

COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – Compliance code for all educational settings – Autumn Term

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

The risk assessment should be reviewed prior to any stage of extension of operation e.g. increasing pupil numbers, extending curriculum activities, opening up facilities or planning events.

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

Date of change	Section, Page and Change
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions



18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow



Setting/Premises:	Poringland Primary School and Nursery		
Location:	The Footpath, Poringland, NR14 7RF		
Assessment Date:	2.8.2020	Review Date:	21.9.20
Assessment completed by:	Matthew Walker and Peter Dean		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements can be implemented • The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Y	<p>Pupils are working in class bubbles. Year group bubbles are in operation (toilets and playtimes/lunchtimes). Lunch will be eaten in classrooms or outside within the bubble. Areas for playtime will be designated, with staggered breaks (see Daily Timings sheet). Designated MSAs have been allocated to each bubble where possible. Staff movement between bubbles will be minimised. Robust hygiene procedures are well established. Communication will continue to be regular and comprehensive. The school</p>	



			community has been wholly supportive of the measures in place.	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Y	All checks will be completed by RM.	Completed
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Y	Additional cleaning products are purchased on recurring basis so that staff can clean their classroom areas Site Manager (RM) has adjusted his working hours so he is on site Mon-Thurs all day and Fri PM. This means that he can take an active role in cleaning the premises, responding to need. PD will continue to liaise with NORSE and RM about cleaning requirements.	Completed. Pending
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Y	PD & MW have access to Infospace and ensure that staff are kept up to date.	Ongoing
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Y	RA has been shared with staff groups and reviewed regularly. RA has been shared with FGB and is available to parents on the website. Training has been given to all staff, including MSAs on INSET Day September 2020.	Completed
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Y	PD & MW will review this RA, initially on fortnightly basis, or in response to any changes to government guidance.	Regular review



	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Y	Completed on September INSET. Regular updates have been provided to all staff groups via email. Information has been prepared for Supply Teachers, 21.9.20	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.	Y		Complete
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Y	All pupils have been into school for a full transition day at the end of Summer 2020. They have visited their new classrooms, and parents are now familiar with the new routine for staggered drop offs and pick ups, and the layout of the school. This has been supervised closely by PD/MW.	Complete
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Y	Behaviour Policy, First Aid, Intimate Care and E-Safety Addenda have been completed and shared with staff and parents. They are also available on our website: http://www.pornglandprimary.co.uk/parents/summer-term-2020	Completed
	COVID-19 Case Management Guidance is implemented.	Y		Completed
	COVID Secure Commitments is signed and displayed	Y	In foyer	Completed
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Y	Evidenced through minutes and Governor Hub.	Ongoing
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team, and SLT ensures that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Y	Safeguarding Policy has been reviewed prior to September 2020 taking into account recommendations from LA. 4 trained DSLs are available (LD/JW to complete in Autumn Term)	Completed

Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Y	PD is liaising with NORSE regarding cleaning supplies. RP/RM/MW will continue to order and replenish soap, tissues, towels, PPE, etc.	Ongoing PPE ordered (in line with guidance).
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Y		Ongoing
Premises adaptations	Small adaptations identified through risk assessment such as installation of door guards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Y	Where possible and necessary, adaptations will be made.	Ongoing

Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: <ul style="list-style-type: none"> Short duration, ad hoc work is avoided where possible They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) All infection control requirements are followed. 	Y	Temporary staff (SE and AR) assigned to Y6. Peripatetic Music teachers to teach groups of children from within year group bubbles. No other specialist coaches are working on site at present.	Ongoing
	Temporary staff who work at more than one setting is avoided where it is possible.	Y		Ongoing
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	Y		Ongoing
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Y	Where possible - we always strive to do this as it is beneficial for the children in terms of continuity.	
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Y	Year group bubble staff will supervise the children at playtimes	Ongoing
	Consistent working arrangements are applied to ITT trainees.	NA		



	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.	Y		Completed
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Y		Ongoing
	Where volunteers are used the same staff principles are applied.	Y	Volunteers will only be readmitted on the basis of discussion between SLT in order to risk assess their return. MW who will give the volunteers full induction before they can return. MW has provided a booklet of key information for volunteers to read. Volunteers will need to acknowledge receipt of key documents by signature within the folder in office.	Ongoing
Premises and cleaning staff	Normal premises management arrangements have resumed.	Y	Site Manager hours have been adjusted so that he is on-site to 'troubleshoot' through the day.	Ongoing
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Y		Ongoing
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Y		Ongoing

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Y	Following discussion about the options, year group bubbles are the only practicable solution in terms of: number of toilets, staffing levels, available	Completed
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			<p>outdoor space; numbers of pupils, lunch arrangements.</p> <p>The school has been oversubscribed for the second consecutive year and we are operating with most classes at full capacity. Fair access protocol has forced us to take additional pupils beyond the threshold that we deem safe</p>	
	Groups are kept as static as possible including staff assigned to the groups	Y		Ongoing
	Only where necessary extended groups have been created to accommodate specific activities.	Y		Ongoing
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Y	If used, the minibus will only transport yeargroup bubbles	
	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		<p>CH has planned music tuition according to year group bubbles.</p> <p>Breakfast Club will resume from 28.9.20 with extended groups remaining small and consistent.</p> <p>Other clubs will not currently operate because they necessitate and promote movement around the school mixing year group bubbles.</p>	
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Y		Ongoing
	<p>Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating). Circumstances considered include:</p> <ul style="list-style-type: none"> some secondary curriculum practical activities 	Y		Completed



	<ul style="list-style-type: none"> music With very young children Because of health conditions or understanding of the children <p>In order to enable distancing through designing spaces that achieve more separation.</p>			
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Y		Ongoing
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Y	We have planned for staggered lunch and break times. Assembly will not take place in the hall. Pupils will not convey messages or carry registers. Lunch will be eaten within classrooms.	Completed
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Y	Guidance no longer advises this.	Completed
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y	Wherever possible, although guidance now allows schools to operate a normal timetable, with staff transferring between classes.	Completed
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Y	If hall is used, it must be cleaned between year groups.	Ongoing
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Y	Through attendance registers, and staff signing in book, etc.	Ongoing

Other general measures

	The use of outdoor spaces has been maximised	Y		Completed
	Unavoidable queues are managed	Y		Completed
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Y	However, our classrooms are small and it will not be possible to space 32 children at distance from one another. Aside from arranging desks in rows, there is little we can do to reduce contact.	Completed



	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Y	See Music RA Voices need to be calm and quiet at all times. Staff will take this into consideration when teaching PE	
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Y	Marking should be completed in school. Reading books can only be taken home on Tuesday for the week and returned on Friday (leaving 72 hours before they can be reissued). We will ultimately make use of MyOn through Accelerated Reader.	
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Y		Ongoing
	If this is not possible, the resources will be quarantined for 72 hours between groups.	Y		Ongoing
	Large gatherings such as assemblies with more than one group is avoided.	Y		Ongoing
	<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. 	Y	<p>Within year groups, there may be some movement between classes for setting, but rooms are all adjacent or in close proximity.</p> <p>Some classes may need to move slightly further due to limited toilet facilities.</p> <p>Staggered start and end times have been put in place.</p> <p>The the site is poorly situated in terms of access, at the end of a cul de sac with narrow footpaths to access from St. Mary's Road. MW/PD will continue to monitor areas where there is congestion.</p>	Ongoing



	<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. 		<p>A one-way system has been put in place at the main car park gate and outside Y1 classrooms.</p> <p>Parents/carers have been asked to wear face coverings.</p> <p>Our systems for moving around the site have been tried and tested through the Summer 2020 bubble and transitions day phases.</p>	
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	Y		Ongoing
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	NA		
	Locker cleaning and disinfection arrangements are in place	NA		

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	N	Although this is not practicable as we only have 1 hall (accessed internally and a thoroughfare).	Completed
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Y	Some classes have trapezium tables which are difficult to arrange in rows. Required in all classrooms (not EYFS/Y1)	Completed
	Unnecessary furniture and objects are removed where possible	Y		Completed
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Y		Completed
	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	NA		Completed



	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Y		Completed
	Where close contact is needed this is conducted side by side rather than face to face	Y		Completed
	Pupils are not called to the front of the class	Y		Completed
	Staff going to a pupils desk to check on their work is avoided	Y		Completed
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Y	From Y1 and above pupils will be required to bring in their own pencil cases and use their own equipment and school. Other classroom resources are allocated to specific children or cleaned after use.	Ongoing
	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Y	No peer marking	Completed
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Y		Completed
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Y		Completed
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Y	Parents are advised to use letterbox	Completed
	How pupils enter and exit the classroom is managed to maintain distancing.	Y		Completed
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Y		Completed

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Y	Equipment will be used and cleaned when necessary within bubbles. Signage will not be necessary	Completed
	Equipment use is supervised, and time limited to enable other users to take their turn	Y	Staff from each Year 'bubble' will supervise the children and their use of any equipment or space.	Ongoing



	Seating has been removed or marked off to encourage distancing on individual items of equipment.	N/A		Ongoing
	A one-way system has been introduced around outdoor gym equipment and trim trails	Y	Supervising staff to implement a 1 way system on climbing equipment	Ongoing
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	N/A		Ongoing
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	N/A	Staff will make sure sanitiser is used by pupils at the end of playtimes before returning to the classrooms	Ongoing
	Bins are installed to encourage use of tissues and appropriate disposal		If areas have been subdivided, e.g.playgrounds, a bin will be located within each area.	Ongoing
	Time is allocated for play equipment for each group/bubble	Y	Although for continuity, children may use the same areas for half a term on a rotational basis.	Ongoing
	Equipment touch points are cleaned frequently and between each groups use.	Y		Ongoing
	Multiple groups do not use outdoor play equipment at the same time.	Y		Ongoing

Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	Y	Music lead is to write a specific RA. Peripatetic music will be taught in the pavilion. There will be no assemblies and choir will not meet in large groups. Children learning in small groups will be put in their year groups and groups not bigger than 15.	Pending Ongoing
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Y	See Music RA	Ongoing



	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	Y	See Music RA	Ongoing
	Where the music teacher needs to face the group they will maintain 3m distance.	Y	See Music RA	Ongoing
Drama and performances	Performances with audiences do not take place	Y		Ongoing
	Activities that involve raised voices or shouting do not take place.	Y		Ongoing
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Y	Consideration has been given, but it is in no way viable.	Ongoing
	Outside drama is planned as a first consideration where possible	Y		Ongoing
	In all cases the following will be applied: <ul style="list-style-type: none"> Increasing hand hygiene and surface cleaning Using back to back or side to side positioning Maintaining distancing 	Y		Ongoing
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Y		Ongoing
	Prioritisation of low impact activities is given over high impact	Y	Class teachers and PE lead will review the curriculum coverage accordingly. Use of Yoga.	Ongoing
	Contact sports will not take place	Y		Ongoing
	Distance between participants is maximised.	Y		Ongoing
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Y		Ongoing
	The use of non-personal kit is avoided.	Y	Spare PE kits and school kits will not be issued.	Ongoing
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Y	Bibs will not be used	Ongoing
	Pupils are kept in consistent groups	Y		Ongoing

	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Y		Ongoing
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	Y	At the present time, there are no plans to use external facilities. However, this may need to be reviewed if and when normal inter-school competitions resume and swimming lessons can resume.	Ongoing
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Y		Ongoing
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.	Y	At this stage, we are not working with external coaches, and would require them to submit a full risk assessment on which we would base a decision as to whether or not we could resume working with them.	Ongoing
	The use of changing rooms and showering facilities are avoided where possible.	NA		Ongoing
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.	Y	Children will wear their PE kit all day on their PE day.	Ongoing
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	Y	Where possible	Ongoing
	Changing and shower facilities must be used as quickly as possible.	N/A		
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	N/A	We will update this when provided with the updated guidance.	Pending



Subjects involving practical activities	Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact	Y	Any practical lessons will be well prepared and all equipment cleaned before and after by the teaching staff.	Ongoing
	Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility	Y	Use of IWB, use of pre-recorded videos, use of visualisers.	Ongoing
	Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.	Y		Ongoing
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: Guide to doing practical work in Science Guide to doing practical work in DT	Y		Ongoing

Educational visits

	No overnight educational visits are carried out	Y		Ongoing
	Outdoor spaces in the local area are used to support delivery of the curriculum	Y		Ongoing
	A risk assessment will be carried out for all educational visits and in addition to using Evolve: A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation	Y		Ongoing



	<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? 			
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</p>	Y	<p>Given the circumstances, this would be advisable, even to venues that have been visited on previous occasions.</p>	Ongoing

Where a pupil attends more than one setting

	<p>Schools work together to ensure that the approach is consistent and does not compromise the group/bubble</p>	Y	Currently NA	Ongoing
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Extra curricular provision

	<p>Pupils will keep within their main bubble where possible.</p>	Y		Ongoing
	<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). 	NA	<p>At present, we are not intending to mix bubbles.</p> <p>These factors would all need to be clearly defined through a specific risk assessment for each club.</p>	Ongoing



	<p>Social distancing will be maintained both within and between groups</p> <ul style="list-style-type: none"> • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days • Consideration is given to the types of activities organised in line with the compliance code • The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups • Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues • Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided. 			
	<p>As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided</p>	Y		Ongoing
	<p>Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own</p>	Y	This message has been communicated to parents/carers.	Ongoing



	protective measures, and only use those providers that can demonstrate this.			
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Measures for arriving and leaving

	General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Y	See above	Ongoing
		Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Y	See above	Ongoing
		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.	NA		
		There are hand sanitiser stations outside for pupil and visitor use	N	However, hand sanitiser stations are at all main entrances. Pupils will be asked to wash hands and/or sanitise as they enter every classroom.	Ongoing
		Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Y		Ongoing
		The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Y		Ongoing
		The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Y	The current arrangement has worked successfully during the bubble and transition phases	Ongoing
	Parents and pupils – arriving and	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Y	All children to be dropped and collected at exterior classroom doors between 8.30am and 9.00am. They will be	



leaving the premises	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.		<p>collected between 2.45pm and 3.15pm. The external door will be locked. Parents do not open the door. When they arrive, a staff member will let the child in. Parents will not enter the classrooms. Parents should stay with child until staff member has received them. Parents will make sensible decisions about when to access the building to enable social distancing.</p> <p>Gates will be unlocked at 8.30am and locked promptly at 9.05am.</p> <p>After school, gates will be unlocked at 2.45pm and 3.20pm.</p> <p>Parents will be advised to maintain social distancing in communication with school and advised to leave the premises as soon as they can. If they are collecting from multiple locations, they must maintain social distancing whilst on the premises.</p> <p>Parents have been advised to wear masks.</p>	
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Y	For all classes	Ongoing
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	N	This is not practicable or safe. However, parents will drop and pick up at the classroom door	Ongoing



	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Y		Ongoing
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Y	See above	Ongoing
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible			
	Floor marks have been added to assist with social distancing in outside areas.			
	Staff and school champions supervise at peak times.			
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Y		Completed
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Y	There are not enough staff to supervise in the classroom and at the door. Filby drop off can be at the door next to Nursery so only Y1 classes are dropping and collecting from the covered area.	Completed
	Parents have been advised that only one parent should attend.	Y		Completed
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Y		Ongoing
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	NA		Ongoing
	Times of use are supervised and managed.	Y		Ongoing

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school.	N	This is not possible	Completed
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	Entrances are supervised to support hand sanitising on arrival.	Y	See above	Ongoing
General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Y		Completed
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Y		Completed
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	N	Additional bike racks cannot be provided. Parents will be advised to manage this element of social distancing.	Ongoing
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y		Completed
	Parents and staff have been advised that only the same household members should travel together by car	Y		Completed
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Y		Completed
	Pupils and parents have been advised that they should not walk together in large groups	Y		Completed
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	NA		Completed
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	NA		Completed
	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	NA		Completed
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	NA		Completed
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	Y	Small (staff) vehicles would only be used in emergency.	Completed



Markings are provided where queuing is required for transport services on school premises	NA	Pupils should only use the minibus within a year group bubble.	Completed
Windows are opened during journeys where it is safe to do so	NA		Completed
Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	Y		Completed
Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Y		Completed

Visitors

The number of visitors has been minimised as much as possible	Y		Ongoing
Visitor times are planned to separate visitors from other site users	Y		Ongoing
Visits are by appointment only	Y		Ongoing
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 keep away from others To leave the setting immediately if they develop symptoms, not matter how mild. 	Y		Ongoing
Visitors are provided with further information on arrival and asked to perform hand hygiene	Y	Signage in foyer	Ongoing
Visitors confirm that they do not have symptoms no matter how mild.	Y	Signage in foyer	Ongoing
Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Y		Ongoing
The reception is operating on a one in and one out basis for essential visitors	Y	The school building will be locked at all times so that access is only via keypad. Staff will need to sanitise after use.	Ongoing



			<p>Visitors will have to wait to be buzzed. They should be dissuaded from face to face conversations if unnecessary - e.g. parents should be advised to use phone or email in the first instance. Parents should wear mask when having face-to-face conversations with staff.</p> <p>The school gates will be locked promptly at the end of the agreed drop off time. Parents will be advised that they may have to wait for a period of several minutes to be greeted. Children should not be left unsupervised by parents.</p> <p>Parents will not be able to hand things to the office. It must be done via the child or through the letterbox.</p>	
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Y	Glass screen to be used. Staff should only communicate with office staff through the screen and not enter the office. Office phones should only be used by office bubble.	Ongoing
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y		Ongoing
	Visitor records are maintained for contact tracing requirements	Y	Visitor Book	Ongoing
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Y		Ongoing
	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.	Y		Ongoing



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.	Y		Ongoing
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Movement around premises

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

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Y	Food will be eaten in classrooms. Staff will collect school packed lunches from the servery.	Ongoing
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Y		Ongoing
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Y	This is normal practice	Ongoing
	The use of pre-ordering and trolley services have been considered.	N/A	School packed lunches are always preordered	Ongoing
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Y	However, if needed, this will only mix across a year group bubble	Ongoing



	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	N/A	Hall not to be used.	
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	N/A	Lunch will be eaten in classroom at own desk	
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	N/A		
	One ways systems are used.	N/A		
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Y		Ongoing
	Staff room area use is staggered to support distancing	Y		Ongoing
	Additional space has been provided to use as staff rooms.	N/A	There is no other space	Ongoing
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Y	Staff are responsible for maintaining their own social distancing.	Ongoing
	Touch points are wiped down between different groups.	Y		Ongoing
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Y		Completed
	equipment use is supervised to ensure that pupils do not gather.	Y		Completed
	Pupils and staff have identified suitable play activities for break times	Y		Completed
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y		Completed
	Markings have been added to outside spaces to assist with queues when coming back into the building.	NA		Ongoing
	Additional staff supervision is employed to ensure social distancing takes place	Y		Completed
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Y		Completed

	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Y		Completed
	The way in which essential food deliveries are received are managed	Y		Completed
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	N	There will not be contact between pupils and servery staff	Completed
	Additional meal collection points have been put in place to reduce queuing where necessary	NA		
	Alternative payment methods are being used to eliminate cash handling	NA		
	Tills are screened where still in use	NA		

Increasing ventilation

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

Toilets and handwashing facilities

	Usage times are staggered where possible.	Y		Ongoing
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	Distancing for queuing has been introduced e.g. through floor markings	NA	This is not possible by classroom sinks and within toilets as these are already confined spaces.	Ongoing
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Y		Ongoing
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Y	Additional step stools have been purchased. Sanitary bin has been moved to the new Y6 toilet.	Ongoing
	Consideration has been given to replacing traditional taps with easy operating lever taps.	NA		Not possible

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.	Y	All meetings are virtual unless within the bubble. Staff can participate in Zoom meetings from their classrooms	Ongoing
	Meetings only take place in person where: <ul style="list-style-type: none"> There is a need to be in person for safeguarding, well-being or statutory reasons or Limitations of technology, poor or unstable signal 	Y		Ongoing
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings All other participants will connect to the meeting remotely. The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather Use separate spaces or rooms where possible to limit the number of people in the same area Ensure 2 distance is maintained at all times, not sitting face to face No activities are undertaken that require or encourage people to raise their voices or shout 	Y		Ongoing



	<ul style="list-style-type: none"> ● Paperwork is shared electronically where possible ● Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. ● People do not shake hands. ● Participants practice good hand and respiratory hygiene before after and during the meeting. ● Where held indoors they are held in well ventilated spaces. ● All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 			
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	NA	There is no additional staff room	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Y	Staff will be able to make drinks in the classroom if there is a suitable and safe point to do so.	Ongoing
	Furniture has been arranged to encourage distancing and not sitting face to face	Y	There is nowhere to store this furniture and it is the staff member's responsibility to manage their own social distancing.	Ongoing
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Y		completed
Parents evenings	Meetings are undertaken by telephone or internet.	Y	<p>To be reviewed before scheduled Parents Evenings for Oct 2020 in line with guidance</p> <p>Parents will be advised to contact staff by email NOT face to face.</p> <p>Prospective parents' meetings will be replaced by online information and paper correspondence.</p>	completed
Essential course delivery	Courses are delivered on line and all "in person" training is suspended for both employees and external participants	Y		Ongoing



Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	Y		Ongoing
Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.	Y		Ongoing
Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Y		Ongoing
Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.	Y		Ongoing
Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.	Y		Ongoing
Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.	Y		Ongoing
Delegates will spread out in both outside and inside spaces.	Y		Ongoing
Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Y		Ongoing
Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.	Y		Ongoing



	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Y		Ongoing
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Y		Ongoing

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Y		Ongoing
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Y		Ongoing
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Y		Ongoing
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Y		Ongoing
	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	Y		Ongoing
	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.	Y		Ongoing
	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	NA		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Y		Ongoing

	Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	Y		Ongoing
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Y		Ongoing
	Disinfectant wipes are more generally available for staff to use where they wish to.	Y		Ongoing
	All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	Y		Ongoing
	More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Y		Ongoing
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Y		Ongoing
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y		Ongoing
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Y		Ongoing
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Y		Ongoing
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Y		Ongoing
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Y		Ongoing
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by	NA	These have been decommissioned and parents have been advised that pupils must have a named water bottle each day.	Ongoing

	a staff member between filling receptacles in order reduce the risk of cross contamination between filling.			
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Y		
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Y		Ongoing
	Toys that are put into children's mouths are cleaned between use	Y		
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Y		
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Y		Ongoing
Resources	Children are allocated their own resources e.g. pencils where possible .	Y	Children from Y1-Y6 will be asked to bring a list of equipment into school in a named pencil case. This can be stored in school.	Ongoing
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	NA		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	NA		Ongoing
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Y		Ongoing
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Y		Ongoing
	Books and posters checked for visible soiling and disposed of where necessary	Y		Ongoing

Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Y		Ongoing
Lunchtime	Trays, tables and chair touch points are disinfected after use	Y	Tables can be cleaned after use. Children will sit in their own chairs.	Ongoing
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Y		Ongoing
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Y		Ongoing
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Y	RM to check that all classrooms have an appropriate bin with a lid.	Ongoing
	Bins and tissues are provided in the same place.	Y		Ongoing
	Waste bags for tissues are double bagged for disposal.	Y		Ongoing

Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Y		Ongoing
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.	Y		Ongoing
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Y		Ongoing
	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	Y		Ongoing



points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.			
Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Y		Ongoing
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	N	Staff to monitor sanitiser stations for signs of spillage	Ongoing
Event related prompts are given to pupils by staff..... <i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.	Y		Ongoing
Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Y		Ongoing
Supervision arrangements are in place to support pupils with handwashing where it is needed.	Y		Ongoing
Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Y		Ongoing
Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	Y	Parents will need to discuss this on an individual basis and may be asked to provide a suitable alternative	Ongoing
Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Y		Ongoing
Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Y		Ongoing
All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Y	This will also be covered in virtual assembly.	Ongoing
Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Y		Ongoing

	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	Y		Ongoing
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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 <u>template provided</u> is used to record conversations and agreed control measures.	Y	No staff members have yet been identified	Ongoing
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	JW delivered INSET in September 2020 regarding staff and pupil wellbeing.	Ongoing
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Y		Ongoing
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y		Ongoing
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Y		Ongoing

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Y		Ongoing
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y		Ongoing
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Y	Temperature checkers to be used (1 currently in Nursery and 1 in Office). Bungalow snug to be used to quarantine any child who has symptoms until they	Complete



			are collected. This has been prepared with a supply of PPE, bin bags, cleaning equipment. There is access to toilets and a phone. The room is empty to simplify the process of cleaning after use.	
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Y	In line with current guidance Parents have been given full information about how to access testing and the requirements for self-isolating should a child or household member develop symptoms.	Ongoing
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Y		Ongoing
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Y	This will need to be discussed by SLT/SENDCO/class teachers and parents/carers. Individual Support Plan has been completed for EB and OK (non-verbal pupil).	Pending
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 			
Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.				
	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	Y	Staff have conducted a thorough handover as children move to the pastoral care of their next teacher. DSL	Ongoing



Pupil well-being, mental health and behaviour	vulnerable children, including those with a social worker and young carers.		has provided a safeguarding handover to each staff member as required.	
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Y	These pupils have been identified, and support will be reviewed on an ongoing basis.	Ongoing
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Y		Ongoing
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Y	Support and advice has been shared with parents and is available via our website.	Ongoing
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y		Ongoing
	The training module on <u>teaching about mental wellbeing</u> , will be completed by those staff who require this.	Y	JW to deliver training in September INSET	Pending
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Y		Ongoing

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Y	Parentmail Google Classrooms and Tapestry Use of website Regular newsletters Parents can email staff directly.	Complete
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Y		Complete

Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Y		Complete
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Y	.	Ongoing
	Site changes such as entrances and exits will be identified where required	Y		Complete
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y		Complete
	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.	NA		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .	Y	Full instructions are next to each sanitising station	Completed
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Y	In foyer	Complete

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Y		Complete
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	RA shared with all staff	Completed



	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Y		Completed
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Y		Completed
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Y	Consultation at all stages	Ongoing
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Y	Consultation at all stages	Ongoing
	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.	Y		Completed
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Y		Completed
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	Included in induction of new staff	Ongoing

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Y	Addendum completed and shared with parents	Completed
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y	Addendum completed and shared with parents	Completed

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> .	NA		
	Pupils and staff have contributed towards how these new roles will support the schools aims	NA		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	NA		
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Y		Ongoing

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	Y		On going
	The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Y		Ongoing
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England .	Y		On going

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

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Y		Ongoing
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	Y	MW/PD to review the relevant policies, seeking advice from DPO	Pending
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Y		Ongoing
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)	Y	Bungalow snug (see above)	Completed
	Where possible there is separate use of toilet and handwashing facilities nearby.	Y		Completed
	The room has been emptied of unnecessary items.	Y		
	Tissues and a waste bag have been provided in the room	Y		Completed
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	Y		Ongoing
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Y		Ongoing
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Y		Ongoing



	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Y		Ongoing
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Y		Ongoing
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.	Y		Ongoing
	The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Y		Ongoing
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Y		Ongoing
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Y		Ongoing
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Y		Ongoing
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Y		Ongoing
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	Y		Ongoing
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Y		Ongoing
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Y		Ongoing

Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Y		Ongoing
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Y		Ongoing
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Y		Ongoing
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Y		Ongoing
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Y	Completed 15.7.20	Ongoing
			Poringland Primary School and Nursery is now registered under our Key Worker Programme with reference number: S0280 Any staff or households wishing to book a COVID test can email NHScovidtesting@nuh.nhs.uk and quote the reference number above, including their name and contact details, or alternatively call 01603 647 900 to arrange a test.	
The employee will be asked to provide their test result to the setting as soon as it is known.	Y		Ongoing	
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	Y	See COVID-19 Educational settings – management of cases guidance G646k	Ongoing

			<p>The single point of contact for PHE HPT is eoe.crc@phe.gov.uk or 0300 303 8537.</p> <p>The NCC education incident room phone number is: 07623912974 and operates between 0800 – 1800 Monday to Friday. The NCC email contact for operational and other enquiries is covid.schools@norfolk.gov.uk</p>	
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Y		Ongoing
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Y		Ongoing
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Y		Ongoing
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Y		Ongoing
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	Y	<p>Google Classrooms and Tapestry</p> <p>If self-isolating, parents are instructed to email staff directly regarding home schooling</p>	Ongoing

Returning after isolation (pupils and staff)

Offices and other work spaces

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

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Y	Completed 10/9/20	Complete
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Y		Ongoing
	Fire drills that are carried out encourage social distancing.	Y		Ongoing
	Staff and pupils understand that in an emergency they must leave without delay	Y		Ongoing
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Y		Ongoing



First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y		Ongoing
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> ● Explain why requalification hasn't been possible ● Demonstrate the steps taken to access training. 	Y		
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Y		Ongoing
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Y		Ongoing
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y		Ongoing
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y		Ongoing

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Y		Ongoing
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	NA		
	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. 	NA		



	<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	Y		Ongoing
	Review arrangements ensure that the control measures are effective and working as planned.	Y		Ongoing

Any other actions that are not listed above

Assessor's Name: Peter Dean and Matthew Walker	Manager's Name: Peter Dean
Position: Headteacher Deputy Headteacher	Position: Headteacher
Signature: P Dean and M Walker	Signature: P Dean