance from children from children where possible.	1.9.20
	Where volunteers are used the same staff principles are applied.	Yes	Volunteers will be trained and briefed the same way as the staff	1.9.20
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes		1.9.20
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes		1.9.20
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes		1.9.20

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	<p>Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible:</p> <ul style="list-style-type: none"> • Groups are kept static • Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. • Contact within groups is minimised through measures outlined in this assessment. 	Yes	<i>Classes will remain static throughout the school day and the school week.</i>	1.9.20
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	<ul style="list-style-type: none"> Pupils will stay in their class/group throughout the day, or on subsequent days 			
	Any extended groups created remain as small and consistent as possible	n/a		
	<p>Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:</p> <ul style="list-style-type: none"> some secondary curriculum practical activities some music activities With very young children Because of health conditions or understanding of the children 	Yes	Children to staff ratio is already at the lowest level without impacting on the children's education.	1.9.20
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	As far as is possible without negatively impacting children's learning.	1.9.20
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	<i>Where possible.</i>	1.9.20
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes		1.9.20

Other general measures

	The use of outdoor spaces has been maximised	Yes		1.9.20
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	Add floor markings outside toilets	1.9.20
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes		1.9.20
	Activities involving invited audiences do not take place	Yes		1.9.20
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	2m distancing in school will not be possible due to size of rooms, corridors and due to the need to ensure emotional wellbeing of the children.	1.9.20



	<p>A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.</p>	<p>Yes</p>	<p>Toilets in school will be used as effectively as possible within bubbles where possible. We will endeavour to increase suitable toilet provision. Cleaning will be increased to reduce risk.</p>	<p>7.9.20</p>
	<p>Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.</p>	<p>Yes</p>		<p>1.9.20</p>
	<p>The number of books and other resources taken home by pupils and staff is limited as far as is possible.</p>	<p>Yes</p>	<p>Children will take home reading books only. Where possible, work will be photographed and uploaded to Seesaw then marked electronically.</p>	<p>1.9.20</p>
	<p>Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.</p>	<p>Yes</p>		<p>1.9.20</p>
	<p>Movement around the school is kept to a minimum as follows:</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. The 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 it cannot be avoided (for example, for PE, outside breaks) <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> • Staggered times for using stairs and corridors • Utilisation of alternative external routes • One-way systems introduced • Supervision of movements around settings • Central dividers placed in the middle of wide corridors to keep groups apart 	<p>Yes</p>	<p>Staggered break times and lunch times Different external doors for each bubble</p>	<p>1.9.20</p>



	<ul style="list-style-type: none"> The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other 			
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	Class teachers to create own safe systems as appropriate for their class. Written copies of these plans will be approved by SLT.	7.9.20
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	Yes	See above	1.10.20
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	N/A		
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/A		
	Posters have been used to encourage this where required	N/A		
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	Staggered break and lunch times. Staff to check before letting the class out to avoid crowding	1.9.20
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	n/a		

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks 	Yes	Classroom spaces will be organised in a way that minimises equipment and resources. Seats in KS2 will be forward facing. Seat in KS1 will be organised in a way that is conducive to learning	1.9.20
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	<ul style="list-style-type: none"> • Seats are forward facing • The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 		and well-being, with as much distance as is possible.	
	Where bags cannot 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/A		1.9.20
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> • Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk • Where close contact is needed, interact side to side with pupils and not face to face • Not require pupils to share or swap resources, including no marking each others books • Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	Yes	Teachers will make reasonable adjustments to accommodate these recommendations where possible, whilst considering the impact on children’s emotional wellbeing and health.	1.9.20
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes	<p>Children will be allowed to bring a bag with the following items in from home:</p> <ul style="list-style-type: none"> Inhalers Medication Coats, hats, scarves, gloves etc Lunch Water bottles Change of clothes (to stay in a bag unless needed) No toys, stationary etc allowed. 	1.9.20

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	No	Outdoor climbing frame out of action until further notice	1.9.20
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	See above	1.9.20
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	No	Each group will have their own seating which will not be used by other groups	1.9.20
	A one-way system has been introduced around outdoor gym equipment and trim trails	n/a		
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	n/a		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Yes	Supervising staff will dispense hand sanitiser as appropriate	1.9.20
	Bins are installed to encourage use of tissues and appropriate disposal	n/a	Bins are already in place.	1.9.20
	Time is allocated for play equipment for each group/bubble	n/a		
	Multiple groups do not use outdoor play equipment at the same time.	n/a		

Specialist curriculum considerations

All activities	The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities.	Yes		1.10.20
Music, dance and drama – general principles	<ul style="list-style-type: none"> Care is taken to observe 2m social distancing, reducing the number of contacts and mixing as much as possible and activities are organised to support this The available space is considered, and group activity has been limited where necessary due to space available 	Yes		1.10.20



	<ul style="list-style-type: none"> Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed <p>Drama activities are planned to map movements to ensure social distancing, including one way systems</p>			
	Background and accompanying music sound levels discourage raised voices			1.10.20
Handling items, equipment and instruments	Equipment sharing is avoided wherever it is possible including limiting handling music scores, parts and scripts by issuing them for individual use.	Yes		1.10.20
	Drop off points and transfer zones are provided where required.	Yes		1.10.20
	Where equipment is assigned to an individual for sole use, it is labelled to identify the user.	Yes		1.10.20
	The use of costumes are avoided in drama	Yes		1.10.20
	Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment	Yes	Unless it is assigned to an individual	1.10.20
	Consideration has been given to limiting the number of suppliers when hiring equipment.	n/a		
	Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments).	Yes		1.10.20
	Hand hygiene is always followed before and after handling shared items	Yes	Wash hands before and after handling shared instruments	1.10.20
	Items and equipment are stored in a clean location when not in use	Yes		1.10.20
Playing instruments and singing in small groups takes place outdoors where possible. Whether indoors or outdoors the measures below are also applied	Yes		1.10.20	
Music including singing, playing	<ul style="list-style-type: none"> Face to face positioning is avoided, giving preference to back to back or side to side positioning. 	Yes		1.10.20



wind and brass instruments	<ul style="list-style-type: none"> The numbers take account of ventilation requirements outlined in this risk assessment. Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission. Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly. Microphones are not shared where possible. <p>Where they are, the cleaning and hygiene requirements for shared equipment are in place</p>			
	Wind and brass players are positioned so that air from their instrument does not blow into another player.	n/a		
	<ul style="list-style-type: none"> Extending main groups outside of curriculum requirements is avoided where possible. <p>Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained.</p>	n/a		
Individual lessons	<p>Individual lessons apply all the controls outlined above as applicable including:</p> <p>Staffing principles detailed in this risk assessment</p> <p>Limiting shared equipment and cleaning requirements</p> <p>Maintaining social distancing where possible</p> <ul style="list-style-type: none"> Avoiding physical correction 			
Physical activity	<p>Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.</p>	Yes		1.10.20
	<p>Team sports are only provided in line with the return to recreational team sport framework.</p>	Yes		1.10.20



Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes		1.9.20
Prioritisation of low impact activities is given over high impact	Yes		1.9.20
Contact sports will not take place	Yes		1.9.20
Distance between participants is maximised.	Yes		1.9.20
The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	Yes		1.9.20
External facilities are used in line with Educational Visits arrangements.	n/a		
The means to collect, pass on and return shared resources and equipment to prevent close contact is arranged	Yes		1.10.20
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 	Yes		1.9.20
The use of changing rooms and showering facilities are avoided where possible. Where used: <ul style="list-style-type: none"> • 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. • Facilities will be used as quickly as possible 	Yes	PE kits will be worn all day on PE days	1.9.20



Swimming pools	Guidance is currently being updated and will be provided before the start of term.			
Subjects involving practical activities	<ul style="list-style-type: none"> • Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. • 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 • 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. • Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact 	Yes	Practical activities will be carefully planned considering distancing if possible. Use of air screen share software /visualiser where possible.	1.9.20
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <ul style="list-style-type: none"> • Guide to doing practical work in Science • Guide for science departments returning to school after an extended period of closure • Guide for managing practical work in non-lab environments • Guidance for schools where pupils spend all day in a lab • Guidance for schools where pupils spend all day in a D&T, food or art room 	Yes	Teachers will read and follow this guidance when planning lessons.	1.9.20

Educational visits



	No overnight educational visits are carried out	Yes		1.9.20
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes		1.9.20
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <ul style="list-style-type: none"> • A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation • The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements • The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <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? 	Yes		1.9.20
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes		1.9.20

Where a pupil attends more than one setting

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

	We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.	Yes		1.10.20
	Pupils will keep within their main bubble where possible for the schools provision.	Yes		1.10.20
	Pupils will keep within their main bubble where possible.	Yes		1.9.20
	<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 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 	n/a	All extra-curricular provision will maintain the bubbles from normal school days	1.9.20
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	Yes		1.10.20
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	Yes		1.9.20



Measures for arriving and leaving

General principles	<ul style="list-style-type: none"> 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. 	Yes	Different entrances and exits, hand cleaning and new routines communicated with families prior to start of term.	1.9.20
	<ul style="list-style-type: none"> Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting 	No	Adjusting finishing times would lead to congestion further into Reepham, with groups of children and parents crossing over each other on narrow paths walking to and from school. Using social distancing in the playground and everyone walking in the same direction will be safer than staggering times. Arrival times are fluid between 8.35 and 8.50, which creates a steady stream of arrivals rather than a bunch at once	1.9.20
	There are hand sanitiser stations outside for pupil and visitor use	No	Hand sanitiser/ handwashing stations are inside the building only. Children entering will wash hands immediately. Visitors will hand sanitise on entry.	1.9.20
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	n/a		
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Deliveries left in reception area, not brought in to main corridor	1.9.20
Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	One member of staff will be outside during drop off and pick up time to encourage social distancing with parents.	1.9.20



			Teachers will accompany children outside at the end of the day to encouraging social distancing.	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Different classes/bubbles will use different entrances and exits around the school.	1.9.20
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes		1.9.20
	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.	No	One parent will be able to accompany children to the correct entrance to avoid gathering at gates which are beside busy roads. Staff members will check in with children when they are welcomed into class.	1.9.20
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes		1.9.20
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes		1.9.20
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	Yes	Yr2 fire exit to be used as entrance and exit for children in Dove and Toucan classes	1.9.20
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	n/a		
	Staff and school champions supervise at peak times.	Yes	One staff member will supervise playground at peak times	1.9.20

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	n/a		
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	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes		1.9.20
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	No	Bikes and scooters will not be allowed at school in the first instance	1.9.20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	As is normal practice	1.9.20
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes		1.9.20
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes		1.9.20
	Pupils and parents have been advised that they should not walk together in large groups	Yes		1.9.20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes		1.9.20
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes		1.9.20
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so	Yes		1.9.20
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	Yes	NCC transport providers used	1.9.20
	School groups/bubbles are maintained as far as is possible in 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.	Yes	See above	1.9.20
	Markings are provided where queuing is required for transport services on school premises	n/a		
	Windows are opened during journeys where it is safe to do so	Yes	See above	1.9.20



	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	Yes		1.10.20
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	Yes		7.9.20
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		1.9.20

Visitors (including familiarisation and parents evenings) and reception area

	The number of visitors is minimised as much as possible	Yes	Visits by appointment only. No adults allowed into the building without prior arrangement	1.9.20
	Visitor times are planned and by appointment only	Yes		1.9.20
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. • How you will maintain social distancing during the visit 	Yes	Emails sent to visitors in advance	1.9.20
	On arrival visitors will be: <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild 	Yes		1.9.20
	Visitors will use their own pen or will be provided with a pen that they take with them.	No	Pens will be sanitised after each use with a wipe	1.9.20
	The reception operates on a one in and one out basis	Yes		1.9.20
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful).	n/a		



	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)	Yes		1.9.20
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes		1.9.20
	Where visits cannot take place outside of school hours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	This can be on arrival, prior to letting the visitor through the main doors.	1.9.20
Parents and carers (including parents' evenings)	<ul style="list-style-type: none"> All meetings are carried out remotely where possible. Parents and carers should only attend the setting where they have a pre-arranged appointment Where possible, only one parent/carer attend. Visits are planned and organised to ensure distancing and hygiene measures can be maintained Information is provided in advance to ensure arrangements are communicated	Yes		1.9.20
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	Briefing on entrance	1.9.20
Pupil familiarisation visits	Visits are provided virtually where possible.	Yes		1.10.20
	The visitor arrangements in this section are applied where in person visits are planned.	Yes		1.10.20
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Yes		1.10.20
	Visitor numbers are limited and appointments are staggered	Yes		1.10.20
Pupil lesson attendance for familiarisation	Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include: <ul style="list-style-type: none"> Limiting visiting pupils mixing between additional groups 	n/a		



	<ul style="list-style-type: none"> • Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining) • Avoiding compromising the existing social distancing arrangements within the class • The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented • Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk. 			
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Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Lunch will be in classrooms in the first instance. Packed lunches will be brought to the classroom.	1.9.20
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	See above	1.9.20
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Own areas of corridors or in the classroom	1.9.20
	The use of pre-ordering and trolley services have been considered.	n/a		
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	n/a		
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	n/a		
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Yes	Classes have their own outdoor space and equipment	1.9.20
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	RW (Synergy Estates Manager) Checked	1.9.20



	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	See above	1.9.20
	The way in which essential food deliveries are received are managed	Yes	As usual procedure	1.9.20
	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	n/a	Meals will be delivered to classrooms	1.9.20
	Additional meal collection points have been put in place to reduce queuing where necessary	n/a		
	Alternative payment methods are being used to eliminate cash handling	No	Not possible in this setting	
	Tills are screened where still in use	n/a		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	n/a		
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	n/a		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes		1.9.20
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	n/a		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	n/a		

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes	Breaktimes are staggered	1.9.20
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Teachers to explain to children about distancing in the toilets, including	1.9.20



			maximum number in the toilets and floor markings.	
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Replaced with paper towels	1.9.20
	Consideration has been given to replacing traditional taps with easy operating lever taps	No	Not possible due to costs	1.9.20

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Yes	Staff meetings in the hall or classroom in order to distance (due to poor/unstable signal)	1.9.20
	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 	Yes		1.9.20
	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 • 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. 	Yes	All actions will be implemented wherever possible and reasonable.	1.9.20



	<ul style="list-style-type: none"> • 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 training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • 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. All other training is delivered online. • 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 • 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 where possible • 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. • 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. 	Yes	See above	1.9.20



	<ul style="list-style-type: none"> Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 			
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	Staff room has been moved to the canteen building in order to allow a bigger space for distancing.	1.9.20
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	As far as is possible	1.9.20
	Furniture has been arranged to encourage distancing and not sitting face to face	No	Furniture has been spaced appropriately	1.9.20
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		1.9.20
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Where possible	1.9.20

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	As per current practice	1.9.20
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	See above	1.9.20
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes	See above	1.9.20
	All Staff who under take cleaning: <ul style="list-style-type: none"> Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. 	Yes	Spray disinfectant and disposable cloths instead of wipes	1.9.20



	<p>The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between sharing their use between each main group • Secondary settings -, the frequency of cleaning hand contact surfaces is increased • Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 	Yes	Additional Cleaning hours to be sourced EYFS lunchtime cleaning needed	1.9.20
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	Yes		1.9.20
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Teachers to use or develop existing systems – these systems to be approved by SLT.	1.9.20
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.	Yes	Water fountains will not be used. Children will need named water bottles in school.	1.9.20
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	Hand sanitiser will be stored in first aid cupboard on high shelf.	1.9.20
Tissues and waste from bins provided	<ul style="list-style-type: none"> • Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. • Waste bins are provided in classroom and other key locations such as dining areas • Bins are emptied regularly throughout the day • Bins and tissues are provided in the same place 	Yes	Pedal bins provided for tissues in every classroom	1.9.20



	<ul style="list-style-type: none"> Waste bags for tissues are double bagged for disposal 			
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Handwashing and respiratory hygiene arrangements

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> 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 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. Supervision arrangements are in place to support pupils with handwashing where it is needed. Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. Hand washing frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. Entrances are supervised on arrival in the morning to support hand sanitising on arrival. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 	Yes	Hand washing regime will continue.	
	Hand washing is carried out using running water (static bowls are not used)	Yes		1.10.20



	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Yes	Handwashing will be used in preference to hand sanitising. Hand sanitiser will be available in every classroom to be used as needed.	1.9.20
	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.	Yes	Not appropriate in this setting	1.9.20
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	No	No fixed hand sanitiser points.	
	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)	Yes	Stored on high shelves.	1.9.20
	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.	Yes		1.9.20
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	Day 1 'Stay Healthy, Stay Happy, Keep Learning' rules and routines discussed with all pupils	1.9.20
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes		1.9.20

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</i>	Yes	All individual RA's completed during Inset day	7.9.20
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	<i>settings</i> and the template provided is used to record conversations and agreed control measures.			
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Norfolk Support Line etc	1.9.20
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Not possible for this setting due to current staff: children ratios	1.9.20
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		1.9.20
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes		1.9.20

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Day 1 'Stay Healthy...' into then daily updates.	1.9.20
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		1.9.20
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes		1.9.20
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes		1.9.20
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes		1.9.20
	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, 	Yes		1.9.20



	<ul style="list-style-type: none"> Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. 			
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes		1.9.20
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	Through existing support systems in school.	1.9.20
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes		1.9.20
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		1.9.20
	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.	Yes		1.9.20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		1.9.20
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	In house mental health & wellbeing training completed during inset day.	1.9.20
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		1.9.20



Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	Communication with parents all through emailed letters, some of which will be repeated via Seesaw. Communication to staff via the staff emails accounts and during staff meetings and briefings. Communication to pupils face to face in classrooms, or online via Seesaw if the school is closed. Communication to unions via the MAT Communication to governors by email from the HT or from the CoG	1.9.20
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Yes	The letter has been adapted for RPS, all relevant information included.	7.9.20
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	n/a		
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	Outside the school reception entrances.	1.9.20
	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes		1.9.20



Communicating safety arrangements	Site changes such as entrances and exits will be identified where required	Yes		1.9.20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		1.9.20
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	yes		1.9.20
	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 .	Yes		1.9.20
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes		1.9.20

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes		1.9.20
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes		1.9.20
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes		1.9.20
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes		1.9.20



	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		1.9.20
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes		1.9.20
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes		1.9.20
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes		1.9.20
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes		1.9.20

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.	No	The behaviour policy is fit for purpose and does not need amending.	1.9.20
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes		1.9.20

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and 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> .	No		
	Pupils and staff have contributed towards how these new roles will support the schools aims	n/a		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	n/a		



Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes		1.9.20
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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 	Yes		1.9.20
	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. 	Yes		1.9.20
	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 .	Yes		1.9.20

Offices and other work spaces

	The following measures are applied where staff cannot work from home: <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 	Yes	Where possible (which is limited in this setting).	1.9.20
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	<ul style="list-style-type: none"> 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 	Yes	As above	1.9.20

Planning for emergencies

Fire evacuation	Fire drills have resumed as normal	Yes		1.9.20
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes		1.9.20
	Fire drills that are carried out encourage social distancing.	Yes	Once out of the building	1.9.20
	Staff and pupils understand that in an emergency they must leave without delay	Yes		1.9.20
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes		1.9.20
	<p>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 has reviewed arrangements and is able to:</p> <ul style="list-style-type: none"> Explain why requalification hasn't been possible Demonstrate the steps taken to access training. 	Yes		1.9.20



	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		1.9.20
	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code	Yes		1.10.20
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes		1.9.20
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		1.9.20
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes		1.9.20

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes		1.9.20
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	n/a		
	<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. <p>They must perform hand hygiene on arrival at the setting and after removing their face covering.</p>	Yes	Procedures will be communicated to parents and pupils	1.9.20
	Where face coverings are required within the premises either due to local restrictions or by educational setting decision these	Yes		1.10.20



	requirements and information relation to hygiene measures have been clearly communicated to all concerned			
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Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes		1.9.20
	Review arrangements ensure that the control measures are effective and working as planned.	Yes		1.9.20

Any other actions that are not listed above

Assessor's Name: Catherine Ogle	Manager's Name: Rob Watton
Position: Head of School	Position: Estates Manager
Signature:	Signature: