



COVID-19 Educational Settings Risk Assessment – Autumn Term F646c

Contents

Management Planning 4
Senior Management Team.....4
Staffing arrangements6
Minimise contact maintain social distance and activity risk reduction 8
Pupil and staff grouping – main groups and extended groups8
Other general measures9
Measures within the classroom11
Playgrounds13
Specialist curriculum considerations.....13
Educational visits16
Where a pupil attends more than one setting.....17
Extra curricular provision17
Measures for arriving and leaving19
Transport and travel21
Visitors22
Movement around premises.....23
Lunchtime and breaks.....24
Increasing ventilation.....26
Toilets and handwashing facilities.....27
Meetings and events27
Universal Hygiene Arrangements30
Cleaning and disinfection.....30
Handwashing and respiratory hygiene arrangements33
Health Needs35
Staff health.....35
Pupil Health and planned close contact activities.....35
Communication and Involvement.....37
General Arrangements.....37
Staff Instruction38
Behaviour policy.....39
Pupil involvement and communication40
Educational tools.....40
Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance.....40
Returning after isolation (pupils and staff)44



Offices and other work spaces	44
Planning for emergencies	44
PPE and face coverings.....	45
Review of existing assessments.....	46
Any other actions that are not listed above.....	Error! Bookmark not defined.

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

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

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

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

Date of change	Section, Page and Change
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow

Setting/Premises:	South Wootton Infant School		
Location:	South Wootton		
Assessment Date:	14 th July 2020	Review Date:	31 st August 2020
Assessment completed by:	J K Davenport (Headteacher), R.Burt (Deputy Head) and Governors		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> The number of contacts that pupils and staff have during the school day are minimised The distance between people in the setting is maximised as much as possible, Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying Enhanced cleaning arrangements can be implemented The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Yes	<p>Staggered start and finish times</p> <p>Classes to stay in bubbles</p> <p>Additional hand washing stations purchased for outside and in EYFS, hand sanitiser at entrances and paper towels to be used to dry hands</p> <p>Continue additional cleaning rota during day as implemented in Summer Term</p>	7 th Sep

	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	N/a	All areas of school have been in use	–
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	Cleaning routine has been reviewed in light of guidance	7 th Sep
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	Infospace checked regularly and MI sheets	Weekly
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	Staff represented by Mrs Burt (Year 1 class teacher)	21 st July
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Yes	Risk assessment to be updated as needed	As needed
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Yes	Staff to be asked to complete training https://csapps.norfolk.gov.uk/covid_online_training/ before start of term in September	2 nd Sep
	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	Headteacher will not attend meetings etc off site until end of September to ensure start for all pupils supported.	30 th Sep
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Yes	Staggered start and finish times – communicated to parents and need for only 1 adult to drop off and pick up	7 th Sep
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	Conversations as needed and documents given for reading if relevant	7 th Sep
	COVID-19 Case Management Guidance is implemented.	Yes	Flow chart in both offices and staff aware	2 nd Sep
	COVID Secure Commitments is signed and displayed	Yes	To be discussed at Governors and	4 th Sep

			signed by CofG	
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	To be reviewed before start Autumn Term and comments/actions minuted. To review at first full meeting on 24/09/20	By 7 th Sep
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	Checklist completed	7 th Sep
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Yes	Ordering checklists in place and weekly monitoring of stock levels to ensure essential supplies available	2 nd Sep
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	Purchases made from approved suppliers where possible eg ESPO	Ongoing
Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	Hand towel dispensers added to toilets to enable hands be dried thoroughly	2 nd Sep

Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: <ul style="list-style-type: none"> • Short duration, ad hoc work is avoided where possible • They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) • All infection control requirements are followed. 	Yes	Sports Teacher (Emma Wood) to work with only one year group bubble in first term. Social distancing to be maintained	11 th Sep
	Temporary staff who work at more than one setting is avoided where it is possible.	Yes	SSP teacher (see above) does work at more than one setting. Stringent infection control – regular handwashing / possible use of face	11 th Sep

			shield/gloves if needed	
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	Yes	Ask about timetable for above and discuss implications with SSP	7 th Sep
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Yes	Same supply teacher to be used where possible- only does supply at SWIS	7 th Sep
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	Staggered breaks and lunchtimes mean that socially distanced interaction between same year group staff	2 nd Sep
	Consistent working arrangements are applied to ITT trainees.	Yes	No planned students at this time but would ensure that class bubble approach adopted	7 th Sep
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.	Yes	Initial plans to have staff remain in Year group bubbles.	7 th Sep
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Yes	Need to follow rigorous hygiene procedures communicated	2 nd Sep
	Where volunteers are used the same staff principles are applied.	Yes	As above – volunteers assigned to class bubbles – no plans to welcome volunteers until after October half term	7 th Sep
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	Premises management routines have remained consistent throughout summer term and will continue	2 nd Sep
	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	Considering change of cleaning areas to ensure minimal cross over of staff	2 nd Sep

	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	Infection prevention guidance followed for cleaning and disinfection	2 nd Sep
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Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Yes	Class bubbles created with these enlarged to year group bubbles in controlled situations	7 th Sep
	Groups are kept as static as possible including staff assigned to the groups	Yes	Staff consistent across classes	7 th Sep
	Only where necessary extended groups have been created to accommodate specific activities.	Yes	Year group extended bubbles to allow for lunch and playtimes	7 th Sep
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Yes	Changes to Breakfast Club – places need to be pre-booked. Children to sit on year group tables where possible	7 th Sep
	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	Yes	See above	7 th Sep
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Yes	Continue use of external exits to enter and leave classrooms – minimise use of corridors and shared spaces. Careful timetabling of spaces such as hall and library to prevent cross over of groups.	7 th Sep
	Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include: <ul style="list-style-type: none"> • some secondary curriculum practical activities • music • With very young children • Because of health conditions or understanding of the children 	n/a		

	In order to enable distancing through designing spaces that achieve more separation.			
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	Children work in classes – no need for mixing	7 th Sep
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Yes	No mixing between year group extended bubbles	7 th Sep
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Normal pairing of Teacher and TA	7 th Sep
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	Normal class practice	7 th Sep
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Yes	Mixing minimised – children to sit in year groups	7 th Sep
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	No whole school activities such as assemblies	7 th Sep
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes	Class registers	7 th Sep

Other general measures

	The use of outdoor spaces has been maximised	Yes	Staff encouraged to plan class activities outside and use of outside space timetabled to avoid use by more than one extended bubble. Front playground used for playtimes and lunchtimes	7 th Sep
	Unavoidable queues are managed	Yes	Any queues eg for hand washing supervised. Children no longer queue to get lunch but is brought to them at table	7 th Sep
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is	Yes	Unavoidable in primary classroom setting. At playtimes and lunchtimes	7 th Sep

possible.		children encouraged to socially distance. Staff to remain distant from each other when interacting and remain in year group bubbles.	
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	Children will be taught of the importance not to shout at each other during play. Also need not to remain face to face for extended periods.	7 th Sep
Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Yes	Children will take reading/library books home but on return these will be quarantined for at least 72 hours.	7 th Sep
Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Yes	Where possible and age appropriate children will have their own resources. Shared resources will be cleaned daily and used by limited number of same children	7 th Sep
If this is not possible, the resources will be quarantined for 72 hours between groups.	Yes	Certain harder to clean resources will be quarantined	7 th Sep
Large gatherings such as assemblies with more than one group is avoided.	Yes	Virtual assemblies and class assemblies planned for Autumn Term	7 th Sep
Movement around the school is kept to a minimum: <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this • Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. • Times for using stairs and corridors have been planned to 	Yes	Classes all based in one room. Only movement to hall/library and this carefully timetabled to avoid cross over of groups. Staggered break and lunch times External class doors used whenever possible and movement around school made outside. Any movement always supervised by staff	7 th Sep

	<p>ensure that use of common areas does not encourage gathering</p> <ul style="list-style-type: none"> • Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible • Movements around settings are supervised and school champions support this activity. • Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart. 			
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	N/A		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A		
	Locker cleaning and disinfection arrangements are in place	N/A		

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Yes	Use of class space in Reception for whole class teaching to allow for more space	7 th Sep
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Yes	In Year 2 to be considered but other classrooms to use existing furniture but have less seats available and encourage distancing. Staff not to sit opposite children at horse shoe tables but move chair so alongside	7 th Sep
	Unnecessary furniture and objects are removed where possible	Yes	Staff to consider placement of furniture to create as much space as possible	4 th Sep
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Yes	Teacher to look at where placed in relation to children	
	Where bags are not allowed to be kept at desks/workspaces e.g.	n/a		

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			
The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Yes	Staff to adopt side to side approach when working with children	7 th Sep
Where close contact is needed this is conducted side by side rather than face to face	Yes	See above	
Pupils are not called to the front of the class	n/a		
Staff going to a pupils desk to check on their work is avoided	Yes	Staff to talk to children about importance of not queuing to show work to teacher	7 th Sep
Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Yes	Year 2 to have own pencil cases with resources Year 1 resources such as pencils shared between colour groups and cleaned daily Reception – shared resources cleaned daily	7 th Sep
Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Yes	As much as possible whilst encouraging play based curriculum in Reception and Year 1. Children taught to mark own work in Year 2 where possible	7 th Sep
Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Yes	Daily cleaning routines to be maintained and resources cleaned as part of this	7 th Sep
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	Children to be asked to bring in minimum from home – book bag, water bottle and lunch box if needed. Home learning creations to be placed on Tapestry rather than brought into school	7 th Sep
There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Yes	In classrooms	7 th Sep
How pupils enter and exit the classroom is managed to maintain	Yes	Children to be shown how to line up	7 th Sep

	distancing.		at distance	
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Yes	Door handles etc in hall to be cleaned after use	7 th Sep

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	Equipment to be used by year groups	7 th Sep
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	Supervision and timings by adults	7 th Sep
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes		7 th Sep
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	Trim trail to be used starting at playground and towards field. Children to use Daily Mile Track in anti-clockwise direction	7 th Sep
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	n/a		
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Yes	Will have hand sanitiser available outside at break and lunch times for children to use before and after they use equipment	7 th Sep
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	Bins already in place in both outdoor playgrounds	7 th Sep
	Time is allocated for play equipment for each group/bubble	Yes	Use signs already on shed to indicate use	7 th Sep
	Equipment touch points are cleaned frequently and between each groups use.	Yes	Have cleaning apparatus (wipes and spray) outside for use	7 th Sep
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Staggered break and lunchtimes facilitate this	7 th Sep

Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school	Yes	No assemblies to be held and singing in class avoided	7 th Sep
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	assemblies.			
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Yes	Revised use of Charanga materials to support music curriculum – focus on tuned and untuned percussion	7 th Sep
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	N/a		
	Where the music teacher needs to face the group they will maintain 3m distance.	n/a		
Drama and performances	Performances with audiences do not take place	Yes	No planned performances can take place.	Until further notice
	Activities that involve raised voices or shouting do not take place.	yes		
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	n/a		
	Outside drama is planned as a first consideration where possible	n/a		
	In all cases the following will be applied: <ul style="list-style-type: none"> Increasing hand hygiene and surface cleaning Using back to back or side to side positioning Maintaining distancing 	n/a		
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	Teachers and support staff to maximise use outside space during lesson and break times – use of Daily Mile track and Trim Trail encouraged	7 th Sep
	Prioritisation of low impact activities is given over high impact	Yes	PE curriculum to be looked at by PE lead and SOW put together	7 th Sep
	Contact sports will not take place	Yes	Not part of KS1 curriculum	
	Distance between participants is maximised.	Yes	Use of outdoors where possible – class bubbles only in hall	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	Equipment to be cleaned after use	
	The use on non-personal kit is avoided.	Yes	Not used	

	Any non-personal kit e.g. bibs are be carefully cleaned between uses.			
	Pupils are kept in consistent groups	Yes	Class bubbles	7 th Sep
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Yes	Routines already established and to be continued	7 th Sep
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	Yes	Swimming pool risk assessment to be held by school and additional measures communicated to staff accompanying the children	7 th Sep
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Yes	Documents used as basis of planning revised SOW	7 th Sep
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.	Yes	Only SSP coach to be used in Autumn term – see above	11 th Sep
	The use of changing rooms and showering facilities are avoided where possible.	Yes	Only needed for swimming and smaller numbers taken to ensure distancing	
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.	Yes	Children to arrive at school with swimming costumes on under Fit Friday clothes	
	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.	Yes	Only 15 (half class bubble) to go swimming to minimise numbers in pool and changing facilities	
	Changing and shower facilities must be used as quickly as possible.	Yes	See above	
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	Yes	Will refer to this before resumption of swimming for Year 2 – not due to start until 18/09/20	

Subjects involving practical activities	Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact			
	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.			
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: Guide to doing practical work in Science Guide to doing practical work in DT			

Educational visits

	No overnight educational visits are carried out	Yes	None planned	7 th Sep
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	Local walks permission letter to be completed at beginning of term and staff encouraged to use local resources to enhance curriculum	7 th Sep
	A risk assessment will be carried out for all educational visits and in addition to using Evolve: A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation The venue will be requested to provide updated visitor	Yes	Initial decision to not make any educational visits in Autumn Term that involve travel by coach – instead to make most of local area	7 th Sep

	<p>information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 			
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</p>	<p>Yes</p>	<p>When needed – see above</p>	

Where a pupil attends more than one setting

	<p>Schools work together to ensure that the approach is consistent and does not compromise the group/bubble</p>	<p>Yes</p>	<p>Have a pupil due to attend Speech and Language SRB – need to confirm placement and starting date. Should attend our setting on Monday which allows time between settings</p>	<p>7th Sep</p>
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Extra curricular provision

	<p>Pupils will keep within their main bubble where possible.</p>	<p>n/a</p>		
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in 		<p>Decision made not to have any clubs running for first term – Junior School to run an after school club</p>	

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

Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Yes	Detailed letter sent out to parents by 21 st July and reminder week before 7 th Sep. Detail on staggered start times and all children to be left at gate. Parents to come onsite only at home time to safely collect child.	7 th Sep
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	Gate will now be open 8.30 to 9 am. Parents will be asked not to gather at gate before 8.30 and consider staggering time they drop children off as will have to observe social distancing at gate. Pick up times adjusted. 3pm for R and Year 1 3.10pm for Year 2	7 th Sep
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	n/a		
	There are hand sanitiser stations outside for pupil and visitor use	Yes	At entrances to classrooms	7 th Sep
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Yes	Routine of cleaning high contact points to be maintained	7 th Sep
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	n/a		
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Deliveries to be left in front entrance	7 th Sep
Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	Staff members to be strategically placed around site for beginning and end of day particularly while new routines being established	7 th Sep
	Parent/carer drop off and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Parents to drop children at gate in morning apart from parents of new Reception who can come on site . One way system put in place for	

			morning and afternoon so that different entrance and exit to school used.. Staggered hometime to alleviate some adult contact.	
	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	Part of daily routine established in Summer Term	7 th Sep
	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	Class teachers to greet each child at door, sanitise and hand wash procedures followed	7 th Sep
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	n/a		
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	Classes will all use direct access points – Hedgehogs to use Year 2 corridor.	7 th Sep
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	See above	7 th Sep
	Floor marks have been added to assist with social distancing in outside areas.	Yes	On pavement outside school	7 th Sep
	Staff and school champions supervise at peak times.	Yes	See above	
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	Drop off between 8.30 and 9am and to use one way system around school to exit.	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes	One way system involves using separate exit.	
	Parents have been advised that only one parent should attend.	Yes	Will be part of information communicated to parents during Zoom meetings	16 th Sep
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes	Staggered start times and break times	7 th Sep
	Alternative areas that are not being used have been allocated	Yes	New mobile coat unit purchased for	Delivered 16 th

	for cloak room use in order to prevent pupils gathering.		use in Reception for Fox Cubs class	July
	Times of use are supervised and managed.	Yes	Adults to supervise cloakroom areas	7 th Sep

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	Yes	Breakfast Club walking bus to walk at social distance	7 th Sep
	Entrances are supervised to support hand sanitising on arrival.	Yes	Staff at classroom doors	7 th Sep
General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	Parking restricted due to use of car park as pedestrian exit – staff asked consider using Village Hall car park	7 th Sep
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	Letter to be issued Friday 17 th July and Friday 3 rd September	3 rd Sep
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	Parents to collect bikes/scooters as they enter school site so that can follow one way system	
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Advised in letters above and staff notifications	
	Parents and staff have been advised that only the same household members should travel together by car	Yes	As above	
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	As above	
	Pupils and parents have been advised that they should not walk together in large groups	Yes	As above	
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	n/a		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	As above	
	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	As above	

	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	Yes	Asked for larger coach to transport to swimming so children can sit by themselves	
	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			
	Windows are opened during journeys where it is safe to do so			
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use			
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)			

Visitors

	The number of visitors has been minimised as much as possible	Yes	Initially only visitors for Safeguarding/SENd reasons allowed on site	7 th Sep
	Visitor times are planned to separate visitors from other site users	Yes	Spaces planned so that allocated area away from rest of school	7 th Sep
	Visits are by appointment only	Yes	Operate on this basis now	7 th Sep
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety • Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. • Action to take if they cannot maintain keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	Yes	Will ensure have written protocol which communicated to visitors when make arrangements to come into school	
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes	Hand sanitiser to be provided in entrance to school and visitors	7 th Sep

			required to wash hands on entry	
	Visitors confirm that they do not have symptoms no matter how mild.	Yes	As part of the signing in process	7 th Sep
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	As above	7 th Sep
	The reception is operating on a one in and one out basis for essential visitors	Yes	System already set up for this and will maintain with signage to that effect	7 th Sep
	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	n/a		
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Already in place as food deliveries made to external kitchen door	Ongoing
	Visitor records are maintained for contact tracing requirements	Yes	Already in place and will be maintained	Ongoing
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes	Only works essential to maintain school opening will be allowed to happen while children on site	7 th Sep
	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	To be assessed on individual basis to ensure social distancing – where possible children will be taken outside to allow essential works to take place	7 th Sep
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Yes	To be clearly communicated in letters to parents – email/ telephone preferred communication. Visits to office to be minimised.	7 th Sep

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes	Classes to use external class exits wherever possible and Hedgehogs class to make careful use of Year 2 corridor to access rear playground.	7 th Sep
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	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes	Staggered break and lunchtimes and use of alternative play areas to reduce potential meeting points of different groups of children	7 th Sep
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes	See above – one way system round school site at beginning and end of school day	7 th Sep
	One way circulation has been introduced where possible	Yes	See above	7 th Sep
	Central dividers have been installed where necessary to avoid group mixing.	n/a		
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	n/a		
	Posters have been used to encourage this where required			
	Hand sanitiser is provided for use before and after touching lift controls.			

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Children to sit at tables and food to be brought to them by MSAs to avoid queuing. Lunchtimes staggered by year group and children to sit in classes	7 th Sep
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Will review use of hall at end of first week.	11 th Sep
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	System already in place	7 th Sep
	The use of pre-ordering and trolley services have been considered.	Yes	Meals are pre-ordered by parents for term based on menu sent out	7 th Sep
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	n/a		
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Yes	Table at time – to be monitored by staff in first week to ensure systems in place	7 th Sep
	Tables and seating are moved apart and reflect the maximum	Yes	Children to be seated facing forward	7 th Sep

	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.		to minimise face to face contact	
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Yes	One year group bubble at a time either inside or outside – both playgrounds to be used	7 th Sep
	One ways systems are used.	n/a		
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Yes	Communicated to staff during staff meeting on 16/07/20	7 th Sep
	Staff room area use is staggered to support distancing	Yes	Natural staggered use due to staggered break and lunch times	7 th Sep
	Additional space has been provided to use as staff rooms.	n/a		
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Yes	As above	7 th Sep
	Touch points are wiped down between different groups.	Yes	Hygiene arrangements in place for staff room similar to those in classrooms with touch points to be cleaned before and after use	7 th Sep
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Yes	Timetabled and staggered breaks. Reception only have lunch break external to own space and to use front playground. Year 1 and Year 2 lunchtimes staggered to allow for year group use of outside space	7 th Sep
	Equipment use is supervised to ensure that pupils do not gather.	Yes	Staff to supervise use of trim trail – one way system and daily mile track to be used in an anti-clockwise direction	7 th Sep
	Pupils and staff have identified suitable play activities for break times	Yes	Staff to consider this and ideas provided for MSAs	7 th Sep
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	Routines for this to be established at beginning of term and practiced to become normal. Children used to lining up but need to be taught about maintaining a distance from each other	Beginning 7 th Sep

	Markings have been added to outside spaces to assist with queues when coming back into the building.	no	Not needed at the moment – will reassess at the end of first two weeks	7 th Sep Review 18 th Sep
	Additional staff supervision is employed to ensure social distancing takes place	n/a		
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	NORSE have provided their COVID compliance paperwork	
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes		
	The way in which essential food deliveries are received are managed	Yes	Deliveries direct to kitchen and apply to happen at a social distance	7 th Sep
	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	Screen to be installed in serving hatch and only adults to go to hatch	7 th Sep
	Additional meal collection points have been put in place to reduce queuing where necessary	n/a		
	Alternative payment methods are being used to eliminate cash handling	n/a		
	Tills are screened where still in use	n/a		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	n/a	
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	n/a	
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes	Staff have been asked to ensure doors and windows are open where possible
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	n/a	
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	n/a	

	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	n/a	
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Toilets and handwashing facilities

	Useage times are staggered where possible.	Yes	Staff to ensure – each class bubble has own toilets	7 th Sep
	Distancing for queuing has been introduced e.g. through floor markings	Yes	Reception have added markers to floor	7 th Sep
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Part of initial settling in period will be to make clear expectations around toilet use and handwashing Handwashing will be supervised	7 th Sep
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Yes	Paper towel dispensers have been added to toilets to enable efficient hand drying	7 th Sep
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Yes	Need to review	31 st Aug

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.	Yes	Staff have been informed that meetings will take place via Zoom for Autumn Term	7 th Sep
	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	Safeguarding and SENd meetings will take place in well-ventilated spaces when essential	7 th Sep
	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 	Yes	Meetings to take place in library which can be well ventilated and is not used Tues – Thursday Strict protocols to be observed as outlined in this document	

	<ul style="list-style-type: none"> • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • No activities are undertaken that require or encourage people to raise their voices or shout • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 			
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	N/a	Staggered break and lunch times will ensure staff groups do not mix	7 th Sep
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	See above	7 th Sep
	Furniture has been arranged to encourage distancing and not sitting face to face	n/a		
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	No events to be held	
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Communicated to staff 16/07/20 Arrangements to be made in Autumn term for telephone consultations	From Sep
Essential course delivery	Courses are delivered on line and all “in person” training is suspended for both employees and external participants	Yes		7 th Sep
	Training is only delivered in person where it is critical to	Yes	Possible need to update Positive	21 st Sep

	essential service delivery and practical aspects or practice exercises are required as part of the training.		Handling – Restraint training around individual – will investigate protocols around this	
	Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.	Yes		
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Yes		
	Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.	Yes	See above	
	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.			
	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.			
	Delegates will spread out in both outside and inside spaces.			
	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.			
	Consideration has been given to additional equipment that is			

	needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.			
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Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	Cleaning routines established and to continue	7 th Sep
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	Caretaker to provide clean clothes in classrooms each day. Wipes to be use in toilet areas	7 th Sep
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Yes	Use of items restricted to those that can be easily cleaned	7 th Sep
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes	See above	7 th Sep
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	Yes	Reception to regularly clean shared resources	7 th Sep
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	Yes	Cleaning timetable to be maintained that established since wider reopening on 1 st June	7 th Sep
	In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day	n/a		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Yes	Need to ensure have stock of these	7 th Sep
	Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not	Yes	Provide detailed cleaning guidance for classrooms and use of products in areas and to clean resources	7 th Sep

	to wipe items dry before the required contact time has been achieved.			
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Yes	Applicable to hall and library as only shared spaces. Staff responsibility to clean after use	7 th Sep
	Disinfectant wipes are more generally available for staff to use where they wish to.	Yes	As now	7 th Sep
	All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	Yes	Part of routine cleaning – caretaker responsible for external gates and contact points – to be cleaned on leaving in morning and arrival in afternoon	7 th Sep
	More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Yes	Toilets part of cleaning routines within class bubbles and this to be maintained	7 th Sep
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Classteachers to identify safe storage points eg cupboards for cleaning equipment and supplies	7 th Sep
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	Cleaned before and after use	7 th Sep
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes	Communicated to staff 16/07/20	7 th Sep
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	Routines already established	7 th Sep
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	As above	7 th Sep
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes	As above	7 th Sep
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.		n/a	

Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	Caretaker stores	7 th Sep
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Yes	Use of these toys has been discussed and protocols established. Only to be used if needed to enhance provision and to be cleaned during and quarantined after use	7 th Sep
	Toys that are put into children's mouths are cleaned between use	n/a		
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes	See above	7 th Sep
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Yes	Need to consider use of carpet – how to make safe – children allocated own space	7 th Sep
Resources	Children are allocated their own resources e.g. pencils where possible .	Yes	In Year 2 children will have own pencil case with set resources as will be based at same place within classroom. Year 1 to share resources between colour groups and these to be regularly cleaned after use Reception to clean shared resources regularly	7 th Sep
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	n/a		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	Children to take home reading books twice a week. On return these are quarantined for 72 hours before going back into circulation Library books chosen for week and then quarantined on return	7 th Sep

			Book bags only needed in school on Monday and Friday	
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes	Agreed at staff meeting 16/07/20	7 th Sep
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Yes	See above	7 th Sep
	Books and posters checked for visible soiling and disposed of where necessary	Yes	Teachers to complete during INSET days at beginning of term	4 th Sep
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	n/a		
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	Part of lunchtime routines which will be clearly written out for MSAs	7 th Sep
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	Cleaning equipment provided for this purpose and stored alongside PE equipment	7 th Sep
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes	Stock ordered and children to be reminded of Catch it! Bin it! Kill it! guidance	
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	Need to order new bins for hall and toilet areas	
	Bins and tissues are provided in the same place.	Yes		7 th Sep
	Waste bags for tissues are double bagged for disposal.	Yes		7 th Sep

Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	Event based routine handwashing to be established	7 th Sep
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet,	Yes	See above	7 th Sep

	before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.			
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes	Will provide staff with event prompt cards and display in class rooms	7 th Sep
	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	Parents to be asked about possible allergies to hand sanitiser products so that alternative arrangements can be made	7 th Sep
	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		
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	n/a		
	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.	yes	See above	
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Yes	In communication to parents	
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes	Staff to supervise use of toilets for handwashing	
	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	To be provided at entrance to classroom when use can be supervised by adult	
	Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	Yes	Parents asked to communicate allergies etc	7 th Sep
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes	Hand sanitiser only used on entrance to school – hand washing used through day	7 th Sep
	Age and developmentally appropriate ways area being used	Yes		

	to encourage pupils to follow requirements.			
	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		
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing).	Yes	Children should not be wearing jewellery to school	7 th Sep

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the <u>template</u> provided is used to record conversations and agreed control measures.	Yes	To be completed by the beginning of term	7 th Sep
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Reminders that school signed up to Support Line and staff directed to use that as resource if finding things difficult	4 th Sep
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Teachers encouraged to work off site for PPA	7 th Sep
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		
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	School signed up to testing service	On going

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Children will be asked to say if they feel unwell. Staff to be	7 th Sep
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			vigilant to signs of symptoms. Parents to be reminded not to send their child to school if they display any of the main symptoms	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	See above	
	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	Have digital thermometer	ongoing
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Yes	Communicated to parents	
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	Behaviour Policy appendix to be reviewed and communicated to staff pupils and parents	4 th Sep
	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	Adapted plans in light current situation – appropriate areas for individual support identified	7 th sep
	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 hnds 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	As above	
	Staff are aware of the required infectin control measures and	Yes	As above	

	understanding that the normal PPE that would have previously been used is still required.			
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	Plans in place for adapted transition to ensure all children supported on their return/start in full time education	7 th Sep
	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	Plans put in place to meet individual needs	7 th Sep
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		7 th Sep
	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	At an age appropriate level	7 th Sep
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		7 th Sep
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes		
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	Behaviour Policy to be reviewed by staff	4 th Sep

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	Monthly whole group staff meetings as well as weekly teaching staff meetings planned	
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or	Yes	To be sent out Friday 17 th July and again with any updates on	

	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.		Friday 4 th Sep	
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	See above	7 th Sep
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes		
	Site changes such as entrances and exits will be identified where required	Yes	See above for one way system	
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Signs for handwashing and cleaning routines clearly displayed	
	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	As needed	
	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		
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	To be completed by Chair of Govenors	By 7 th Sep

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	Yes	Documents minuting staff meetings in place. Staff asked to confirm that they have undertaken required training	On going
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	been provided for all members of staff.			
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Staff will be asked to sign document to that effect	7 th Sep
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes		
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes		
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes		
	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		
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes		
	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes		

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	Reviewed policy to be agreed by staff 04/09/20 and ratified by governors in September staff meeting	Sep
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes		7 th Sep

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	n/a		
	Pupils and staff have contributed towards how these new roles will support the schools aims	n/a		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	n/a		
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	Appropriate resources found and communicated to staff	7 th Sep

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	As above Will form important part of early weeks back in school	7 th Sep onwards
	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		
	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		

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

Maintaining	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the	Yes	Record keeping maintained through MIS	ongoing
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records	template provided and following the guidance			
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	Yes	Ensure updates made and revised Privacy Policy published on website and visitors made aware	7 th Sep
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Yes		
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes	Library identified as can be well ventilated – staff toilet nearest to it to be used if needed	7 th Sep
	Where possible there is separate use of toilet and handwashing facilities nearby.	Yes	See above	
	The room has been emptied of unnecessary items.	Yes	Spacious environment – child to be seated on chair	7 th sep
	Tissues and a waste bag have been provided in the room	Yes		7 th Sep
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	Yes	Door external so can remain open but door to corridor closed	
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes	Outside space or hall to be used as appropriate	
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes	PPE provided	
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes	To staff	
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and	Yes		

	kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.			
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Yes	Cleaning routines communicated and to be followed by staff	
	The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Yes		
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Yes		
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes	These have been minimised within classrooms	
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Yes		
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes	Letter templates to be set up and used as needed	
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	Yes	Yet to receive any more information about these!	
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Yes		
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes	Have already used these measures	
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Yes		
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Yes		

	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Yes		
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes		
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Yes	Already in place	
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes		
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	Yes		
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes		
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes		
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes		
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes		
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	Yes	Teachers have been asked to plan based on this consideration and will use formats developed during lockdown so that it can easily be communicated through Tapestry	

Returning after isolation (pupils and staff)
Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> • Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. • Rooms are well ventilated (see section on ventilation) • Staff are cohorted in consistent working groups • Unnecessary items have been removed to support effective cleaning of the area • Hot desking is avoided • desks near busy circulation spaces are not used • Shared equipment has been moved to reduce group mixing such as printer location 	Yes	See above	7 th sep
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> • additional work spaces are be allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort 	Yes	See above	7 th Sep

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Yes	Communicated to staff Also planning one for first week in October when new Reception children all in setting	
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	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	Use of spaces on playground considered to ensure distancing maintained	
	Fire drills that are carried out encourage social distancing.	Yes	See above	
	Staff and pupils understand that in an emergency they must leave without delay	Yes	See above	
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Yes		
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes		
	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	Need to access emergency first aid training for 2 members of staff. Paeds first aid training to be undertaken by 2 additional staff members alongside staff at Junior school	7 th Sep
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		
	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		
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	Children encouraged to clean own scrapes. Staff to complete first aid form with relevant information	
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes		

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		Yes
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Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	n/a		
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. They must perform hand hygiene on arrival at the setting and after removing their face covering. 	Yes	Part of letter to parents – children discouraged from wearing face masks into school. Remove at gate if worn outside unless guidance changes	7 th sep

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes		Ongoing
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Weekly reviews initially to ensure all systems working and changes made if needed	Weekly

Assessor's Name: Jo Davenport	Manager's Name: Jenny Cook
Position: Headteacher	Position: Chair of Governors
Signature: JKDavenport	Signature: J.Cook