

Hemblington Primary COVID-19 Educational Settings Risk Assessment Plan for Autumn Term 2020



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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. All COVID-19 guidance is available through HR InfoSpace and Norfolk Schools. The risk assessment is 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:	Hemblington Primary School		
Location:	Mill Road, Blofield Heath, Norwich NR13 4QJ		
Assessment Date:	July 17th 2020	Review Date:	August 31st 2020
Assessment completed by:	Executive Lead (Ian Winter) and Interim Headteacher (Kendra Collier) Senior Teacher (Sophie Goodson) and Staff Teacher Governor (Steven Shingles) at Hemblington Primary School.		

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 	Yes	<p>Risk Assessment completed by Executive Lead, Interim Head and Senior Teachers. Sign off by Governors and shared with staff and parents Copy to be added to the school website-redacted if needed.</p> <ul style="list-style-type: none"> • Bubble model will be used to minimise the number of contacts. • Following government guidelines for maximising distance at all times where possible • Hygiene stations in each class and entry point - washbasins and/or hand sanitiser. • Increased hours for cleaning staff, regularly throughout the day. 	20/07/20

			<ul style="list-style-type: none"> Government information and guidelines frequently shared with the school community. 	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Yes	Compliance checks have been carried out on a regular basis with regard to premises.	Ongoing
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	Extra stock has been ordered to facilitate cleaning throughout the day and is in school. PPE has been provided for staff as required. Extended hours for cleaner have been arranged.	20/07/20 As necessary
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	Communicated via staff meetings and emails.	Ongoing
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	In consultation with the Executive Leader, Interim Head, Staff Governor and Senior Teacher and approved by Governors.	20/07/20
	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.	Yes	Updates as necessary, weekly staff meetings and weekly staff briefing for review and communication.	Ongoing
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Yes	Online weekly staff meetings on Google Meet. Daily Heads/Trust online meetings. COVID Training in INSET planned.	Ongoing
	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	New Headteacher in post from 1/9/20 will be present on site.	Ongoing from 1/9/20
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Yes	Arrangement document being drafted considering flexible/staggered arrival/exit times. Due out 24/07/20. Updated 04/09/20.	Ongoing
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	Staff to follow Code of Conduct, amendments to be made and regular reminders to staff. Behaviour policy to be reviewed and updated prior to September opening	Ongoing Updated from 01/09/20
	COVID-19 Case Management Guidance is implemented.	Yes	Follow Government guidelines for managing any cases in school	02/07/20

			including: NHS Test and Trace, follow local health protection team advice.	
	COVID Secure Commitments is signed and displayed	Yes	Signed and displayed.	08/06/20 Sign by new Head 01/09/20
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.	Ongoing	Email contact between the governors and regular updates through Governor Hub. Regular contact with the Chair of Governors. RA to be circulated to Governors and signed off under Chair's action.	Ongoing
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	x2 DSLs in place in school. Will continue in September.	20/07/20
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.	Yes	Stock has been ordered and there is currently ample supply of all of these. Through liaison with the Yare Trust supply chains have been secured. PPE has been purchased through the Trust. Stock will need reordering.	25/5/20 Update 10/07/20
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	PPE meets compliance and standardisation. Liaison with Trust.	8/6/20 Updated 20/07/20
Premises adaptations	Small adaptations identified through risk assessment including keeping fire doors open in order to improve ventilation.	Yes	Regular premise assessment and updated to ensure new guidelines can be met.	20/07/20

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. 		<ul style="list-style-type: none"> • Premier Sports to continue to be used for Sports and Breakfast Club but with additional measures put in place to minimise risks. Additional RA from Premier Sports. • HLTA and staff covering for PPA will be carefully planned to minimise the number of bubbles staff work within across the school. 	20/07/20
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			<ul style="list-style-type: none"> Infection control guidelines followed. 	
	Temporary staff who work at more than one setting is avoided where it is possible.	N/A	Following Government guidelines 02/07/20 Schools can continue to engage supply teachers and other supply staff during this period with procedures in place to manage this.	N/A
	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.	N/A	N/A	N/A
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Yes	Where possible we use existing part-time staff for supply and will use the same supply teachers.	01/09/20
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	Staggered breaks will be implemented using phase bubble staff, where possible, to reduce staff contact across bubbles.	
	Consistent working arrangements are applied to ITT trainees.	N/A	N/A	N/A
	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.	Yes	Class bubbles will be grouped in phases as follows: EYFS and Year 1, Year 2&3, Year 4,5,6 to reduce the number of bubbles staff working across.	01/09/20
	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 because the increases in staff changes increases the opportunity for the virus to transmit	Yes	Staff to follow strict hygiene protocols with enhanced cleaning in place if moving between bubbles.	01/09/20
	Where volunteers are used the same staff principles are applied.	Yes	All volunteers need to follow strict guidelines and would need to attend a COVID training and read RA prior to volunteering in school.	01/09/20
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	Management arrangements will be updated to reflect new guidelines and RA.	01/09/20
	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	Clear timetables will be in place for different areas of the school.	01/09/20
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	School have aprons, gloves, masks if required to clean an area where there has been a suspected case.	25/5/20 Update 20/07/20

			In the event of a confirmed case the Trust has a company that can deep clean.	
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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.	Yes	Model using class bubbles and then bubbles linked by phases as indicated earlier.	01/09/20
	Groups are kept as static as possible including staff assigned to the groups	Yes	Teachers will be assigned to their own class bubble. Support staff will be assigned across only one phase of bubbles, where possible.	Ongoing from 1/9/20
	Only where necessary extended groups have been created to accommodate specific activities.	Yes	Extended group created for Breakfast Club.	01/09/20
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Yes	Extended groups will be kept as consistent as possible and monitored.	01/09/20
	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	Yes	Breakfast clubs, children arriving by taxi and any additional groups where possible..	01/09/20
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Yes	Outlined in RA.	01/09/20
	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"> With very young children Music Because of health conditions or understanding of the children In order to enable distancing through designing spaces that achieve more separation.	Yes	<ul style="list-style-type: none"> Staff ratios will follow government guidance Music will adhere to government guidelines. Specific pupil RA will be updated in line with govt guidance. Forward facing desks for KS2 pupils and in dining hall seating arranged to take account of the increased risks associated with eating. 	01/09/20
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	Timetables planned to accommodate this where possible.	01/09/20

	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Yes	Timetabling to stagger breaks, lunch, No whole school assemblies or whole school gatherings until guidance allows.	01/09/20
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Timetabling of staff to take this into account for wider reopening. This will be reviewed if there are staff absences.	From 01/09/20
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	Teachers will be consistent. Where staff work part-time, they will be paired so that this class/Bubble has the same 2 teachers each week.	From 11/6/20
	Only essential clubs are operating. Group mixing at the settings provided breakfast and afterschool clubs will be minimised where possible.	Yes	Breakfast Club will run from 18/09/20 as part of essential wraparound care following government guidance. All other, non essential after school clubs will not run until further notice.	01/09/20
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	Playground and field zoning if more than one bubble using space at any one time. Dining room partitioning will only be used if we have to have x2 different phase bubbles at once. Currently, this is not needed.	01/09/20
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes	All records maintained of groups in school.	01/09/20

Other general measures

	The use of outdoor spaces has been maximised	Yes	Planning and timetabling will reflect maximum use of outdoor spaces. Playgrounds, field, environmental garden, trim trail etc..	01/09/20
	Unavoidable queues are managed	Yes	Planning and timetabling will avoid unnecessary queues at specific times and areas.	01/09/20
	An assessment has been made of close contact interactions and these have been reduced as much as is possible.	Yes	Planning sessions with staff to ensure close contact interactions are reduced whilst still ensuring effective provision.	20/07/20
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	Update Staff Code of Conduct and Pupil Agreement to reflect this.	01/09/20

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	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Yes	Clear protocol in place for handling books and resources.	01/09/20
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Yes	Resources where possible kept within a bubble. Where resources need to be shared, these are cleaned thoroughly between groups. Where possible, children will be have their own resources in their desk (e.g. pens, books, ruler) Lunch boxes will not be touched by other staff or pupils. No other items from home to be shared.	01/09/20
	If this is not possible, the resources will be quarantined for 72 hours between groups.	Yes	Library books and other resources that cannot be thoroughly cleaned will be stored in boxes for allotted time before being back in circulation.	01/09/20
	Large gatherings such as assemblies with more than one group is avoided.	Yes	Whole school assemblies and other whole school gatherings will not take place until government guidelines allow. Assemblies and other whole school events will take place via video and/or live links or bubble based.	01/09/20
	<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. 	Yes	<p>Bubbles will stay where possible in their own classrooms.</p> <p>Timetabling for breaks, PE, IT, garden, playgrounds and field to reduce the number of pupils moving around the school.</p> <p>Staggered departure times and flexible arrival time to support this.</p>	01/09/20

	<ul style="list-style-type: none"> Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart. 			
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	Yes	Specific entry and exit points identified for each class bubble.	01/09/20
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A	N/A	N/A
	Locker cleaning and disinfection arrangements are in place	N/A	N/A	N/A

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained 	Yes	Hall will be timetabled for use and cleaning routine in place for when bubbles change.	01/09/20
	<ul style="list-style-type: none"> Distancing is encouraged by reconfiguring furniture and chairs are forward facing 	Yes	KS2 forward facing furniture and where appropriate in KS1.	01/09/20
	<ul style="list-style-type: none"> Unnecessary furniture and objects are removed where possible 	Yes	Unnecessary furniture/resources removed and stored.	01/09/20
	<ul style="list-style-type: none"> The position of the teachers space/desk is considered as part of the configuration to support distancing from the class. 	Yes	Planning and configuration of teacher spaces within the class to support social distancing	01/09/20
	<ul style="list-style-type: none"> 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 	Yes	Pupils have their own bag hooks and desks or trays.	01/09/20
	<ul style="list-style-type: none"> The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support 	Yes	Staff meeting and INSET time to plan effective teaching approaches that support social distancing.	01/09/20
	<ul style="list-style-type: none"> Where close contact is needed this is conducted side by side rather than face to face 	Yes	Communication to all staff, pupils and parents regarding side by side approach if close contact needed.	01/09/20
	<ul style="list-style-type: none"> Pupils are not called to the front of the class 	Yes	Effective social distance teaching approaches will be explored and utilised by all staff.	01/09/20
	<ul style="list-style-type: none"> Staff going to a pupils desk to check on their work is avoided where possible 	Yes	Staff meeting and INSET time to plan effective ways of supporting pupils while avoiding close contact .	01/09/20
	<ul style="list-style-type: none"> Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils 	Yes	Resources where possible kept within a bubble. Where resources need to be shared, these are cleaned thoroughly between groups.	01/09/20

			All KS2 children will have their own resources in their desk (e.g. pens, books, ruler, individual white boards, 100 squares etc). Where possible EYFS and KS1 pupils will also have their own individualise packs.	
	<ul style="list-style-type: none"> Pupils do not share or swap resources and materials including ceasing the marking of each other's books. 	Yes	See above.	01/09/20
	<ul style="list-style-type: none"> Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly 	Yes	Cleaning procedures in place. Wipes available to all staff for cleaning purposes.	01/09/20
	<ul style="list-style-type: none"> 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	Communication with pupils and parents to keep home equipment brought in to a minimum.	01/09/20
	<ul style="list-style-type: none"> There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand 	Yes	Resource boxes in each class.	01/09/20
	<ul style="list-style-type: none"> How pupils enter and exit the classroom is managed to maintain distancing. 	Yes	Social distancing procedures in place for entering and exiting the class.	01/09/20
	<ul style="list-style-type: none"> Where a room is used by more than one extended group the class teacher will clean down high use touch points between use 	Yes	Teaching staff to have wipes available to clean down high points before and after use.	01/09/20

Playgrounds

	<ul style="list-style-type: none"> Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment 	Yes	Signage will be in use. Pupils will be assigned specific resources where necessary.	01/09/20
	<ul style="list-style-type: none"> Equipment use is supervised, and time limited to enable other users to take their turn 	Yes	Staff on duty will supervise this.	01/09/20
	<ul style="list-style-type: none"> Seating has been removed or marked off to encourage distancing on individual items of equipment. 	Yes	Seating will be marked to encourage social distancing	01/09/20
	<ul style="list-style-type: none"> A one-way system has been introduced around outdoor gym equipment and trim trails 	Yes	One way system to be introduced on trim trail, outdoor gym and running track, and climbing wall. Handwashing before and after use of equipment.	01/09/20
	<ul style="list-style-type: none"> Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements) 	Yes	Any equipment in close proximity will be taken out of use if it does not adhere to social distancing guidelines.	01/09/20

	<ul style="list-style-type: none"> Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use. 	Yes	Santiser made available at entry and exit to equipment. Adult supervision required at key points.	01/09/20
	<ul style="list-style-type: none"> Bins are installed to encourage use of tissues and appropriate disposal 	Yes	Bins to be located in key points outside.	01/09/20
	<ul style="list-style-type: none"> Time is allocated for play equipment for each group/bubble 	Yes	Staggered breaks where possible for bubbles or phases.	01/09/20
	<ul style="list-style-type: none"> Equipment touch points are cleaned frequently and between each groups use. 	Yes	Additional cleaning of outdoor equipment.	01/09/20
	<ul style="list-style-type: none"> Multiple groups do not use outdoor play equipment at the same time. 	Yes	Phase bubbles will be designated specific outdoor equipment on a rta basis to avoid multiple groups use.	01/09/20

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.	Yes	Following govt guidelines. Small or individual tuition for singing, wind and brass.	01/09/20
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Yes	Where classes are larger than 15 pupils there will be no whole class wind or brass instrument lessons. When teaching music govt guidelines have been followed including, physical distancing and playing outside wherever possible, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.	01/09/20
	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.	Yes	See govt guidelines above.	01/09/20
	Where the music teacher needs to face the group they will maintain social distance.	Yes	Clear guidance given to all staff teaching music.	01/09/20
Drama and performances	Performances with live audiences do not take place	Yes	Following guidance on live audiences and will be communicated to all..	01/09/20
	Activities that involve raised voices or shouting do not take place.	Yes	Following guidance on shouting and raised voices and this will be communicated to all.	01/09/20

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	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Yes	Where possible classes will be split for any drama and performance practice.	01/09/20
	Outside drama is planned as a first consideration where possible	Yes	When possible, drama will take place outside.	01/09/20
	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 	Yes	Hand hygiene, back to back and maintaining distance will be embedded in any panning for drama.	01/09/20
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.	Yes	PE will take place outside but if not possible the hall will be used.	01/09/20
	Prioritisation of low impact activities is given over high impact	Yes	Review of PE curriculum	01/09/20
	Contact sports will not take place	Yes	We are following government guidelines which state contact sports (football, rugby, hockey, netball, basketball) should be avoided.	01/09/20
	Distance between participants is maximised.	Yes		01/09/20
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	No hand to hand contact when equipment is returned but placed in boxes or PE bags. Shared equipment will be cleaned or quarantined for 72 hours.	01/09/20
	The use on non-personal kit is avoided where possible.	Yes	Pupils to come into school wearing their own PE kit on PE days.	01/09/20
	Any non-personal kit e.g. bibs are to be carefully cleaned between uses.	Yes	If equipment cannot be cleaned between use it will not be used or kept in quarantine for 72 hours.	01/09/20
	Pupils are kept in consistent groups	Yes	Pupils kept in bubbles for PE	01/09/20
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Yes	If equipment cannot be cleaned between use it will not be used or kept in quarantine for 72 hours.	01/09/20
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	N/A	Currently not using external facilities. Will review as necessary.	01/09/20
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 	Yes	Government guidelines followed by all staff and shared.	01/09/20	

	<ul style="list-style-type: none"> 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.	Yes	In consultation with Premier Sports to ensure all RA are adhered to and shared	01/09/20
	The use of changing rooms and showering facilities are avoided where possible.	Yes	There will be no changing for PE lessons as all pupils will come in PE kits of PE days and there are no showers in school.	07/09/20
	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.	Yes	On timetabled PE days pupils will attend school dressed in their PE kit	01/09/20
	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.	N/A	No changing facilities being used	01/09/20
	Changing and shower facilities must be used as quickly as possible.	N/A	Changing for PE and showering will not be taking place	N/A
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	N/A	Awaiting Updated Guidance	N/A
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. 	Yes	Planning by all staff will be reviewed	01/09/20
	<ul style="list-style-type: none"> 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 could be utilised to project the demonstration onto a smart board or screen to aid visibility 	Yes	Additional training for staff on using technology to support effective learning while social distancing.	01/09/20
	<ul style="list-style-type: none"> 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. 	Yes	Staff will follow this guidance when necessary.	01/09/20
	<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 to doing practical work in DT 	Yes	Shared with all staff.	01/09/20

Educational visits

	No overnight educational visits are carried out	Yes	Overnight educational visit to be suspended until further notice.	01/09/20
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	Where possible, and appropriate, use will be made of the local area to support delivery of the curriculum.	01/09/20
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? ● 	Yes	In place and monitored by the EVC. Use of Evolve.	01/09/20
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes	Will be part of the visit RA.	01/09/20

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	Yes	Communication with settings to ensure consistent approach and RA are shared.	01/09/20
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Extra curricular provision

	Pupils will keep within their main bubble where possible.	Yes	Where it is possible this will be in place. There may be situations where this is not possible due to staffing etc..	01/09/20
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	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <ul style="list-style-type: none"> • 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. 	Yes	<p>Breakfast Club will be no more than x15 pupils and these will need to be booked in advance and where possible consistent on days used. Social distancing and hygiene procedures will be adhered to.</p> <p>Any extra curricular provision held within school will need to have read and agreed the school RA and govt guidelines.</p> <p>Parents will be advised of the guidelines.</p>	01/09/20
	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	Yes	Following government guidelines for contact sports etc so currently no contact sports are allowed in school. Individual skills can still be practised.	01/09/20
	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Yes	Advice sent to parents with draft arrangements for September 24/07/20 and revised on 01/09/20.	20/07/20

Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Yes	Staggered return proposal: Monday 7th Years 4, 5, 6 Tuesday 8th Years 2,3, 4, 5, 6 Wed 9th Years 1, 2, 3, 4, 5, 6, Thurs Reception 1, 2, 3, 4, 5, 6 Friday Whole School	TBC
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	<p>Staggered window of arrival time to minimise congestion between 8:35 - 09:00 for Years 2 - 6.</p> <p>Reception and Year 1 pupils will arrive between 09:00 - 09:10. On arrival pupils will go straight to their classrooms.</p> <p>Reception and Year 1 parents can enter the playground areas in the morning. All other parents to drop off at the gates unless there are specific pupil needs which require an adult to come onto the playground.</p> <p>Year 2 and 3 will enter and exit via the single gate. Year 2 will enter straight into the class and Year 3 will enter via the playground entrance near the back of their classroom.</p> <p>Rec, Year 1, 4, 5, 6 will enter and exit via the double gate.</p> <p>Reception and Year 1 parents can escort their children to the class entrance. For Reception pupils this will be at the gate entrance to their outdoor area. For Year 1 this will be the entrance in the little courtyard along the side of the school.</p>	09/09/20

			<p>Year 5 will enter and exit the class via the back of the mobile.</p> <p>Leaving Times: Staggered leaving times to minimise congestion.</p> <p>15:00 Reception and Year 1 15:10 Years 2 and 3</p> <p>15:15 Year 4, 5, 6,</p> <p>Year 5 exit their class via the fire door to avoid congestion.</p> <p>Parents who have pupils in multiple year groups can pick up all children at the time specified for the youngest sibling.</p> <p>During pick up, parents will be able to wait on the playground area (to avoid having to wait on the pavement near the road) but must remain socially distanced and where possible leave within their allotted time.</p> <p>Parents of pupils in Year 4/5/6 will need to walk round the side of the building to collect their children from the mobiles. (Unless they have signed permission to walk home.)</p> <p>If pupils arrive by bicycle, they will need to dismount and enter via their allotted gate and walk their bikes around the side of the building to the bike sheds. They will not be able to cut through the main car park to enter or exit the bicycle shed.</p>	
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			We are currently exploring the feasibility of adding a gate and pathway from the bicycle sheds back onto the playground to allow for a one way system around the outside of the school but this may not be possible before September, Only x1 parent per family to pick up and drop off to avoid large groups and congestion.	
	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.	Yes	Taxi pupils will arrive at set time into the school car park and wait in the reception area until allotted year group arrival time. They will be escorted onto the playground by a member of staff.	01/09/20
	There are hand sanitiser stations outside for pupil and visitor use	Yes	Hand sanitiser stations will be located at all entry points into the building.	01/09/20
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	N/A	Class bubbles will be using their own entry and exit points into the school so transit use routes have been limited through the school.	N.A
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Yes	Staggered and flexible arrival and exit with pupils going straight into classes will minimise queuing.	01/09/20
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Deliveries are left in the reception area. Delivery drivers asked to step back 2m before staff move in. Screen in place in reception area,	1/6/20 Update 01/09/20
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	Staff will be on duty at key points covering site movement around the school.	01/09/20
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Staggered/Flexible starts/ends. Clear guidance in the letter to parents. See above.	01/09/20
	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	This will happen as parents drop pupils.	01/09/20
	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	Yes	All children will wash their hands on entering school.	1/07/20.

	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	Yes	Information on aerial /exit times states arrangements for this to occur.	01/07/20
Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	Each bubble will have their own entry into the school building, they will wait to enter (socially distancing) and use hand sanitiser/wash hands. See information on arrival/exit.	01/07/20
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	N/A		N/A
	Floor marks have been added to assist with social distancing in outside areas.	Yes	Areas have been marked out with paint, including line markers and footprints..	01/09/20
	Staff and school champions supervise at peak times.	Yes	Head or senior teacher will supervise and oversee the start and end of school. with additional staff supporting to ensure pupils and parents understand the new system.	01/09/20
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.	Yes	Reception arrival time will be from 09:00.	01/09/20
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes	See information regarding arrival and exit times.	01/09/20
	Parents have been advised that only one parent should attend.	Yes	Information will be sent out to parents by 24/07/20 and updated 01/09/20	24/07/20
Bags and coats	Staggered access times allow for cloakrooms to be used without pupils gathering.	Yes	Flexible arrival time to minimise congestion has been planned.	01/09/20
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	N/A	Flexible and staggered arrival/exit will mean this is not needed.	N/A
	Times of use are supervised and managed.	Yes	Staff will be supervising bags and coats at arrival and exit times.	01/09/20

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	N/A	N/A	N/A
	Entrances are supervised to support hand sanitising on arrival.	Yes	Staff will supervise hand sanitising on arrival.	01/09/20
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)	Yes	The children will be arriving and leaving at times when no vehicles are moving in	On going from 23/3/2

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			the staff car park. Zig zags outside school show parking is prohibited.	
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	N/A	Parents will be asked to follow government guidelines regarding vulnerable groups which has been updated.	N/A
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	Pupils will be encouraged to walk to school to minimise use of bikes.	01/09/20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	This will be communicated in the letter to parents and staff at the end of term in preparation and they will receive a reminder in September.	01/09/20
	Parents and staff have been advised that only the same household members should travel together by car	Yes	This will be communicated in the letter to parents.	01/09/20
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	This will be communicated in the letter to parents.	01/09/20
	Pupils and parents have been advised that they should not walk together in large groups	Yes	This will be communicated in the letter to parents.	01/09/20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Information will be sent out reminding parents, pupils and staff of the guidance.	01/09/20
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	Taxi pupils will be asked to wash hands before and after using the taxi.	01/09/20
	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	Yes	Information will be sent out reminding parents, pupils and staff of the guidance.	01/09/20
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A	N/A	N/A
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	N/A	N/A	N/A
	Markings are provided where queuing is required for transport services on school premises	N/A	N/A	N/A
	Windows are opened during journeys where it is safe to do so	N/A	N/A	N/A
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	N/A	N/A	N/A
Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	N/A	N/A	N/A	

Visitors

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	The number of visitors has been minimised as much as possible	Yes	Visitors by appointment only and minimised. Meetings will be conducted online where possible.	01/09/20
	Visitor times are planned to separate visitors from other site users	Yes	Appointments planned to separate visitors.	01/09/20
	Visits are by appointment only	Yes	Stated above.	01/09/20
	Visitors are advised of the following in advance: <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 keeping away from others. • To leave the setting immediately if they develop symptoms, no matter how mild. 	Yes	Information at reception for all visitors with procedures.	01/09/20
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes	Information at reception for all visitors with procedures.	01/09/20
	Visitors confirm that they do not have symptoms no matter how mild.	Yes	A prompt poster has been added for office staff, with a list of questions/checks needed before visitors enter. Office staff have been advised. Visitors asked to confirm this.	1/06/20
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	Office staff (EH) to sign in visitors, removing the need for pens	10/06/20
	The reception is operating on a one in and one out basis for essential visitors	Yes	2 metre markings are in place. The reception will be operating a one in and one out basis. This will be communicated to parents.	08/06/20
	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	Yes	A separate office will be set up in the Coop, to allow staff to make calls when necessary.	10/06/20
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Deliveries are left in the reception area. Delivery drivers asked to step back 2m before staff move in	1/06/20
	Visitor records are maintained for contact tracing requirements	Yes	Visitors signed in and monitored for track and trace requirements.	01/09/20
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes	All contractors will be asked to adhere to this where possible.	01/09/20

	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	Information will be given to any contractors who cannot be rescheduled outside of the school day on social distancing guidelines and must be agreed before entering.	01/09/20
Parents and carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Yes	Visitor information will be given to all parents who visit on site by pre-arranged appointment.	01/09/20

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes	Timetabling in place to avoid group gathering/mixing.	01/09/20
	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes	Timetabling in place as above.	01/09/20
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes	Planned movement around the school will be mapped and shared.	01/09/20
	One way circulation has been introduced where possible	N/A	School layout allows separate entry and exit points for most bubbles.	01/09/20
	Central dividers have been installed where necessary to avoid group mixing.	N/A	Phase bubbles can currently be kept separate.	01/09/20
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	N/A	N/A
	Posters have been used to encourage this where required	N/A	N/A	N/A
	Hand sanitiser is provided for use before and after touching lift controls.	N/A	N/A	N/A

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Staggered hall times for lunch. Phase bubbles will not mix.	01/09/20
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Year 4, 5 and 6 will use the classrooms for lunchtimes. This will be under review.	01/09/20
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Y6 will keep packed lunches in their individual desks. Lunch boxes will be kept in individual areas or bags.	Ongoing since closure
	The use of pre-ordering and trolley services have been considered.	Yes	Consultation with food providers.	01/09/20
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A	N/A	N/A

Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Yes	Pupils leave the room one at a time and social distanced.	01/09/20
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.	Yes	Year R, Yr1, Yr2 and Yr 3 to eat lunches in the dining hall, forward facing tables, staggered lunch. Phase bubbles in the lunch hall. Yr 4,5 and 6 to eat lunch in classrooms. Seating will be forward facing and spaced out.	7/09/20
Plans are in place for pupils to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Yes	Different entry and exit points into the school have been allocated for bubbles and will be communicated to parents and pupils. Staggered return of pupils so they can learn these different routines.	01/09/20
One way systems are used.	N/A	As bubbles are using different entry and exit points then a one way system is not needed.	N/A
Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Yes	.	01/09/20
Staff room area use is staggered to support distancing	Yes	There will be a max of x10 staff in the staffroom at any one time to maintain social distancing.	01/09/20
Additional space has been provided to use as staff rooms.	Yes	Staff are encouraged to eat outside or in classrooms when possible. The Coop and Music Room are also additional spaces that can be used.	01/09/20
Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Yes	Furniture spaced out to ensure social distancing is maintained.	01/09/20
Touch points are wiped down between different groups.	Yes		01/09/20
Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Yes	Break will be staggered where possible or in different zones so that phase bubbles do not mix	01/09/20
Equipment use is supervised to ensure that pupils do not gather.	Yes	Staff on break or lunch duty will ensure that pupils maintain distance on equipment.	01/09/20
Pupils and staff have identified suitable play activities for break times	Yes	Bank of socially distanced games to be shared.	01/09/20
Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	Pupils will leave the class one at a time to maintain distance and line up socially distanced at the end of break times.	01/09/20

	Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes	Markings on the playground to support this.	01/09/20
	Additional staff supervision is employed to ensure social distancing takes place	Yes	Additional staff will be on duty to ensure social distancing is adhered to.	01/09/20
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	Caterers comply with guidance.	01/09/20
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	Caterers comply with guidance.	01/09/20
	The way in which essential food deliveries are received are managed	Yes	Caterers comply with guidance.	01/09/20
	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	Yes	Social distance markers will be set out in the hall.	01/09/20
	Additional meal collection points have been put in place to reduce queuing where necessary	Yes	Year 4,5 and 6 will eat in classrooms.	01/09/20
	Alternative payment methods are being looked at to eliminate cash handling	Yes	Currently using cash payments but will be exploring alternative payment methods with the Trust.	01/09/20
	Tills are screened where still in use	N/A		N/A

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	N/A	No fans in 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.	N/A	No fans in use.
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes	Available doors and windows will be kept open when the weather allows.
	• Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	No	Alarm activated doors have not been fitted but will be shut in the event of a fire by the relevant person checking the building.
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Yes	Air conditioning units installed in the Year 4 and Year 5 mobile classrooms.
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A	N/A

Toilets and handwashing facilities

	Usage times are staggered where possible.	Yes	Toilets have been assigned to specific phase bubbles.	01/09/20
	Distancing for queuing has been introduced e.g. through floor markings	Yes	2m markings in place	8/06/20

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				01/09/20 for additional markings where needed.
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	The 'Come Back Curriculum' and 'Stepping up for September' will include an element of teaching new routines and procedures,	01/09/20
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Yes	Hand dryers and paper towels used in school.	01/09/20
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Yes	Currently there is a range of different taps within the school, including lever taps, push release taps and traditional twist valve taps. Taps to be reviewed.	Ongoing

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 since May have been conducted online. Where possible this will continue.	01/05/20
	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	All staff and parents will be made aware of this.	01/05/20
	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 distancing 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 	Yes	Information shared with all staff regarding the safe conduct of meetings as outlined here.	01/09/20

	<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 practise 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 or a senior member of staff, who has satisfied themselves that all reasonable measures have been implemented. 			
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	Yes	Use of music room for additional staff room when needed.	01/09/20
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Guidance given to staff of no more than x10 in the staff room at any one time.	01/09/20
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	Some chairs have been removed to encourage staff to be socially distanced. Chairs do not face each other.	01/09/20
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	Will continue to follow government guidance and update parents.	01/09/20
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Summer parent meetings were conducted by telephone and this will continue until further notice.	01/09/20
Essential course delivery	Where possible, courses are delivered on line.	Yes	Online training is conducted.	01/09/20
	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.	Yes	Only where essential and cannot be delivered in any other way.	01/09/20
	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.	Yes	Any group tasks are undertaken online.	01/09/20
	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	Yes	Social distancing and split training to reduce numbers where possible.	01/09/20
	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.	Yes	Phase bubble model will be adhered to.	01/09/20
	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	Yes	Protocols displayed at entrance to the school.	01/09/20

	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.	Yes	Outside or hall to be used for training where possible.	01/09/20
	Delegates will spread out in both outside and inside spaces.	Yes	Outside spaces used where possible.	01/09/20
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Yes	Hygiene protocols in place.	01/09/20
	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	Training items will be allocated individually or online where possible.	01/09/20
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Yes	All staff made aware to bring own food for INSET.	01/09/20
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Yes	These items are available in all classrooms.	01/09/20

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	Cleaning plan in place.	01/09/20
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	Caterers have separate cleaners for the kitchen. Deep clean taking place in August 2020 of the school kitchen.	01/09/20
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Yes	Checklist of cleaning requirements in place. This will be revised with the wider reopening.	01/09/20
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes	Enhanced cleaning arrangements in place.	01/09/20
	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	Yes	Increased cleaning in place in EYFS.	01/09/20
	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	No Nursery pupils or babies in setting.	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	Primary setting.	N/A
Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Yes	Disinfectant wipes and sanitiser in all classes.	01/09/20
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.	Yes	All staff made aware of cleaning instructions. Equipment will be available and all staff aware of where this is stored.	01/09/20
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	Yes	Clear guidance shared with all staff regarding this.	01/09/20
Disinfectant wipes are more generally available for staff to use where they wish to.	Yes	Disinfectant wipes and sanitiser in all classes.	01/09/20
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),	Yes	Touch points cleaned regularly and increased cleaning provision in place.	01/09/20
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	Yes	Enhanced cleaning regime in place.	01/09/20
A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Equipment will be stored in boxes or specific areas prior to cleaning if needed.	01/09/20
Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	Disinfectant wipes in all classes and computing room to ensure cleaning IT equipment before use.	01/09/20
Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes	Staff aware of procedure.	01/09/20
Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	PE kit either disinfected or quarantined.	01/09/20
Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	Individual work stations in classes. In IT suite or other shared areas pupils will be assigned to a specific station to minimise risk of transmission between bubbles,	01/09/20
Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes	Each phase bubble to have specific equipment where possible but when not	01/09/20

			possible then touch point cleaning conducted between each groups' use.	
Water coolers and drinking water.	<ul style="list-style-type: none"> 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	Pupils to bring in their own water bottle to avoid cross contamination. If refilling then wiped between use.	01/09/20
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 that is not in use is stored in the cleaning cupboard.	01/09/20
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	Yes	Play dough will be in pupil specific pots. Where possible resources will be allocated to individual pupils.	01/09/20
	Toys that are put into children's mouths are cleaned between use	Yes	Pupils are encouraged not to put toys in their mouths to avoid this.	01/09/20
	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.	Yes	No washing machine in school.	01/09/20
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Yes	Pupils assigned carpet spaces or tiles if using carpet areas.	01/09/20
Resources	Children are allocated their own resources e.g. pencils where possible	Yes	Children will have their own resource packs.	01/09/20
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	N/A	N/A	N.A
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	All staff are aware of the procedure in place.	01/09/20
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes	All staff are aware of the procedure in place.	01/09/20
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Yes	All staff are aware of the procedure in place.	01/09/20
	Books and posters checked for visible soiling and disposed of where necessary	Yes	All staff are aware of the procedure in place.	01/09/20
Wooden desks and wooden work surfaces	<p>The following process is followed:</p> <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Yes	All staff are aware of the procedure in place.	01/09/20

Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	MSA aware of procedures in place.	01/09/20
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	Outdoor play equipment will also be used on a rota basis to avoid phase bubbles mixing on the equipment.	01/09/20
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes	One or two boxes of tissues in each class, depending on size. Further boxes can be found in the cleaning cupboard when needed. Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	01/09/20
	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	Yes	Cleaning staff to check bins are in each class and emptied regularly.	01/09/20
	Bins and tissues are provided in the same place.	Yes	Bins and tissues in place.	01/09/20
	Waste bags for tissues are double bagged for disposal.	Yes	Cleaning staff aware of procedure.	01/09/20

Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	NHS and Public Health England guidance followed and E-bug materials used.	01/09/20
	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.	Yes	Hands will either be washed or sanitised at all of the mentioned times.	01/09/20
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes	Pupils and staff will clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.	01/09/20
	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	Sanitiser available at key locations. Supervision of hand sanitiser use given risks around ingestion. Younger pupils and pupils with complex needs will be helped to clean their hands properly if necessary. Skin friendly skin cleaning wipes will be used as an alternative.	01/09/20

Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes	Movable tables will be set up with sanitiser where required and removed at the end of the day.	01/09/20
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes	All hand sanitisers placed on tables to avoid drips and slip risk. If any are purchased for fixing to the walls these will include drip trays.	01/09/20
Event related prompts are given to pupils by staff..... <i>after</i> <i>before</i> <i>when</i> as a more effective means of promoting hand hygiene that fixed time prompts.	Yes	Pupils and staff will clean their hands regularly, including <i>before</i> they arrive at school, <i>before</i> and after breaks, <i>before</i> and <i>after</i> they change rooms and before and after eating.	01/09/20
Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Yes	Information will be sent to parents on 24/07/20 and again in September.	01/09/20
Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes	Supervision of handwashing and hand sanitising will take place where needed. Younger pupils and pupils with complex needs will be helped to clean their hands properly if necessary.	01/09/20
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	See point above.	01/09/20
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.	Yes	Skin friendly skin cleaning wipes will be used as an alternative if needed.	01/09/20
Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes	Children will wash hands at key times wherever possible (before entering and exiting school, before eating and after going to the toilet). Other times (e.g. before and after break, and intermittently) If hand washing is not possible, hands will be sanitized, instead of washed.	01/09/20
Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	E-bug materials being used. Staff will use age appropriate cues to encourage pupils.	01/09/20

	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	Tissues and bins are provided in all rooms which are used, and emptied at regular intervals. Hands washed after use.	01/09/20
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	This will form part of the initial health and hygiene curriculum.	01/09/20
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough hand washing.	Yes	All staff to have read the RA prior to September and will be aware.	01/09/20

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 settings</i> and the template provided is used to record conversations and agreed control measures.	Yes	Risk assessments were carried out for all staff working who are clinically vulnerable in June 2020. These will be reviewed before the start of September to ensure updated measures are out in place.	01/09/20
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	NCC Wellbeing Norfolk Support Line, Education Support Network alongside support from the Trust.	01/09/20
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Where possible this will be considered.	01/09/20
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	Information and public health advice followed by all staff.	01/09/20
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	Follow public health England advice to ' stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection ', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19).	01/09/20

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	This will be part of the initial curriculum focus on health and hygiene which will be followed by all classes.	01/09/20
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	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	Staff to be vigilant with regard to observing for symptoms.	01/09/20
	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	Non contact thermometers are available for temperature checks if needed where pupils are unable to communicate symptoms.	01/09/20
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.	Yes	Information has been updated to encourage parents to get their children tested. A reminder of this has been scheduled to be released onto the school website on September 1st.	01/09/20
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	Behaviour Policy will be reviewed and information shared during September INSET.	01/09/20
	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	Teachers to review IEPs/ISPs prior to pupils returning to school and again once pupils are back in school in the autumn term.	01/09/20
	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, • Ensure that the pupil washing their hands before and after where able to or use skin friendly hand wipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	Yes	Specific and relevant information will be considered added to support plans where needed.	01/09/20
	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	School is following the government guidance on response to infection including following (i) NHS Test and Trace process (ii) fGuidelines on managing confirmed cases and (iii) local health protection team advice.	01/09/20
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	There will be a focus on mental health, wellbeing and PSHE when children return. Additional support will be put in place for vulnerable pupils where necessary.	01/09/20

	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	Staggered return to school and additional support will be put in place.	01/09/20
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Safeguarding and wellbeing procedures in place and followed.	01/09/20
	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	Well being is a key component of the Hemblington Come Back Curriculum. Time and opportunities will be given to discuss and explore different reactions and experiences to the situation.	01/09/20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Supporting your class when returning from Covid-10- information for teachers https://www.norfolkepss.org.uk/wp-content/uploads/2020/05/Supporting-your-class-after-returning-to-school.pdf	01/09/20
	The training module on teaching about mental wellbeing, will be completed by those staff who require this.	Yes	Training module will be run in September INSET for all staff.	01/09/20
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	Positive Behaviour, Wellbeing, Safety, Health and Hygiene will be taught within the Come Back Curriculum.	01/09/20

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	Weekly staff meetings and contact between staff via Google Meet where possible or socially distanced. Teachers are also in regular contact with parents using class email addresses. Head teacher in contact with parents and staff via email and information on the website and weekly newsletter. In september there will be a weekly communication sheet with staff and weekly briefings as well as staff	01/09/20
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			meetings to ensure effective communication continues.	
	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	Draft arrangements for september will be communicated to parents by July 24th 2020 following completion of the RA. Additional information will be communicated prior to pupils returning in September.	01/09/20
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	This information is displayed in the office, which is the only entrance which visitors will be permitted through. This information is also on the Covid Information page of the website.	01/09/20
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	Child friendly signs have been placed both inside and outside the school to encourage good hand hygiene and social distancing. Signage will be reviewed and updated prior to pupils returning in September.	01/09/20
	Site changes such as entrances and exits will be identified where required	Yes	Site changes will be communicated to parents and staggered return will be in place to ensure all pupils and parents are aware of the changes we have had to make.	01/09/20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Handwashing, hand rub and Covid information posters have been placed in all relevant places	01/09/20
	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	Visual support measure in place. Braille not currently applicable for Hemblington.	01/09/20
	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	How to handrub signs are displayed next to all hand sanitiser pumps and supervision is given.	01/09/20
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	This is displayed in the window in the entrance to the school.	01/09/20

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	Yes	COVID -19 training took place at Staff Meeting on 9/6/20. Weekly updates given where necessary and additional	09/06/20 and 04/09/20
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	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	training will take place in September INSET. Training Records kept in school.	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Staff will confirm that they have read and understand the risk assessment prior to pupils returning on 7/9/20.	04/09/20
	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	Staff training in September INSET to go through all measures	01/09/20
	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	Staff advised about the new guidance.	01/09/20
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	Staff have been in school where possible and supporting remotely where this has not been possible. Staff will also have further opportunities on July 22nd and the INSET days (3rd & 4th September) to support implementation.	01/09/20
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	RA shared with staff on 20/07/20 with the opportunity to ask questions or raise any concerns.	01/09/20
	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	Public Health England advice shared with staff in the July 2nd guidance to reopening schools.	01/09/20
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	Staff to sign to say they will follow procedures.	01/09/20
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	New staff will also be sent the RA and attend additional days in school prior to INSET to ensure support in place.	01/09/20

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.	Yes	COVID-19 Home School Agreement will be sent out to all. Behaviour policy will be reviewed prior to INSET.	04/09/20
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	COVID-19 Home School Agreement & Behaviour Policy will be reviewed before September.	01/09/20

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> .	Yes	Pupil Social Distancing and Universal Hygiene Champions will be appointed in September.	20/09/20
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes	Time will be given in the autumn term to allow pupils and staff to develop these roles.	01/09/20
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes	Training will be given to support school champions.	01/09/20
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	Age appropriate posters. Teachers will discuss information in class groups when they return as part of the curriculum.	01/09/20

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	The initial curriculum will focus on health and hygiene before moving onto other things. Children will be aware of how to keep themselves and others safe, and why. E-bug materials to be used.	01/09/20
	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	Teachers will use these resources and others in September to assist in teaching all children about the importance of health and hygiene.	01/09/20
	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	Public Health England and Norfolk Schools used for additional information where necessary.	01/09/20

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	Yes	Records of contacts updated when needed.	01/09/20
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	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	Yes	Privacy Policy will be updated to ensure all are aware.	01/09/20
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Yes	School will follow government guidelines on data sharing with regard to case management for COVID-19.	01/09/20
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)	Yes	The 'Nest' will be used for isolating pupils who feel ill. The adult will stand at the doorway to supervise the child.	01/09/20
	Where possible there is separate use of toilet and handwashing facilities nearby.	Yes	The disabled toilet nearby will be used if needed which has separate toilet and handwashing.	01/09/20
	The room has been emptied of unnecessary items.	Yes	Unnecessary items have already been removed.	01/09/20
	Tissues and a waste bag have been provided in the room	Yes	In place.	01/09/20
	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.	Yes	Supervising adult will also have PPE. Door can be shut with the window open.	01/09/20
	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.	Yes	The children will be taken outside by the supervising adult and the area cleaned thoroughly.	01/09/20
	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.	Yes	PPE is available to staff in all First Aid boxes (gloves, aprons & face shields). These will be worn when dealing with any symptomatic children.	01/09/20
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes	Guidance by Public Health England followed.	01/09/20
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.	Yes	Procedure in place.	01/09/20
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.	Yes	Cleaners and staff aware of protocols in place.	01/09/20

	The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Yes	Will follow Health Protection Team Advice	01/09/20
	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.	Yes	PPE equipment available.	01/09/20
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes	Will be undertaken if necessary.	01/09/20
	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.	Yes	Cleaning will follow guidance here.	01/09/20
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes	Template letters will be used if necessary to communicate with parents.	01/09/20
	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.	Yes	Test and Trace procedures will be applied.	01/09/20
	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	Yes	Management of Cases Guidance followed.	01/09/20
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes	Parents will be asked to notify the setting.	01/09/20
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.	Yes	All staff will be signposted to this document: COVID-19 Your health and your safety when working in educational settings G646c https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/health-safety-and-wellbeing/covid19--your-health-and-your-safety-when-working-in-educational-settings.pdf?la=en&hash=3044B64CA2EB5403A8AF8E820F360D13E1635BD6	01/09/20

	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.	Yes	If necessary we will make this offer.	01/09/20
	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.	Yes	Will follow guidance for these arrangements.	01/09/20
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes	Employer referral process will be followed.	01/09/20
	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.	Yes	School to register with this service.	01/09/20
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes	This information will be asked for.	01/09/20
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.	Yes	This will be followed in the event of a staff or pupil testing positive.	01/09/20
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes	Will follow guidance and actions.	01/09/20
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes	NCC and government advice will be followed.	01/09/20
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes	Will follow required actions set out.	01/09/20
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes	NCC Education Incident Room will be contacted in the event of a positive test.	01/09/20
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.	Yes	Individual Google Classroom accounts are being set up for all children. Staff will be trained on this in September INSET days and parents will be made aware of these plans. Oak Academy blocks of lessons can be directly uploaded to Classrooms when necessary. Learning can also be set up on the school website class sections.	01/09/20

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 	Yes	All measures will be in place.	01/09/20
	<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	In place. Screens are currently not in place in classes but will be considered as a last resort.	01/09/20

Planning for emergencies

Fire evacuation	A fire drill is planned for the first full week of term	Yes	Fire drill will be held in the first full week when all the children are back in school.	By 18/09/20
	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	Review of Fire Safety points to be conducted.	01/09/20
	Fire drills that are carried out encourage social distancing.	Yes	Social distancing will be maintained during fire drills.	01/09/20
	Staff and pupils understand that in an emergency they must leave without delay	Yes	All staff to follow fire procedures.	01/09/20

	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).	Yes	See above.	By 18/09/20
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	First Aid available in all classrooms to minimise risk of transmission.	01/09/20
	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. 	Yes	Have a qualified paediatric first aid holder and adequate number of first aid trained staff in school.	01/09/20
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes	Policies in place to cover this.	01/09/20
	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	Staff who require this to undertake this during INSET.	01/09/20
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	This will be followed	01/09/20
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	PPE equipment is available in school for this and Personal protective Equipment Guidance followed.	01/09/20

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	PPE Guidance is followed.	01/09/20
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	Yes	Pupils currently use only dedicated school services and travel by pre-arranged Taxi through Norfolk School Transport. Pupils under the age of 11 are currently not required to wear face coverings. Current Government guidance.	07/09/20
	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: <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. 	Yes	Will be communicated to parents in the information sent out by 24/07/20 and 04/09/20.	01/09/20

	<ul style="list-style-type: none"> They must perform hand hygiene on arrival at the setting and after removing their face covering. 			
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Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	Will be reviewed prior to INSET in September and following updated guidance due August 12th	20/07/20
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Will be reviewed in August following updated guidance and revised doc shared with staff and parents during September INSET.	20/07/20

Any other actions that are not listed above

Additional Lunchtime Support	Additional MSA appointed if needed to ensure adequate duty due to keeping phase bubbles separate at lunchtimes.	Yes	In the process of interviewing for MSA staff and will keep a list of reserve bank list of MSA staff if needed.	01/09/20
Additional preparation and planning for reopening.	Additional time needed to ensure school building is ready for reopening to all year groups.	Yes	Request for any available staff (and governors) to attend on the disaggregated INSET day to support with additional preparation and planning for September. Briefing at 09:00to assign tasks.	22/07/20

Assessor's Name: Paul Tacon	Manager's Name: Ian Winter & Kendra Collier
Position: Chair of Governors	Position: Executive Lead and Interim Head
Signature: Paul Tacon	Signature: Ian Winter & Kendra Collier

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