



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
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording



Setting/Premises:	Hevingham and Marsham Primary Partnership and Hevingham Under 5's		
Location:	Hevingham and Marsham		
Assessment Date:	10 th August 2020	Review Date:	20 th September 2020
Assessment completed by:	L Board and SLT		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements are in place • There is a plan in place to manage the first day back to reduce the risk of groups gathering together • The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Yes	<p>Staff and children will be working in consistent bubbles at Hevingham Primary and the Under 5's setting.</p> <p>Children and staff at Marsham will be working as one large bubble as the environment and buildings do not allow the space to keep two bubbles completely separate</p> <p>Different start times and entrance points will assist at Hevingham</p> <p>All children will begin the term with a nurture and wellbeing focus including learning about the virus and how to prevent its spread. This will include</p>	Beginning of Sept '20



	This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).		knowing and being aware of good respiratory hygiene and what to do if you don't feel well.	
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes		pre Sept '20
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes		From Sept '20
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	Yes	To be reviewed by SLT fortnightly or more regularly if needed	From Sept '20
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Yes	Staff to be issued with RA. All training will be in small groups observing social distancing	From Sept '20
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	LB available at both schools and Under 5's, SL (Wed-Fri), SG (Mon-Frid) available at Hev EA (Mon-Fri) available at Mar BF (Mon-Frid) at Under 5's	From Sept '20
	COVID-19 Case Management Guidance is implemented.	Yes	SLT aware of guidance and expectations are made clear to all staff	From Sept '20
	COVID Secure Commitments is signed and displayed	Yes	Signed by CoG and HT and displayed in both schools and Under 5's	From Sept '20
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes	LB will ensure that this RA is available for Governors to read on Gov Hub at the end of August to ratify before opening. Weekly sharing of information between CoG and HT will enable clear communication and alteration to RA if needed.	End of Aug '20
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	Safeguarding update training will be given to staff in small socially distanced groups during the InSET days (2.9.20)	2 nd Sep '20



Supply chain	<p>Business management teams will ensure that arrangements are in place to ensure:</p> <ul style="list-style-type: none"> continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. that equipment purchased is fit for purpose e.g. meets with required standards 	Yes	<p>Adam (and Chloe for the Under 5's) and Gareth to do audit of supplies and order enough stock, monitor fortnightly to ensure that there is no shortage and allow time for delivery. Bulk buying to ensure sufficient stock will be encouraged if possible. All staff to inform caretakers/office if supplies are running low in time to restock.</p>	Beginning of Sept term
Premises adaptations	<p>Small adaptations identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.</p>	Yes	<p>Caretakers to ensure that doors are propped open with door wedges in the morning. Staff to be aware that if a fire alarm is activated they need to kick the wedges out to shut fire doors behind them</p> <p>All windows to be opened first thing to aid ventilation, staff may close some during the day but not all to keep ventilation flow</p> <p>Caretakers to regularly check hand dryer performance and report faults immediately</p> <p>Under 5's staff to be responsible for opening windows and fire door</p>	Sept '20

Staffing arrangements

Staffing levels	<p>Temporary staff, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that:</p> <ul style="list-style-type: none"> Short duration, ad hoc and working at more than one setting is avoided They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact 	Yes	<p>Music service will need to provide details of other schools visited. When attending school, the specialist music staff will sign in with their own pen and go to the classroom they teach in immediately, they will stay there for the duration of their visit apart from using the toilet if needed. They will work with</p>	Sept '20
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	<p>with (coaching timetables have been rearranged to longer rotas than normal where necessary)</p> <ul style="list-style-type: none"> • A space of 48 hours between site visits is applied • Longer assignments with supply teachers are agreed 		<p>one class only. OC to ensure that this information is completed at both schools</p> <p>Specialist teachers may continue to teach small groups (consistent pupils) or individuals but must maintain social distancing</p> <p>No singing assemblies</p>	
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	KS1 and KS2 at Hev have different break and lunch times, classroom staff and MSA's with each class to monitor Marsham and Under 5's treated as complete bubble	Sept '20
	Consistent working arrangements are applied to ITT trainees.	N/A	None placed in school initially but to be reviewed when PGCE students come in Autumn 2	-
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	Yes	Social distancing rules to be adhered to consistently to mitigate any cross contamination. This is necessary to provide support in the curriculum such as catch up learning, pastoral care, PPA cover etc.	Sept '20
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Yes	All children and adults will follow compliance to ensure infection control measures are kept high eg- distance between people, hand washing etc	Sept '20
	Where volunteers are used the same staff principles are applied.	Yes	Visitors will be given information to support their understanding of staff principles, office staff to ensure this	Sept '20
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	New caretaker at Marsham will need induction and walk through of	Sept '20



			frequently used touch points, where cleaning materials are stored etc- OC to complete	
	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	<p>All staff to be aware of playtime/lunch timetables and areas of use by which group.</p> <p>Timetable at Hev displayed on staffroom board</p> <p>Mar treated as one bubble</p> <p>Under 5's are one bubble</p> <p>All school staff are encouraged to leave school premises by 4.30 and asked to use the wider school for their lunch break etc.</p> <p>Entering other classrooms other than their own should be avoided</p>	Sept '20
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	<p>Regularly monitored by caretakers fortnightly and ordering immediately when running low by office staff</p> <p>Any PPE used in close contact with any one that is symptomatic needs to be double bagged and stored safely for 72 hours before being disposed of.</p> <p>Flip Lid bins provided for each class</p>	Sept '20

Minimise contact maintain social distance and activity risk reduction
Pupil and staff grouping – main groups and extended groups

Developing groups	<p>Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible:</p> <ul style="list-style-type: none"> • Groups are kept static • Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. • Contact within groups is minimised through measures outlined in this assessment. • Pupils will stay in their class/group throughout the day, or on subsequent days 		<p>Year group bubbles will have consistent staffing across both schools</p> <p>Marsham is treated as one bubble, the school building/environment is too small to ensure that the bubbles do not mix.</p> <p>Under 5's is one bubble</p> <p>After school clubs will not start until at least after half term depending on current guidelines.</p>	From Sept '20
	Any extended groups created remain as small and consistent as possible	Yes	Nurture groups taken by JB may be necessary, these will be kept the same after needs are identified by class teachers; it may be that JB works with whole class instead of taking smaller groups out.	Sept '20
	<p>Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:</p> <ul style="list-style-type: none"> • some secondary curriculum practical activities • some music activities • With very young children • Because of health conditions or understanding of the children 	Yes	Children will be educated about the importance of social distancing however we are aware that children in Early Years will struggle to do this consistently. We will ensure that adults maintain social distancing at all times.	Sept '20
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Hev-R/1- full time TA	Sept '20



			<p>1/2- TA in am, office staff available for support in pm 3/4- TA full time in am, Mon and Thur pm, office staff available other pms and before lunch as well 5/6- TA full time in am, office staff available for support in pm Mar- Class 1 – full time TA Class 2- full time TA</p> <p>Under 5's have two consistent staff members</p>	
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	<p>As timetabled above</p> <p>Other adults that may need to move groups is JB for nurture, any member of SLT for behaviour issues, PPA cover (which is consistent weekly) and SL + LB to monitor NQT</p>	Sept '20
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	To be monitored by office staff to ensure that track and trace can be monitored closely	Sept '20

Other general measures

	The use of outdoor spaces has been maximised	Yes	PE will always be outside unless there is bad weather then it will be indoors- timetabled with only one class using each day	Sept '20
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	Only one parent is allowed in the office area at one time in both schools. Box placed outside for parents/children to drop envelopes with money for lunches, completed forms etc to avoid unnecessary	Sept '20



			waiting, parents encouraged to ring in with issues	
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	Assemblies will be delivered in class by teacher or via zoom for normal visitors or assemblies eg local vicar, Headteacher Please note- no singing assemblies to be organised	Sept '20
	Activities involving invited audiences do not take place	Yes	None to be booked in for parents to attend including Christmas celebrations	Sept '20
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	Any unnecessary close contact will be avoided	Sept '20
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	Yes	Regular hand washing when arriving at school and Under 5's and going home in classrooms managed by class staff. Lunchtimes will see TA's and teacher monitoring how many children are in the toilet and liaising with other classes to ensure there is no cross over of bubbles. The queue for the toilet needs to be in the classroom not in the corridors Hev- R/1- to use own toilets 1/2 and 3/4 to share the toilets outside the hall (not visitor one as this is for staff use) 5/6 to use toilets in their corridor including disabled toilet Mar- Both classes to use same toilets but not adult ones Under 5's will use their own children's toilets	Sept '20



			All staff need to check that children have washed hands when exiting the toilet and ensure that there is only one child in the toilet at a time.	
	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	All staff will read this RA and avoid this Children will be reminded not to shout during lessons, activities avoided to support this ie Drama	Sept '20
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	Children will be allowed to choose a/some book/s to take home. This needs to be managed carefully by staff as children will not be able to access the library during days that it will be used by CP (see individual RA). This needs to be completed in small groups, again not mixing bubbles in the library (ensure that windows are open). Hands must be washed before and after choosing, when returning books, teachers are to quarantine the books for 72 hours in class and then place back in the library being mindful of CP individual RA. With regards to marking/writing comments in reading records, teachers may do so, but at school only and hands must be washed prior and after doing so. Live marking is to be encouraged with children editing their own work, no peer assessment/critique.	Sept '20



			Children will only bring in coat, lunch box, reading book and record in a bag. Children to come into school dress in PE kit on their PE days.	
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	Children to either have their own pencil cases that are stored in their trays and not used by others or resources are stored in their tray loose. All children told not to go in another child's tray. This it to only be school resources and children are not to bring pencil cases in from home	Sept '20
	<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this. • Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks) <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> • Staggered times for using stairs and corridors • Utilisation of alternative external routes • One-way systems introduced • Supervision of movements around settings • Central dividers placed in the middle of wide corridors to keep groups apart • The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other 	Yes	<p>Hev- 3/4 children to always access outside via main front door instead of walking through school unless there is a fire, 1/2 may access outside through the school the fire door in the hall R/1 through their outside door 5/6 through the back door to school This is also the way the children will come in to school in the mornings and how they access the playground at playtime and lunchtime. Y1/2 and 3/4 need to be aware of the Reception area and ensure that those children move out of the way to allow their class to move through.</p> <p>Mar- One bubble means that they will be able to access all areas, however</p>	Sept '20



			<p>children need to be taught about checking the corridor for others before walking down</p> <p>Under 5's- Children may move anywhere in the environment</p> <p>No dividers or one way systems in corridors needed</p> <p>Staff to be aware of other classes timetables to understand when other classes will be in different areas of the school</p>	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	<p>If classes need to collect items in they will use a spare tray to place them in to avoid close contact</p> <p>If equipment is used ensure that children wash hands before and after use and that they are sanitised when collected in or quarantined for 72 hours before reuse. PE equipment will also need the same treatment.</p>	Sept '20
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	<p>Hev- Hall to be used by only one group each afternoon</p> <p>Mar- No large space available</p>	Sept '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		
	Posters have been used to encourage this where required	n/a		
	Hand sanitiser is provided for use before and after touching lift controls.	n/a		



Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	n/a		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	TA's and Teachers to monitor In the morning TA to be present in cloakroom areas to monitor children socially distancing, remind about hand washing and encourage them to move quickly into the classroom to prevent gathering Under 5's to ensure that children put items on pegs carefully and the parents leave the premise quickly	Sept '20
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	No	We are unable to provide this, above measures will prevent gathering	Sept '20

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks Seats are forward facing The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 	Yes	<p>Teachers to be aware of extra spaces to use if needed</p> <p>Classes will remove unnecessary furniture to create more space</p> <p>In KS2, most tables will be forward facing with teachers positioning themselves away from children's faces, the exception being horseshoe tables but adults will need to be cautious of where they sit and position themselves on the outside rather than the middle, KS1 will attempt to position some table forward facing but only where appropriate.</p> <p>Under 5's to use outdoor area as much as possible</p>	Sept '20
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	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	n/a		
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> • Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk • Where close contact is needed, interact side to side with pupils and not face to face • Not require pupils to share or swap resources, including no marking each others books • Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	Yes	Teachers and TA's to be aware of all points and modify their practise in class. This may include providing individual resources for children.	Sept '20
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones and these are not shared with the group.	Yes	<p>Children are to be told to bring nothing extra to school ie teddies or comfort toys. Everything to be put in their bag to be stored on peg including their coat (children may want to bring an extra plastic bag to put it in)</p> <p>Under 5's may find that children need to bring a comfort toy in. Monitor and limit use where possible and allow child to store in their bag or their tray. Not to be encourage to be 'played' with another child.</p>	Sept '20

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	Hev- On pirate ship- 5 children in total	Sept '20
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			<p>On slide area – 3 children in total Mar- One at a time on the trim trail, Under 5's- Reminders from adults</p> <p>Ensure hand washing after using all equipment Signage to be made by office staff to remind children and staff</p>	
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	TA's to ensure fair turn taking, they can collect a box of equipment to be used regularly by that group	From Sept '20
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	Signs to be put in the middle of seat to remind children not to sit next to each other, only two to a bench. Office to provide	From Sept '20
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	See above	From Sept '20
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	n/a		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	n/a	Children to wash hands before break times and after, cough and sneezes will mean children need to go inside to wash hands straight away when entering their class	
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	Flip lid bins to be provided in each classroom and outside to ensure minimal cross contamination, emptied and wiped daily by caretakers, children shown how to open them with back of hand and then to wash them	From Sept '20
	Time is allocated for play equipment for each group/bubble	Yes	Done between adults on playground at the time	From Sept '20



	Multiple groups do not use outdoor play equipment at the same time.	Yes	As above	From Sept '20
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Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs	Yes	No singing assemblies, seek advice from music service as to how they will achieve this The Under 5's will continue to use singing as part of their daily learning and exploring, they are in small groups, adults to be aware of where they are sitting during singing time	Beginning of Sept
	<p>Music lessons are restricted to using recorded music and not playing wind or brass instruments unless:</p> <ul style="list-style-type: none"> • lessons are for smaller groups not exceeding 15 people • this is done outside or in well-ventilated space • participants are positioned to maintain at least 2m distance (3 metres is preferable) with no-one directly facing another person. • the teacher will stand 3 metres away where they need to face the group. 	Yes	See above re: music service	Beginning of Sept
Drama and performances	<p>The following arrangements apply to all drama activities:</p> <ul style="list-style-type: none"> • Outside drama is planned as a first consideration • Activities that involve raised voices do not take place. • Smaller class sizes will operate where possible • Back to back and side to side positioning is planned as much as possible • Distancing is maintained as much as possible 	Yes	Teachers to be aware of points and plan accordingly	Sept '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	<p>Teachers to be aware of these points.</p> <p>PE to be planned to be outside and children will attend school in their PE kit on the day they have PE to</p>	Sept '20
	Prioritisation of low impact activities is given over high impact			
	Contact sports will not take place			
	Distance between participants is maximised.			



	<p>The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.</p> <p>External facilities are used in line with Educational Visits arrangements.</p> <p>The following advice has been referred to as part of the risk assessment process:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust <p>The use of changing rooms and showering facilities are avoided where possible. Where used:</p> <ul style="list-style-type: none"> • their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson. • Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements. • Facilities will be used as quickly as possible 		<p>minimise contamination when getting changed in small spaces.</p> <p>Hev- Hall will be on a rota for bad weather use, windows to be opened to allow for ventilation</p> <p>Mar- Teachers to plan around weather forecasts for the week and look in to using the village hall if possible</p>	
Swimming pools	<p>The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.</p>	Yes	Office to contact AHS with regards to their RA for swimming lessons, to be assessed by our schools to see if we feel the risk of contamination has minimised. To share with parents when agreed	Early Sept '20
Subjects involving practical activities	<ul style="list-style-type: none"> • Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. • Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility 	Yes	Teachers to be aware when planning and ensure that their safety and children's is paramount. Use of technology will support children being able to see experiments/demonstrations to support the curriculum.	



	<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. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact 			
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <p>Guide to doing practical work in Science</p> <p>Guide to doing practical work in DT</p>	Yes	Subject leaders to review guidance and advise teachers as appropriate.	Sept '20

Educational visits

	No overnight educational visits are carried out	Yes	Office to be aware and cancel our residential to Hilltop, and seek alternative day visits for Year 5/6	Sept '20
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	Teachers to use local resources	
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <ul style="list-style-type: none"> A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ul style="list-style-type: none"> Do they include measures relating to limiting contact between your group and other visitors? 	Yes	Discussions between Headteacher and teachers about trips before booking will ensure that providers are COVID-19 compliant	Autumn term



	<ul style="list-style-type: none"> ○ 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? 			
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes	RA's will be requested before booking	Autumn term

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	Children in the Under 5's setting may be dual placement however this is unknown currently. Lead practitioner to find out on InSET days to then put measures in place to support Test and Trace NHS program	Beginning of Autumn term
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Extra curricular provision

	<p>Pupils will keep within their main bubble where possible.</p> <p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> ● Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children 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 	Yes	No clubs will be offered in the first instance of return in Autumn, this will be reviewed when school is up and running See above	Sept '20
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	<ul style="list-style-type: none"> • 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 			
<p>Activities are organised in line with all of the relevant requirements of this assessment and compliance code</p>				

Measures for arriving and leaving

<p>General principles</p>	<ul style="list-style-type: none"> • Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. 	<p>Yes</p>	<p>New Reception and EYFS (Under 5's) children at both schools have a staggered entry to support their transition, they will also have a virtual home visit before they start in school, Tapestry videos from key adults have been sent home to get children familiar with adults in school and the environment. All other year group will be in straight away to support parents return to work</p>	<p>From Sept '20</p>
	<ul style="list-style-type: none"> • Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour • Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting 	<p>Yes</p>	<p>All parents to leave children at the gates and then at the end of the day can wait on the playground (5/6 on the netball court, R/1 on their outdoor area and 3/4 will remain in class with class teacher sending out children as parents arrive by blue gate outside class to pick up. This will happen for all children between 3.00-3.15)</p>	<p>Sept '20</p>



			<p>Hev- 5/6 (double metal gate) and 3/4 (blue gate) to arrive between 8.45-9.00 R/1 (double metal gate) and 1/2 (blue gate) to arrive between 9.00-9.15 and enter through hall door Mar- arrival as normal 8.50-9.00</p> <p>Parents to be made aware that if they need to get to work to speak to HT to drop earlier time (ie before 9.00am for a KS1 child) as this is possible for certain cases.</p> <p>Children that walk home alone will be let out in small groups to avoid a bulk of children walking home together</p> <p>Under 5's parents will be encourage to leave children as soon as possible, however if their child is not settling they will be allowed on site as a last resort. Only 1 adult and hand sanitiser and mask to be worn and time to be limited to 10 mins. The children are in a small group to support this.</p>	
	<p>There are hand sanitiser stations outside for pupil and visitor use</p>	<p>No/Yes</p>	<p>School will not be purchasing hand sanitiser stations for children to use, hand washing is still the most reliable method to get rid of the virus on your hands. Both offices and entrance of Under 5's will have</p>	<p>Sept '20</p>



			sanitisers for visitors to use upon entry on a table outside.	
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	Staggered entry prevents queueing	From Sept '20
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Office staff will not let delivery drivers on site	From Sept '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	Parents will be notified that they will need to ring the office if they are later than 9.00 for KS2 children and 9.15 for KS1 children at Hevingham for their child to be picked up from the gates Parents of Under 5's children will use intercom to announce their arrival.	From Sept '20
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Staggered entry times and pick up times will prevent gatherings	
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes	All children will be asked on arrival if they feel ok and reminded to wash their hands	
	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.	Yes	Members of staff to be on the gates in the mornings, signs will remind children to wash their hands when they arrive (office staff to sort) When coming for their transition times Reception parents may come on site and bring them to the door.	From Sept '20
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes	This will be discouraged as soon as the child is confident	From Sept '20
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	Children and parents will be made aware	From Sept '20
	Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance	Yes	Different entrance points and exit points have been identified at Hev for different year groups, Mar will



	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible		use the same. Staggered entry and pick up will support this	
	Staff and school champions supervise at peak times.			

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	n/a		
	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Yes	Through a letter to parents and if seen by staff they will be politely asked to move on. Any parents that may be clinically vulnerable may arrange with the office to have a slightly different pick up and drop off scenario that the school staff can support with	From Sept '20
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes	Monitored by staff on playground	From Sept '20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	See above	From Sept '20
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes	See above and inform parents that only households to travel in the same car	From Sept '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	See above	From Sept '20
	Pupils and parents have been advised that they should not walk together in large groups	Yes	See above	From Sept '20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	n/a		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	n/a		



	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	n/a		
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	Yes	These points will be reviewed when we become aware of AHS swimming RA as the minibus is regularly used to transport children there.	When needed
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.			
	Markings are provided where queuing is required for transport services on school premises			
	Windows are opened during journeys where it is safe to do so			
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use			
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)			

Visitors and reception area

	The number of visitors is minimised as much as possible	Yes	No new appointments made to invite unnecessary visitors into school	Sept '20
	Visitor times are planned and by appointment only	Yes	Appointments made by office only	From Sept '20
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	Yes	Office to have information read to inform visitors	From Sept '20
	On arrival visitors will be: <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild 	Yes	See above	From Sept '20



	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	See above	From Sept '20
	The reception operates on a one in and one out basis	Yes	Signage needed	From Sept '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	Glass screen not to be fully opened, just enough to hear the visitor	From Sept '20
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Notice on door re: leaving deliveries outside and getting driver to sign	From Sept '20
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	Office to book appointment out of school hours	From Sept '20
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	This will be different for different visits, to be discussed when needed	From Sept '20
Parents and carers	Parents and carers should only attend the setting where they have a pre-arranged appointment	Yes	All meeting will be held as either telephone meetings or zoom if possible. If not meetings will occur outside is appropriate or in the hall with the door and windows open observing social distancing.	From Sept '20
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	See above	From Sept '20

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	<p>Marsham will eat as normal as they are one bubble</p> <p>Under 5's will only have small amounts of children staying for lunch making this a manageable situation</p> <p>The hall will be split into two halves with a bin in each side, extra tables</p>	From Sept '20
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			<p>out to ensure that social distancing can be achieved. Children need to be monitored and reminded not to touch the hatch. The air conditioning unit needs to be programmed to come on during lunch time to help remove COVID – 19 particles. Windows also need to be open to aid ventilation.</p> <p>Children to sit and then go to hatch one at a time to get their lunch then sit down. 12.00 R/1 to enter the hall and sit at tables nearest to fire exit</p> <p>12.10 Y1/2 children to enter hall and sit on tables nearest to the main doors, called to collect lunch as before</p> <p>12.30 Y3/4 and Y5/6 children to eat packed lunches in their classrooms, those that are having hot dinners to go one at a time to pick it up and return to class.</p>	
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Not practical for autumn weather to make plans involving eating outside	From Sept '20
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Boxes for lunches boxes will be in class rooms to ensure less movement around corridors	From Sept '20
	The use of pre-ordering and trolley services have been considered.	Yes	For KS2 lunches, depending on the number, they may be delivered to class by MSA	From Sept '20
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Yes	See above	From Sept '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	see above	From Sept '20
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Yes	All classes have their own way to access playground areas and reminded that gatherings are not encouraged	From Sept '20
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	Office to check that Elior is compliant Under 5's children need to bring their own lunches.	Sept '20
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	See above	From Sept '20
	The way in which essential food deliveries are received are managed	Yes	Direct to kitchen doors at both schools	From Sept '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	One child at the hatch at a time, others sitting down, monitored by adults	From Sept '20
	Additional meal collection points have been put in place to reduce queuing where necessary	n/a		
	Alternative payment methods are being used to eliminate cash handling	n/a	We are only able to accept cash or cheques, parents to pay for the week in advance, put in envelope clearly named with amount, staff to wait 72 hours before opening to count.	From Sept '20
	Tills are screened where still in use	n/a		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	n/a		
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes	All teachers will need to express the need to the Headteacher who will discuss with teacher the need and	From Sept '20



			how to negate cross contamination however these are not likely to be needed in the autumn term.	
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	Caretakers to open all windows in the morning (unless inclement/cold weather) to ensure ventilation, shut at night. Children and staff are able to wear coats in class if needed	From Sept '20
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Yes	Hall at Hevingham has a reconditioning air unit. Has been serviced in August awaiting filters and then staff will be shown how to use efficiently	From Sept '20
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	n/a		

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes	See previous points about which toilets are used by whom in school	From Sept '20
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Teachers to discuss with children first day back about asking to go to toilet and waiting till there is no one in there, ensuring hand washing techniques is thorough	From Sept '20
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Caretakers to regularly check	From Sept '20
	Consideration has been given to replacing traditional taps with easy operating lever taps	n/a		

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	InSETs in September will be held in school but in three smaller groups in classrooms, the rooms will be linked via zoom. This is crucial due to	From Sept '20
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			discussion needed, not all staff have computer access. They will be held in the same groups other than the facilitators but seating will be socially distanced and well ventilated.	
	<p>Meetings only take place in person where:</p> <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		
	<p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • 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. 	Yes	<p>All staff to be made aware of these points</p> <p>Weekly staff meetings will be completed via zoom.</p> <p>Any CPD booked must be online.</p>	From Sept '20



Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online. • course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible • Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible • Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. • Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. • Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. • Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 		<p>Ensure that all training materials are named and each person has a set seat for the day.</p> <p>Regular hand washing</p> <p>Staff informed to bring flasks and their own snacks as staff room will have limited access</p> <p>No shared lunch</p> <p>Regular handwashing encouraged</p>	From Sept '20
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	<p>Limited to 3 members of staff at both schools</p> <p>Under 5's office should be limited to one member of staff at a time</p> <p>Staff informed to use their classrooms if needed</p>	From Sept '20



	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Already staggered	From Sept '20
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	Sign to be put on chairs in staff room to limit seating and ensure social distancing- office to sort	From Sept '20
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		From Sept '20
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	To be arranged in October but most likely to be completed using zoom	Oct '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	To be monitored by OC (line manager) This includes outdoor equipment and PE resources.	From Sept '20
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes		
	All Staff who under take cleaning: <ul style="list-style-type: none"> Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. 	Yes		
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: <ul style="list-style-type: none"> Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day as well as cleaning 	Yes	Each classroom to have its own spray bottle and cloth monitored by caretakers and replaced as needed TA to wipe down touch points before lunchtime everyday, office staff to	From Sept '20



	<p>equipment, resources and surfaces in between sharing their use between each main group</p> <ul style="list-style-type: none"> • Secondary settings -, the frequency of cleaning hand contact surfaces is increased • Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 		wipe down communal touch points at lunch time.	
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	Yes	Office to ensure that caretakers have copies and made available to staff members upon request caretakers to be responsible to ensure correct cleaning materials are used for the correct items.	From Sept '20
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Caretakers to sort	From Sept '20
Water coolers and drinking water	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Yes	Hev- children encouraged to bring full water bottles, shown how to fill correctly from the tap without touching the tap with their bottles, if necessary adults to antibac wipe inbetween. Under 5's – n/a Mar- drinking fountain is covered over. As above for bottles.	From Sept '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	n/a	We currently don't have any, but may if we purchase dispensers for outside school buildings, to be reviewed at the end of Sept	
Tissues and waste from bins provided	<ul style="list-style-type: none"> • Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. • Waste bins are provided in classroom and other key locations such as dining areas • Bins are emptied regularly throughout the day 	Yes	Lidded bins provided in classrooms and hall, bags available if bin is full Any contaminated PPE/tissue to be double bagged and stored for 72 hours before disposal	From Sept '20



	<ul style="list-style-type: none"> • Bins and tissues are provided in the same place • Waste bags for tissues are double bagged for disposal 			
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Handwashing and respiratory hygiene arrangements

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> • Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class • Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts. • Supervision arrangements are in place to support pupils with handwashing where it is needed. • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand washing frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Entrances are supervised on arrival in the morning to support hand sanitising on arrival. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 	Yes	<p>All children to begin the year with reminders of good hygiene etc.</p> <p>Children to be reminded to wash hands regularly during the day</p>	From Sept '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	n/a	Currently not using hand sanitiser in school apart from office points	



	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.	n/a		
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	n/a		
	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)	n/a		
	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	See above	From Sept '20
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	Staff made aware, but personal choice	From Sept '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	Initial conversations will be had with staff that need individual assessments to ensure their safety Individual RA's will be completed	Before return
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	School buys into the Norfolk Support line	Pre Sept '20
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes		From Sept '20
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	All staff made aware	From Sept '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	Staff made aware	From Sept '20
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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	Children will be reminded of symptoms at the beginning of term	From Sept '20
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		From Sept '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	n/a		
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	Parents and pupils to be reminded of our expectations for behaviour and conduct	From Sept '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	None currently needed	
	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. 	n/a		
	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		From Sept '20
	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while	Yes	Information available on the website for parents	From Sept '20



Pupil well-being, mental health and behaviour	staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.			
	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	Teaches will be observing children and reporting back to JB for support if needed	From Sept '20
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		From Sept '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	PATHs to be continued to support children with emotions	From Sept '20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		From Sept '20
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	InSET by JB in Sept '20 for all staff	Sept '20
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		From Sept '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	Will be sent home to parents after staff/governors have reviewed and agree contents of RA	From Sept '20
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Yes	Will be sent home a week before return Also available on the school website	From Sept '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	Yes		From Sept '20



	this information is also shared on the setting website or directly with visitors in advance.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	n/a		
	Site changes such as entrances and exits will be identified where required	Yes		Sept '20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		Sept '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	Not currently needed	Sept '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 .	n/a		
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	Displayed in both schools and Under 5's, office staff to site	From Sept '20

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes		Sept '20
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	All staff will receive guidance in the week beg 24 th August	Sept '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		Sept '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		Sept '20
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	Staff are aware of the precaution they should take.	Sept '20
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	Staff consulted on the RA and will be discussed in the InSET training	Sept '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		Sept '20
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	Staff will be required to sign to say they understand the RA and other COVID-19 related guidance on the InSET days.	Sept '20
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	All new staff will have inductions with an element of COVID-19 discussions, new members of staff will have access to mentors and SLT for ongoing support	Sept '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	Will be ready for Sept	Sept '20
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes		Sept '20

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	No	All staff will do this until we feel confident that specific children may want to take on this role.	
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	Pupils and staff have contributed towards how these new roles will support the schools aims	n/a		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	n/a		
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes	Always	Sept '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		Sept '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		Sept '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	When needed	Sept '20

Offices and other work spaces

	The following measures are applied where staff cannot work from home: <ul style="list-style-type: none"> Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. Rooms are well ventilated (see section on ventilation) Staff are cohorted in consistent working groups 	Yes		Sept '20
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	<ul style="list-style-type: none"> • 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 	Yes		Sept '20

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Yes	Office staff to complete	Sept '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	All are fine as normal	Sept '20
	Fire drills that are carried out encourage social distancing.	Yes		
	Staff and pupils understand that in an emergency they must leave without delay	Yes	All staff will attempt to ensure social distancing, however be made aware that speedy evacuation takes precedent over virus control measures.	Sept '20
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes		Sept '20
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and	Yes		Sept '20



	<p>requalification cannot be accessed because of coronavirus, the setting can:</p> <ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 			
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		Sept '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	When needed- office to identify	Sept '20
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		Sept '20
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	Available in both staffrooms and Under 5's office	Sept '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	All staff have access to PPE, any members of staff that have individual RA's may wish to use PPE, this will be provided.	Sept '20
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	Yes		Sept '20
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> • The wearer must not touch the front of their face during use or when removing the face covering. • They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. <p>They must perform hand hygiene on arrival at the setting and after removing their face covering.</p>	Yes	<p>If masks are worn to school, parents and children are informed as to how to store and remove them correctly.</p> <p>Both schools do currently not advocate using face masks in schools.</p>	Sept '20



Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	The first review will be at the end of September	Review
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Constant review of effective working RA will occur and be discussed when issues/queries arise.	When needed

Any other actions that are not listed above

Assessor's Name: Lydia Board	Manager's Name:
Position: Headteacher	Position:
Signature: 	Signature: