

Setting/Premises:	St. Augustine's Catholic Primary School		
Location:	19 West End, Old Costessey, Norwich, Norfolk. NR8 5AG		
Assessment Date:	20 th July 2020	Review Date:	24th August 2020 1st September 2020 4th September 2020 24 th September 2020 12 th October 2020
Assessment completed by:	Rachel Swindell – Head Teacher		

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 Ongoing	<p>Minimum contact is reduced to Phase access where possible.</p> <p>Where absolutely necessary, some adults may cross phases, for example; PPA teaching, specialist 1:1 teaching, essential first aid.</p> <p>Adults recommended to keep 2m apart from each other, or as far away as possible. Where appropriate, adults should aim to keep 2m away from children, or as far away as possible.</p> <p>Hygiene stations available in every room and key points around the school, e.g. entrances/exits.</p>	24/09/2020



	This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).		Enhanced cleaning arrangements have been planned and are reviewed with the buildings manager. Whole school are aware and reminded frequently of efforts/systems that the school has in place to reduce the spread of Coronavirus.	
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes Ongoing	Buildings manager completes these tasks alongside the MAT caretaking services. (VC)	24/09/2020
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes Ongoing	NCC Health and Safety information shared with all staff.	24/09/2020
	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	Risk Assessment to be reviewed by SLT at least every two weeks, or when required.	24/09/2020
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Yes Ongoing	Updated NCC Health and Safety information shared with all staff. https://www.schools.norfolk.gov.uk/coronavirus/health-safety-and-wellbeing	24/09/2020
	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	A member of SLT and a DSL will be on site at all times to ensure safety, support and manage issues and systems.	24/09/2020
	COVID-19 Case Management Guidance is implemented.	Yes	The school has completed the Case Management Guidance to support its implementation.	24/09/2020
	COVID Secure Commitments is signed and displayed	Yes	The school risk assessment has been approved by the governors, MAT directors and unions. The COVID Secure Commitments certificate is signed and displayed by the school office.	24/09/2020
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 Ongoing	Chair of Governors has approved Risk Assessment. Risk Assessments and Action Plan shared with Governors and the chair has shared feedback with the Head. Last FGB and updates held 23/09/2020.	24/09/2020



			Next meeting: 20/01/2020	
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	Head has shared updated Safeguarding Appendix with all staff. Head, Assistant Head & SENDCo monitoring safeguarding requirements in weekly meetings. Safeguarding Training update completed by all staff on 01/09/2020.	24/09/2020
Supply chain	Business management teams will ensure that arrangements are in place to ensure: <ul style="list-style-type: none"> continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. that equipment purchased is fit for purpose e.g. meets with required standards 	Yes Ongoing	Buildings manager and Assistant Caretaker are monitoring cleaning and hygiene resources. Additional PPE received by Gov.UK.	24/09/2020
Premises adoptions	Small adoptions identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes Ongoing	Fire doors all have door stops to improve ventilation. Staff know they must remove these at the end of the day and if the fire alarm sounds. All hand dryers are working. Where hand dryers are not in use, paper towels are used and stock is currently full. Bins are provided.	24/09/2020

Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that: <ul style="list-style-type: none"> Short duration, ad hoc and working at more than one setting is avoided They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) A space of 48 hours between site visits is applied Longer assignments with supply teachers are agreed 	Yes Ongoing	All visiting staff must follow the infection control requirements. Parents must agree that their child can work with specialist teachers and/or coaches. <ul style="list-style-type: none"> Specialist support staff are able to carry out planned regular work on a 1:1 basis with assessed children. Specialist coaches can run planned after school clubs for up to 45 minutes with a limit of up to 15 children per group. 	24/09/2020
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			<ul style="list-style-type: none"> Wherever possible, specialist support teachers and coaches will work in one setting or minimise as much possible. Specialist support staff and coaches will be asked where they have worked during the past week to help 'track and trace' and monitor multisite working. The school will endeavour to use long serving regular supply teachers that limits multisite working. 	
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	Timetables will ensure that staff remain working within phase bubbles wherever possible.	24/09/2020
	Consistent working arrangements are applied to ITT trainees.	Yes	All ITT trainees will receive the risk assessment and Parent Guide book to help them understand the infection control requirements arranged in our school setting. ITTs will be planned for in and updated 'Staffing Phase Bubbles' document.	24/09/2020 TBA for 08/10/2020
	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 Ongoing	Timetables will ensure that staff remain working within phase bubbles wherever possible.	24/09/2020
	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 Ongoing	All staff must follow the infection control requirements, particularly when working across class bubbles and phase bubbles, e.g. PPA teachers and TAs.	24/09/2020
	Where volunteers are used the same staff principles are applied.	Yes Ongoing	The school has shared COVID 19 risk assessment with volunteers visiting the school site.	24/09/2020
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	The building manager is aware of infection control requirements that may impact on premises management.	24/09/2020
	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	Most activities are scheduled so that premises work does not take place	24/09/2020



			during times when pupils and staff move around the setting.	
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	Cleaning schedule shared with staff. Cleaning equipment regularly monitored and purchased.	24/09/2020

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	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: <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 	Yes	A teaching group will not exceed 30 children in any classroom. Class group bubbles will remain together as much as possible, including the teaching staff. For some teaching, children may mix within a phase bubble for specific lesson activities, e.g. Maths/Phonics groups. Each year group will have designated areas for their phase bubbles, with their own handwashing / hygiene areas. Wherever possible, contact within bubbles will adhere to 2m social distancing, e.g. lining up.	24/09/2020
	Any extended groups created remain as small and consistent as possible	Yes Ongoing	For breakfast and after school club activities, the number of children will be reduced to 15 children where possible unless absolutely essential.	24/09/2020
	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: <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 Ongoing	For breakfast and after school club activities, the number of children will be reduced to 15 children where possible to support social distancing. For clinically vulnerable children and staff, precautions will be made to ensure that a 2m socially distanced working space is created.	24/09/2020



Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Staff will work together in phase bubbles to support each other with supervision duties, planning and personal care. First Aid staff are allocated to phase bubbles to support personal care, emergencies, behaviour and supervise break times for children and staff.	24/09/2020
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	The same teachers have been assigned class groups (bubbles). Part-time staff have been grouped together to share duties in a consistent timetable that remains the same each week.	24/09/2020
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes Ongoing	Contact records will be kept where bubbles have to mix for essential reasons.	24/09/2020

Other general measures

	The use of outdoor spaces has been maximised	Yes Ongoing	Wherever possible, class group bubbles will utilise outdoor spaces for activities. Staggered break/lunch times will maximise the use of all playgrounds for class group bubbles.	24/09/2020 To review
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	Timetabling and keeping class bubbles together should reduce the risk of queuing. Class group bubbles will manage those that use the toilets to avoid queuing. Handwashing queues can be managed within classrooms. Break time queues will be managed by the staff on duty. Lunchtime queues will be avoided by eating meals in classrooms.	24/09/2020
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	Assemblies and collective worship will be stopped. Online alternatives have been organised.	24/09/2020
	Activities involving invited audiences do not take place	Yes	Collective worship and school performances will be stopped.	24/09/2020



			Wherever possible, online alternatives will be organised.	
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	Wherever necessary, markings have been placed to help manage 2m social distancing. Furniture in each room has been organised in a way that helps keep the maximum social distance. Poster reminders are placed around the school to promote 2m social distancing. A one way system around the school building helps promote 2m social distancing.	24/09/2020
	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	Class group bubbles will manage those that use the toilets to avoid queuing, e.g. one at a time. Handwashing queues can be managed within classrooms.	24/09/2020
	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	Appropriate behaviour will be promoted through the school rules and behaviour policy. This will be updated in September with input from each class.	24/09/2020
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	The school library will be closed. Lending books will be managed on a rotation basis including a period of quarantine for returned books.	24/09/2020
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	Any resources that are shared between groups will be disinfected afterwards. A quarantine system will be organised and managed by staff.	24/09/2020
	Movement around the school is kept to a minimum as follows: <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) 	Yes	A one way system, class based lunchtimes and staggered timetables will reduce the movement of classes around the school. Where there is movement, timetabling will reduce the passing of class/group bubbles. An updated behaviour policy will promote a safe discipline for pupil's	24/09/2020



	<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 		<p>movement around the school. This will be encouraged and managed by all staff – awaiting pupil input.</p> <p>Dividers will be used around the school hall to manage the safety of the one way system.</p> <p>Entrances, exits and a one way system help prevent the crossing of class/group bubbles between children and staff.</p>	
	<p>Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.</p>	Yes	<p>Entrances, exits and a one way system help prevent the crossing of class/group bubbles between children and staff.</p>	24/09/2020
	<p>Larger spaces are not used by more than one group without partitioning in order to create physical separation.</p>	Yes	<p>Large spaces for break times and lunchtimes will be partitioned where possible to avoid the mixing of bubbles. Where spaces are used by more than one group, appropriate disinfection will be carried out on shared equipment.</p>	24/09/2020
Lifts	<p>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</p>		N/A	
	<p>Posters have been used to encourage this where required</p>		N/A	
	<p>Hand sanitiser is provided for use before and after touching lift controls.</p>		N/A	
Lockers	<p>Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.</p>		N/A	
Bags and coats	<p>Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.</p>	Yes	<p>Wherever possible, cloakrooms will not be used. Children will keep their personal belongings at their desk spaces.</p> <p>Children will be asked to come into school in their PE kits on PE days.</p>	24/09/2020
	<p>Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering</p>	Yes	<p>See above.</p>	24/09/2020

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>Wherever possible, class group bubbles will utilise the hall space for activities on a timetabled basis.</p> <p>Wherever possible, extra furniture has been removed or rearranged to create more space.</p> <p>In KS2 classrooms, desks will all face forwards.</p> <p>The teacher's desk will be arranged in a space that is as far as possible away from the children's desks.</p>	24/09/2020
	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 Ongoing	<p>Staff will be mindful when planning activities with the children so that they can keep a safe distance.</p> <p>Staff will be regularly reminded that they should try to interact side to side, NOT face to face.</p> <p>Any shared resources must be disinfected between use.</p> <p>Children will be continually reminded of the etiquette for using shared resources, including, not passing to others.</p>	24/09/2020
	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 Ongoing	Families and children will be reminded of the rules for bringing in equipment from home in the COVID Schools Handbook	24/09/2020

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes Ongoing	Staff will continually promote current play equipment rules that restricts the number of children on a piece of equipment at any time.	24/09/2020
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes Ongoing	All equipment used will be supervised to ensure safe and fair use.	24/09/2020



	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes Ongoing	Fixed benches will be out of use unless it can be easily marked with spaced markers.	24/09/2020
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes Ongoing	Staff will continually promote current play equipment rules that enforces a one way system on the trim trail or tyres.	24/09/2020
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Yes Ongoing	Inappropriately spaced equipment will be marked out of use.	24/09/2020
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Yes Ongoing	Children using equipment in the playground will be instructed to sanitise their hands before and after use.	24/09/2020
	Bins are installed to encourage use of tissues and appropriate disposal	Yes Ongoing	Staff will continually promote the correct disposal of tissues in allocated bins around the school.	20/07/2020 07/09/2020 11/09/2020
	Time is allocated for play equipment for each group/bubble	Yes	Class bubbles will be allocated time for any use of playground equipment.	20/07/2020 07/09/2020 11/09/2020
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Bubbles will not have any mixed access for use of playground partitioned spaces and equipment.	20/07/2020 07/09/2020 11/09/2020

Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs	Yes	Class singing will be restricted to 30 children per bubble in as large a space as possible, keeping 1m apart and not facing towards each other. The teacher will keep 2m distance from the children and will not face children whilst singing. Currently, there is no wind or brass instrument playing planned.	24/09/2020
	Music lessons are restricted to using recorded music and not playing wind or brass instruments unless: <ul style="list-style-type: none"> lessons are for smaller groups not exceeding 15 people this is done outside or in well-ventilated space 	Yes	See above	24/09/2020



	<ul style="list-style-type: none"> 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. 			
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 will carefully plan any dramatic activities or performances to ensure there is maximum spacing, side to side positioning and a normal volume of voice.	24/09/2020
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	Wherever possible, outdoor PE is planned and timetable for. Additional opportunities for use of the school hall will also be planned and timetabled for.	24/09/2020
	Prioritisation of low impact activities is given over high impact	Yes	PE lessons are planned to ensure that distanced activities and skills are practiced safely.	24/09/2020
	Contact sports will not take place	Yes	Staff know that contact sports are not allowed.	24/09/2020
	Distance between participants is maximised.	Yes	Staff will continually monitor and promote a socially safe distance between participants.	24/09/2020
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses.	Yes	Staff will avoid the use of any fabric kit unless it can be laundered between participant use. Wipeable kit will be used wherever possible and disinfected after use.	24/09/2020
	External facilities are used in line with Educational Visits arrangements.	Yes Ongoing	Arrangements to be made for swimming lessons in Spring Term.	24/09/2020
	<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 grassroot sport 	Yes Ongoing	All staff have received the advice to support this risk assessment to support their planning and monitoring of physical activities.	24/09/2020



	<ul style="list-style-type: none"> 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 	Yes	Children are asked to come to school in their PE kit on the days required.	24/09/2020
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	TBC Ongoing	The school will follow the up to date guidance for swimming lessons once it is received.	24/09/2020
Subjects involving practical activities	<ul style="list-style-type: none"> Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact 	Yes Ongoing	Teachers will be continually made aware of the socially distanced adjustments they need to make to ensure safety in their lessons, including adjustments to demonstrations by staff and pupils.	24/09/2020
	<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 Ongoing	Staff will receive supportive advice and resources that will promote safer working practice in lessons in line with this risk assessment.	24/09/2020



Educational visits

	No overnight educational visits are carried out	Yes	The Y5&6 residential visit has currently been cancelled.	24/09/2020
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes Ongoing	Where possible, staff will seek provision for activities that make use of local area spaces that can be used safely.	24/09/2020
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <ul style="list-style-type: none"> • A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation • The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements • The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 	Yes Ongoing	All educational activities off school site will carry out a risk assessment using the Evolve online recording system. Off-site educational providers will have to share their risk assessment information in line with current COVID-19 guidance.	24/09/2020
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes	Staff will be asked to carry out pre-visits to assist their risk assessments for any off-site activities.	24/09/2020

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	N/A To be reviewed if applicable.	24/09/2020
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Extra curricular provision

	Pupils will keep within their main bubble where possible.	Yes	For extra curricular provision, mixing between phase group bubbles will be reduced unless absolutely essential.	24/09/2020
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	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • 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 	Yes	For extra curricular provision, the guidance in this risk assessment will be adhered to.	24/09/2020
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	Yes	For extra curricular provision, the guidance in this risk assessment will be adhered to.	24/09/2020

Measures for arriving and leaving

General principles	<ul style="list-style-type: none"> • Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. 	Yes Ongoing	Families and children will be reminded of the rules for the return to school in the COVID Schools Handbook.	24/09/2020
	<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 	Yes	Families will be made aware of staggered drop off and pick up systems and times for the school day to avoid crowding. Adjusted provisions are in place to support families with children across phases and where exemptions may need to be made due to exceptional circumstances.	24/09/2020
	There are hand sanitiser stations outside for pupil and visitor use	Yes	Hand sanitiser will be available at points outside the school for pupil & visitor use, as well as at entrances/exits.	24/09/2020
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	Queuing should be avoided with the staggered drop off and pick up systems. In bad weather situations, the timings will be extended.	24/09/2020



	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Deliveries will be managed at times when families are not dropping off or picking up children. Deliveries can be dropped off at the following locations where none contact or a social distance can be managed. <ul style="list-style-type: none"> • Reception office area – pedestrian ramp & step access • Rear Kitchen door – access to outside vehicle drop off area • Rear Hall door – access to outside vehicle drop off area 	24/09/2020
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	Support staff will be used to assist drop off in the mornings to help promote social distancing.	24/09/2020
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Families will be made aware of staggered drop off and pick up systems and times for the school day to avoid crowding. Parents/Carers have been asked not to walk with other families or congregate together around the school premises.	24/09/2020
	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	For Nursery and Reception classes, teachers will ensure that any visiting parent/carers will wash/sanitise their hands on arrival and entry into the building. This is only relevant for the transition period at the start of September.	24/09/2020
	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	Parents for all other year groups will drop their children off at the school gates. Children will make their own way to their classroom and wash their hands on entry to their classroom.	24/09/2020
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes	For Nursery and Reception classes, teachers will ensure that children are directly handed over to their parent/carer from the bottom playground.	24/09/2020



	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	For Nursery and Reception classes, teachers will ensure that only one parent/carer accompanies their child. This is only relevant for the transition period at the start of September.	24/09/2020
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	All exits/entrances are used and supervised to control the flow of child traffic.	24/09/2020
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	Staggered drop off and pick up systems and times for the school day are planned to avoid crowding and prevent queuing.	24/09/2020
	Staff and school champions supervise at peak times.	Yes Ongoing	Staff will supervise the flow of child traffic initially. 'School Champions' will later be trained to support supervision.	24/09/2020

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)	Yes Ongoing	The school does not have a car park that is used by parents or visitors. Staff, contractors and deliveries ONLY are allowed access to the school car park. This is managed by the office staff. Parents/Carers and visitors may use the Church or Costessey Centre Car Parks. They have been reminded not use these areas for any longer than is necessary for drop off, collection or visiting times.	24/09/2020
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes Ongoing	Parents/Carers that are clinically vulnerable have been reminded through school newsletters and information to avoid dropping off and picking up their children from the school setting.	24/09/2020
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes Ongoing	Parents/Carers have been asked through school newsletters and information to walk or use bicycles if possible. This included care and attention to accessing the playground and parking bikes one at a time.	24/09/2020



Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes Ongoing	Parents/Carers and visitors may use the Church or Costessey Centre Car Parks. They have been reminded not use these areas for any longer than is necessary for drop off, collection or visiting times. They have been told not to congregate and socialise in these areas.	24/09/2020
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes Ongoing	Parents/Carers and staff have been instructed through newsletters and bulletins that only the same household members should travel together by car.	24/09/2020
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 Ongoing	Parents/Carers have been asked through school newsletters and information to walk or use bicycles if possible.	24/09/2020
	Pupils and parents have been advised that they should not walk together in large groups	Yes Ongoing	Parents/Carers have been asked through school newsletters and information to walk or use bicycles if possible. This includes instructions not to walk with other families or congregate together around the school premises.	24/09/2020
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes Ongoing	Parents/Carers have been instructed through local messages and school signposting, not to use public transport if they have symptoms of COVID-19.	24/09/2020
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes Ongoing	Pupils, parents/carers and staff have been instructed through local messages and school signposting, to wash their hands before and after using transport services.	24/09/2020
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes Ongoing	Pupils, parents/carers and staff have been instructed through local messages and school signposting, of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so.	24/09/2020
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.		N/A	



	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.		N/A	
	Markings are provided where queuing is required for transport services on school premises		N/A	
	Windows are opened during journeys where it is safe to do so	Yes Ongoing	Pupils, parents and staff have been instructed through local messages and school signposting, to keep windows open during vehicle transportation if it is safe to do so.	24/09/2020
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use		N/A	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes Ongoing	Staff will not transport any pupils unless it is an extreme emergency and a risk assessment has been carried out with consultation from the parent / carer. A Taxi would be recommended, and PPE would be worn by the symptomatic pupil. The Local Authority can be contacted and they may be able to organise transport	24/09/2020

Visitors and reception area

	The number of visitors is minimised as much as possible	Yes	Wherever possible, virtual communication and meetings will be planned to reduce visitors on site. Only essential specific support for children, deliveries and buildings work will allow visitors on site. Staff to be informed if any visitors are expected on the premises. Staff know that they should report any unknown visitors they see on site.	24/09/2020
	Visitor times are planned and by appointment only	Yes	Only essential planned visits will be allowed, during and after school hours. The Buildings Manager liaises with the MAT and outside organisations to ensure all visits are planned for, ideally outside of school children's hours.	24/09/2020
	Visitors are advised of the following in advance:	Yes	All arranged visits will receive guidelines from this risk assessment to ensure	24/09/2020



	<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. 		infection control requirements are followed.	
	<p>On arrival visitors will be:</p> <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	On arrival, all visitors will be reminded of guidelines from this risk assessment to ensure infection control requirements are followed.	24/09/2020
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	Any visitors that sign in, will be asked to use their own pen, or use had sanitiser & school pens will be regularly sanitised.	24/09/2020
	The reception operates on a one in and one out basis	Yes	The school reception front office area has reminded visitors to operate in a one in and one out basis. Signs are displayed to promote this.	24/09/2020
	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	The school reception area and front office has a glass screen protector between visitors and office staff. This should remain closed whilst there is any person in the reception area.	24/09/2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Deliveries can be dropped off at the following locations where none contact or a social distance can be managed. <ul style="list-style-type: none"> • Reception office area – pedestrian ramp & step access • Rear Kitchen door – access to outside vehicle drop off area • Rear Hall door – access to outside vehicle drop off area 	24/09/2020
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	Wherever possible, virtual communication and meetings will be planned to reduce visitors on site. This may require meetings to happen out of school hours.	24/09/2020



	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	For essential visits, a safety assessment will be carried out to ensure the correct guidelines are applied using this risk assessment to ensure infection control requirements are followed.	24/09/2020
Parents and carers	Parents and carers should only attend the setting where they have a pre-arranged appointment	Yes	Parents/Carers have been informed that they are not permitted to access the school main building unless it is an essential planned visit. One parent/carer may be allowed to access the main building if there is a severe first aid issue, severe sickness or safeguarding concern that falls under exceptional circumstances. Arrangements for one parent to support EYFS transition has been planned for the first two weeks of September, Autumn Term 2020. Communication should be organised by phone, email or virtual meeting.	24/09/2020
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	All arranged visits will receive guidelines from this risk assessment to ensure infection control requirements are followed. Reminders will be reminded of this on arrival.	24/09/2020

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	School lunches are delivered to each class bubble. Children will eat their lunches in their classrooms. Lunch times will be staggered to assist distancing requirements and mixing of groups.	24/09/2020
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	School packed lunches are delivered to each class group bubble. Children will eat their lunches in their classrooms.	24/09/2020
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Individual packed lunches from home will be kept with children's own belongings by their desks in their classrooms.	24/09/2020
	The use of pre-ordering and trolley services have been considered.		N/A	



	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Yes	Breaktimes and Lunchtimes are staggered so that class group bubbles have their own play area and movement around the school can be managed.	24/09/2020
	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	School packed lunches are delivered to each class group bubble. Children will eat their lunches in their classrooms.	24/09/2020
	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	Breaktimes and Lunchtimes are staggered so that class group bubbles have their own play area and movement around the school can be managed.	24/09/2020
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	Norse catering have ensured that they are following guidance for food businesses.	24/09/2020
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	The school has checked that Norse guidance is COVID-19 secure.	24/09/2020
	The way in which essential food deliveries are received are managed	Yes	Food deliveries can be dropped off at safe locations following this risk assessments guidelines.	24/09/2020
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	Social distancing and hygiene guidelines are followed by the catering staff. Meals will be collected and distributed by staff following social distancing and hygiene guidelines.	24/09/2020
	Additional meal collection points have been put in place to reduce queuing where necessary	Yes	Meal collection and drop off points have been arranged by the kitchen and class bubbles.	24/09/2020
	Alternative payment methods are being used to eliminate cash handling	Yes	Our school is cashless and parents must order school meals using the online payment service, WisePay.	24/09/2020
	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.	Yes Ongoing	All rooms have windows and doors that can allow the flow of air through the room. Air flow will be continually reviewed to identify any need for fans to support the	24/09/2020
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			circulation of air with feedback from staff.	
	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 Ongoing	All classrooms have windows and doors that can allow the flow of air through the classroom. Air flow will be continually reviewed to identify any need for fans to support the circulation of air with feedback from staff.	24/09/2020
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	Where appropriate, rooms will increase air flow by opening windows and doors, particularly when the room is occupied by children and staff.	24/09/2020
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Yes	All rooms that have air conditioners were inspected as part of regular maintenance during June & July to ensure they are working effectively and safely.	24/09/2020
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	Yes	See above.	24/09/2020

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes Ongoing	Each class bubble has their own handwashing / hygiene area. Staff manage a staggered timetable to ensure frequent washing and toilet use. Children are monitored and managed by staff to ensure that distancing and one child at a time from a bubble may use the toilet.	24/09/2020
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes Ongoing	Children are continually reminded of hygiene requirements when using facilities in the school. Basins and urinals are marked to promote social distancing.	24/09/2020
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes Ongoing	All hand dryers are working and will be continually reviewed to ensure they are effective and safe.	24/09/2020



			Where hand dryers are not in use, paper towels are used and stock is currently full. Bins are provided.	
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes Ongoing	Most taps in toilets have levers. Arrangements to make all taps levers, is currently in the buildings plan.	24/09/2020

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	The school has arranged the use of virtual meetings and training wherever possible to reduce risk and ensure infection control requirements are followed..	24/09/2020
	Meetings only take place in person where: <ul style="list-style-type: none"> There is a need to be in person for safeguarding, well-being or statutory reasons or Limitations of technology, poor or unstable signal 	Yes	All staff are aware of the restrictions in place following this risk assessment to ensure infection control requirements are followed.	24/09/2020
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings All other participants will connect to the meeting remotely. The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather Use separate spaces or rooms where possible to limit the number of people in the same area Ensure 2 distance is maintained at all times, not sitting face to face Paperwork is shared electronically where possible Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. People do not shake hands. Participants practice good hand and respiratory hygiene before after and during the meeting. Where held indoors they are held in well ventilated spaces. 	Yes	All staff and visitors are aware of the restrictions in place following this risk assessment to ensure infection control requirements are followed. A safety assessment will be made for each individual meeting to work alongside these guidelines.	24/09/2020



	<ul style="list-style-type: none"> All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 			
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online. Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 	Yes	<p>All staff and training facilitators are aware of the restrictions in place following this risk assessment to ensure infection control requirements are followed.</p> <p>A safety assessment will be made for each individual training session to work alongside these guidelines.</p>	24/09/2020
Staff rooms	<p>Where available additional areas are used in order to avoid compromising cohorted staff groups.</p>	Yes	<p>Staff have been instructed to limit their use of the staff room and remain in their own phase bubble area as much as possible. Comfort facilities are provided in these areas.</p> <p>The staffroom has floor and chair markings to promote safe distancing. Excess furniture has been removed. Markings and posters are in place around the room to encourage distancing.</p>	24/09/2020



	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Staggered break times support the mixing of staff groups and promote infection control requirements.	24/09/2020
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	Excess furniture has been removed. Markings and posters are in place around the room to encourage distancing.	24/09/2020
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	All events have been cancelled until further notice. There are no events planned that invite social gatherings onto the school premises at this time.	24/09/2020
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Parent meetings are planned to be carried out by telephone, email or using a virtual internet platform. For EYFS transition meetings, safety arrangements have been put in place to allow brief on-site meetings for one parent if they cannot meet virtually.	24/09/2020

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 Ongoing	A daily cleaning checklist includes the cleaning and disinfection of all areas and surfaces around the school. The buildings manager will monitor this with the assistant caretaker.	24/09/2020
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes Ongoing	The school follows requirements that ensure the correct and safe use of cleaning equipment and materials.	24/09/2020
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes Ongoing	The buildings manager has worked with the Assistant Caretaker to evaluate current cleaning arrangements alongside current Local authority and government advice. A daily checklist has been created to support the implementation and monitoring of additional cleaning requirements.	24/09/2020



	<p>All Staff who under take cleaning:</p> <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. 	<p>Yes Ongoing</p>	<p>Staff have been instructed to follow cleaning guidance drawn up by the school that follows the guidelines of this risk assessment.</p>	<p>24/09/2020</p>
	<p>The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:</p> <ul style="list-style-type: none"> Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between sharing their use between each main group Secondary settings -, the frequency of cleaning hand contact surfaces is increased Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 	<p>Yes Ongoing</p>	<p>All staff are aware of the cleaning guidelines in this risk assessment to ensure infection control requirements are in place.</p>	<p>24/09/2020</p>
	<p>The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment</p>	<p>Yes Ongoing</p>	<p>The Buildings Manager and Assistant Caretaker are monitoring cleaning and hygiene to ensure that it is line with county guidance and this risk assessment.</p>	<p>24/09/2020</p>
	<p>A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.</p>	<p>Yes Ongoing</p>	<p>Management systems are in place so that staff can control the use of equipment, avoiding cross bubble use.</p>	<p>24/09/2020</p>
Water coolers and drinking water	<p>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.</p>	<p>Yes Ongoing</p>	<p>All classrooms can use their class bubble tap for drinking water. Staff are aware that they must monitor the refilling of drinking water for children's individual bottles.</p>	<p>24/09/2020</p>
Storage	<p>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</p>	<p>Yes Ongoing</p>	<p>The Buildings Manager and Assistant Caretaker are monitoring cleaning and hygiene resources to ensure that it is line with county guidance and this risk assessment.</p>	<p>24/09/2020</p>
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. 	<p>Yes Ongoing</p>	<p>All staff are aware of the hygiene guidelines in this risk assessment to</p>	<p>24/09/2020</p>



	<ul style="list-style-type: none"> Waste bins are provided in classroom and other key locations such as dining areas Bins are emptied regularly throughout the day Bins and tissues are provided in the same place Waste bags for tissues are double bagged for disposal 		<p>ensure infection control requirements are in place.</p> <p>Due to waste disposal rules, we empty bin bags into our large waste bins outside.</p> <p>For suspected COVID waste, items will be double bagged and quarantined according to the 'Suspected Case – What To Do' guidance.</p>	
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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	<ul style="list-style-type: none"> Each year group has designated areas for their class bubbles, with their own sink and hygiene station for handwashing / sanitising. Staff will instruct and monitor the effectiveness of children's handwashing in an age appropriate way. Staff manage frequent washing by instructing its occurrence before and after activities (eating / playing) and when using resources (reading / drawing), as well as including when children enter / exit their bubble, after toileting, before / after break and lunch times and at other key intervals during the day. Staff instruct, support and monitor the effectiveness of children's handwashing in an age appropriate way or where there is an additional need. Hygiene stations include alternative sanitisation for those that cannot wash their hands, e.g. wipes, gel etc. 	24/09/2020
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			<ul style="list-style-type: none"> Everyone is encouraged to wash their hands when they arrive at home. Wherever possible staff promote handwashing as a preferable method rather than hand sanitiser. 	
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Yes	Handwashing and hygiene stations have been placed in every class group bubble and in key areas around the school, e.g. school entrance, school hall, toilets, staff room, outdoor play areas and other high contact areas.	24/09/2020
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes	Outdoor hygiene stations are temporary mobile units that can be easily moved around the school premises for ease and security.	24/09/2020
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes	All hand sanitising dispensers are in trays or can be pumped in way that prevents spillages.	24/09/2020
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	Hand sanitiser is stored appropriately and safely in the locked cleaning cupboard to reduce any potential risk.	24/09/2020
	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 Ongoing	All staff and pupils are aware of the following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use.	24/09/2020
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes Ongoing	Regular reminders and education for everyone promotes behaviour that avoids touching of eyes, nose and/or mouth.	24/09/2020
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes Ongoing	Regular reminders and education for everyone promotes behaviour that advises the removal of unnecessary jewellery and clothing that may be a hygiene risk.	24/09/2020



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 Ongoing	The school has taken measures to support staff that may be vulnerable due to a specific risk, and assessments are made to allow them to work as safely as possible in line with NCC guidance. The NCC guidance has been shared with all staff to support their understanding, and any additional measures have been discussed and agreed with staff.	24/09/2020
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes Ongoing	The school has continually reviewed resources and good practice that will support staff well-being, e.g. PSA support, Local offer etc.	24/09/2020
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes Ongoing	The school has taken measures to support staff and be flexible where it may be possible for them to work from home. Currently, there are no staff that require this flexibility.	24/09/2020
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes Ongoing	If a member of staff develops symptoms of COVID-19 they will make arrangements to immediately go home.	24/09/2020
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 Ongoing	If a member of staff or a member of their household develops the symptoms of COVID-19, they will be encouraged to have a test.	24/09/2020

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 Ongoing	Staff will continually promote and teach children about the symptoms of COVID-19 and what they should do if they feel unwell and develop symptoms, no matter how mild.	24/09/2020
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes Ongoing	Staff will continually check the children for symptoms at the start of every day	24/09/2020



			and remain vigilant for developing symptoms.	
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes Ongoing	The school has designated First Aid staff that can support with the management of a child that may be presenting symptoms. Checks can be made to assess the child's health. If any child is suspected to have COVID-19, staff will follow the First Aid/Health and Safety guidance. The child will be isolated in the library, their family will be contacted, PPE will be provided for the child and any staff member on duty for First Aid. The child should be collected immediately.	24/09/2020
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes Ongoing	Staff are aware and will be regularly reminded of the guidance. This is reflected in the updated school Behaviour Policy. Staff are consistent with measures in place that promote positive behaviour to support individual child need.	24/09/2020
	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 Ongoing	The SENDCo has carried out risk assessments for vulnerable children that require management plans. These are continually reviewed and shared with relevant staff to ensure these children are appropriately supported.	24/09/2020
	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. 	Yes Ongoing	Support plans include the highlighted relevant points.	24/09/2020
	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 Ongoing	Regular reminders and education for staff promotes behaviour that promotes	24/09/2020



			infection control measures by using normal PPE.	
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes Ongoing	The SENDCo, PSA and staff have shared resources that support the well-being of children through early identification of signs and symptoms of anxiety or distress. Wherever necessary, additional support working with external agencies will be acquired.	24/09/2020
	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 Ongoing	The curriculum in September is planned to provide additional support for transitioning back to school. Additional differentiation and resources will be available for children showing further severe symptoms and behaviours.	24/09/2020
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes Ongoing	Identification and support will be accessed by sharing reports with the Head (DSL), Assistant Head (DSL) and SENDCo (DSL). This will include logging concerns using CPOMS online system.	24/09/2020
	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 Ongoing	Staff will plan and be available to children to help them understand that it is normal to experience different reactions. Children are encouraged to discuss their questions and concerns.	24/09/2020
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes Ongoing	The SENDCo, PSA and staff have shared resources that support the well-being of children through activity ideas and information about identifying signs and symptoms of anxiety or distress.	24/09/2020
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes Ongoing	To support continuing professional development for staff, this training module will be made available to staff, including appropriate time to complete it.	24/09/2020
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes Ongoing	Regular updated reminders and education for everyone in the school will promote behaviour that promotes	24/09/2020

			universal hygiene and new safety arrangements.	
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Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes Ongoing	An online parent survey was sent out to families in the school community - the results will be shared with staff. Staff have been encouraged to share comments and feedback on all documents, by email and through staff meetings.	24/09/2020
	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	Letter, including additional information in the COVID Schools Handbook has been updated and sent to all families.	24/09/2020
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	Visitor information is displayed and advertised to promote the safety arrangements in place to encourage social distancing and hygiene in the school. Wherever possible, visitors are informed of this information in advance.	24/09/2020
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes Ongoing	The buildings manager and assistant caretaker continually update and review the signs around the school to ensure they promote accurate and up to date advice around COVID-19 and Safeguarding.	24/09/2020
	Site changes such as entrances and exits will be identified where required	Yes	The buildings manager and assistant caretaker will add updates to entrance and exit areas should they be required.	24/09/2020
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	The buildings manager and assistant caretaker continually update and review the signs around the school to ensure they promote accurate and up to date	24/09/2020



			advice around COVID-19 and Safeguarding.	
	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	The buildings manager and assistant caretaker have considered how to make the signs as inclusive as possible, firstly in relation to the needs of current children, families and staff.	24/09/2020
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .	Yes Ongoing	Regular reminders and information posters will remind users to avoid ignition sources when they have recently used hand sanitiser, particularly if it is still wet.	24/09/2020
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	The school risk assessment has been approved by the governors, MAT directors and unions. The COVID Secure Commitments certificate is signed and displayed by the school office.	24/09/2020

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 Ongoing	All staff have received up to date information about COVID-19 and its transmission. Staff were directed to confirm that they have read and understood this with the Head Teacher. This information has been recorded.	24/09/2020
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes Ongoing	All staff will have received the COVID-19 risk assessment for reopening and understand the control measures identified. Staff will be directed to confirm that they have read and understood this with the Head Teacher. This information will be recorded.	24/09/2020
	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 Ongoing	All staff have received the COVID-19 risk assessment for reopening and its instructions to ensure control measures are in place.	24/09/2020



			Staff will be directed to confirm that they have read and understood this with the Head Teacher. This information will be recorded.	
	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 Ongoing	Information is regularly received and updated through this risk assessment.	24/09/2020
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes Ongoing	Staff were consulted and have been involved in the practical implementation of this guidance. SLT regularly review the risk assessment.	24/09/2020
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes Ongoing	Staff are continually encouraged to share comments and feedback on this risk assessment and all documents to eliminate concerns.	24/09/2020
	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 Ongoing	Staff know about the symptoms of COVID-19 and what they should do if they feel unwell and develop symptoms. Staff know who to contact to arrange a test and that they should share this with the Head. Regular reminders are shared with staff.	24/09/2020
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes Ongoing	Staff are directed to confirm that they have read and understood this with the Head Teacher. This information is recorded.	24/09/2020
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes Ongoing	New / inexperienced staff are given additional information and support as part of their induction process.	24/09/2020

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 Ongoing	The Behaviour Policy is up to date and in place, as agreed by governors. To be reviewed and updated by school council.	24/09/2020
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes Ongoing	Staff are aware of the Behaviour Policy and its approach to support a consistent approach.	24/09/2020



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> .	TBC	Each class bubble will consider nominating monitors and 'Universal Hygiene Champions' to promote and reinforce social distancing and good hygiene to support staff and other children with safety management.	24/09/2020
	Pupils and staff have contributed towards how these new roles will support the schools aims	TBC	The children and staff will be involved in the development of monitors and 'Universal Hygiene Champions' to support the schools aims.	24/09/2020
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	TBC	School monitors and 'Universal Hygiene Champions' will understand the hygiene arrangements in school, why they are important and how to promote them.	24/09/2020
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	Staff know that all information that they provide should be shared in an honest, age-appropriate manner.	24/09/2020

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 Ongoing	Staff plan and continually promote and teach children in an age appropriate manner, about: <ul style="list-style-type: none"> disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. following social distancing, increased hand washing and information about developing symptoms of viruses 	24/09/2020
	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	Staff are aware of and use recommended resources to support the teaching of safe hygiene and its benefits.	24/09/2020
	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	Staff are reminded to ensure that resources used come from trusted and reliable information sites.	24/09/2020



Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> • Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. • Rooms are well ventilated (see section on ventilation) • Staff are cohorted in consistent working groups • Unnecessary items have been removed to support effective cleaning of the area • Hot desking is avoided • desks near busy circulation spaces are not used • Shared equipment has been moved to reduce group mixing such as printer location 	<p>Yes Ongoing</p>	<p>Wherever possible, additional measures have been applied, following this risk assessment, to ensure working spaces are safe for staff in the school.</p>	<p>24/09/2020</p>
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> • additional work spaces are be allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort 	<p>Yes Ongoing</p>	<p>Where additional measures cannot be applied, other advice has been followed in this risk assessment, to ensure working spaces are safe for staff in the school.</p>	<p>24/09/2020</p>

Planning for emergencies

<p>Fire evacuation</p>	<p>A fire drill is planned for the first week of term</p>	<p>Yes</p>	<p>Completed: Tuesday 15th September, 10am</p>	<p>24/09/2020</p>
	<p>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.</p>	<p>Yes</p>	<p>Staff have been instructed to use the usual fire safety exit and assembly point for the class room they are in. Staff know to keep their class bubble together in a socially distanced line.</p>	<p>24/09/2020</p>
	<p>Fire drills that are carried out encourage social distancing.</p>	<p>Yes</p>	<p>A fire drill was completed to ensure staff are clear of their class groups assembly point and to practise social distancing lines.</p>	<p>24/09/2020</p>
	<p>Staff and pupils understand that in an emergency they must leave without delay</p>	<p>Yes</p>	<p>Staff and children understand that in a fire evacuation or any other emergency,</p>	<p>24/09/2020</p>



			they must leave and follow their lead teacher's advice without delay.	
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes Ongoing	Staff and families understand that any child with specific first aid requirements will only be able to attend where the appropriate first aid can be provided. Health plans and assessments are carried out by the SENDCo.	24/09/2020
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> Explain why requalification hasn't been possible Demonstrate the steps taken to access training. 	Yes	The school has arranged First Aid training: Part 1 Monday 21 st September 2020 Part 2 Monday 28 th September 2020 Part 3 Thursday 1 st October 2020 All staff have updated their First Aid knowledge by completing the British Red Cross training materials and by downloading the app. Staff are aware of the most common risks our school (trips, head injury, nose bleed), and completed these training areas as a priority. The Head Teacher has records of all training.	24/09/2020
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes Ongoing	First Aid Cover is in place, following the risk assessment.	24/09/2020
	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 Ongoing	This refresher training has been shared with staff. The Head Teacher has a record of this.	24/09/2020
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	For any minor injuries that require minimal first aid, staff will instruct the child with any administration if it is age appropriate. First Aid staff can assist with this.	24/09/2020
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	PPE resources are available for First Aiders to use if required following PPE guidance.	24/09/2020

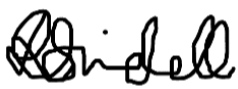


PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes Ongoing	All staff know the PPE guidance and where it should be used.	24/09/2020
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 Ongoing	Pupils and families know that it is mandatory to wear face coverings on public transport if they are over the age of 11 years.	24/09/2020
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. They must perform hand hygiene on arrival at the setting and after removing their face covering. 	Yes Ongoing	Regular reminders and education for everyone promotes the safe use of face coverings as outlined in this risk assessment.	24/09/2020

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes Ongoing	Review dates are planned. SLT will reviews the risk assessment in weekly meetings.	24/09/2020
	Review arrangements ensure that the control measures are effective and working as planned.	Yes Ongoing	Regular reviews will record effective and up to date arrangements are in place.	24/09/2020

Assessor's Name: Rachel Swindell	Manager's Name:
Position: Head Teacher	Position:
Signature: 	Signature: