



COVID-19 Educational Settings Risk Assessment

Contents

Management Planning5
Senior Management Team..... 5
Staffing arrangements..... 8
Minimise contact maintain social distance and activity risk reduction9
Pupil and staff grouping – main groups and extended groups..... 9
Other general measures 11
Measures within the classroom 12
Playgrounds..... 14
Specialist curriculum considerations..... 15
Educational visits 21
Where a pupil attends more than one setting 22
Extra curricular provision 22
Measures for arriving and leaving 24
Transport and travel 26
Visitors 27
Movement around premises..... 30
Lunchtime and breaks..... 30
Increasing ventilation..... 32
Toilets and handwashing facilities..... 33
Meetings and events 33
Universal Hygiene Arrangements36
Cleaning and disinfection 36
Handwashing and respiratory hygiene arrangements 39
Health Needs42
Staff health..... 42
Pupil Health and planned close contact activities 42
Communication and Involvement.....44
General Arrangements..... 44
Staff Instruction 45
Behaviour policy..... 47
Pupil involvement and communication..... 47
Educational tools..... 48
Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance..... 48
Returning after isolation (pupils and staff) 52



Offices and other work spaces	52
Planning for emergencies.....	53
PPE and face coverings	54
Review of existing assessments	54
Any other actions that are not listed above	54



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
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording
21-08-2020	Page 4 – COVID-19 Secure contractor arrangements Page 10 and 11 updated Music and Drama Page 13 – New links to CLEAPSS guidance Page 14 – Supervised toothbrushing programmes Page 21 – New information for spaces without direct outside air
27-09-1010	Changes made are highlighted : Page 4 – contactors are aware of schools expectations in advance of making a site visit Page 5 – peripatetic teachers and invigilators added to staffing arrangements Page 7 – Additional information for where resources are taken home.



	<p>Page 10 – reference to updated COVID-19 Cleaning and Disinfection supplementary checklist</p> <p>Page 11 – Updated Music, dance and drama</p> <p>Page 13 – Updated Physical Activity</p> <p>Page 17 – Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed</p> <p>Page 20 – Updated Public and School transport.</p> <p>Page 20 – Visitor section updated to including familiarisation and parents evenings</p> <p>Page 28 – Hand hygiene update to confirm that where hand washing is carried out, running water must be used.</p> <p>Page 32 – Parent communications updated regarding external wraparound care and extra curricular providers where necessary.</p> <p>Page 37 – First aid section updated.</p>
--	--

Setting/Premises:	Mundford Church of England Primary Academy		
Location:	Norfolk		
Assessment Date:	21/09/20	Review Date: 05/10/2020	
Assessment completed by:	Sarah Godbold		

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	X reference with the opening plan. Cleaning schedule Arrangements for Mundford Document.	<p>Plan completed and shared with staff 10/07/20 parents and gobs- 13/07/20</p> <p>Plan starts Sep 2020</p>

	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Yes	Deep cleans have taken place since March All test have run as usual. Toys and surfaces have all been cleaned. Covid Fire Evacuation has been completed-see new arrangement form. <i>Fire drill will be completed first week back 07/09/2.</i>	Completed and ongoing throughout summer hols.
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	Antibacterial soap dispensers are in classes, paper towel and alcohol gel will be provided in each classroom and communal areas. X ref, Cleaning schedule	Completed and shared with staff 10/07/20
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	Share info with staff to ensure they have a good understanding of health safety and wellbeing. Staff to complete the e-learning about COVID as virtual CPD in Sep.	Complete 1 st June 2020 Complete 2/09/20
	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	<i>Staff information sharing carried out 10/07/20- staff will be provided with updates for all documents before end of term.</i>	Completed 13/07/20
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Yes	Continue to: Risk assessment reviewed regularly with GOVS, SLT and staff. Posted weekly to Gov hub- changes tracked and recorded.	Ongoing
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Yes	<i>Staff information sharing carried out 10/07/20- staff will be provided with updates for all documents before end of term</i>	Completed 10/07/20

	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	HOS/ Exec head will be on site daily to ensure that things run smoothly.	Sep 2020
	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	All information shared with parents- see back to school letter. Clearly states expectations. Reminder will be sent before the first day back	13/07/20- letter to parents sent. 03/09/20- reminder to be sent.
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	See re-open plan and Behaviour policy amendments.(see <i>new home school agreements</i>)	Sent to parents and reviewed by govts 13/07/20
	COVID-19 Case Management Guidance is implemented.	Yes	Shared with staff. Share with parents in Sep	10/07/20 7/09/20
	COVID Secure Commitments is signed and displayed	Yes	Signed by head ad Chair	14/07/20
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	Contractors to sign up to track and trace and confirm they have no signs and symptoms before entering	07/09/20
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	Plans and risks assessments shared with governors. Over teams	Ongoing
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	Following guidelines from NCC where needed. Also with all pupils back, follow safeguarding Trust policy.	Completed – follow ongoing guidance changes
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,	Yes	PPE in place- supply chain established and stocked up for	June 2020

	paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.		September across all classes and main areas.	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	Caretaker- ensure that equipment is fit for purpose.	June 2020
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	Windows and doors to be kept open. Paper towel dispensers and bins in all sink areas. Taps are already lever tapes and all areas have soap and sanitiser pups next to them.	Completed June 2020

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 coach- linked to one bubble a day and clubs will run in class bubbles at the end of the day. See re-opening plan and extra sports coach timetables.	Completed
	Temporary staff who work at more than one setting is avoided where it is possible.	Yes	The timetable and extra T.A hours allow us to avoid us of supply teachers as much as possible.	Completed
	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	EXHT is in a leadership bubble that enables travel across both school sites throughout the week. Distancing measures will be in place between her staff and children. Strict hand hygiene will be up held.	Ongoing

	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	N/A	If needed but where possible avoided.	
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	X reference opening plan and timetable	Completed
	Consistent working arrangements are applied to ITT trainees.	Yes	SCITT and PGCE trainee-assigned a bubble and work within that bubble only.	Share with trainees in Sept 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.	Yes	To facilitate PPA and lunches staff over bubbles. These moves are kept to a minimum to avoid spread. X reference opening plan.	Completed 10/07/20
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Yes	Staff follow guidance on hand hygiene, distancing and also cleaning schedule.	Completed 10/07/20
	Where volunteers are used the same staff principles are applied.	Yes	Volunteers assigned to one bubble. See Volunteer protocol	Completed 14/07/20
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	x-reference opening plan & Mundford arrangements	Completed 9/07/20
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	x-reference opening plan & timetables for playtimes, lunchtimes and staff rotas.	Completed 9/07/20
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	PPE and cleaning fully stocked	Completed June 2020

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	Plan requires extra 32 hours staffing-hours have been costed to ensure	Completed 09/07/20
-------------------	--	-----	--	--------------------

			school can run with class bubbles and mostly same adults.	
	Groups are kept as static as possible including staff assigned to the groups	Yes	Cross reference opening plans, toilet plans, timetables and rotas.	Completed 09/07/20
	Only where necessary extended groups have been created to accommodate specific activities.	N/A		
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	N/A		
	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	N/A		
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Yes	X reference: Reopening plans, rotas and timetables	Completed 09/07/20
	<p>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:</p> <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 <p>In order to enable distancing through designing spaces that achieve more separation.</p>	Yes	Each class has 2-3 adults throughout the day to allow for breaks and lunches. Staff in bubbles remain constant with as few variations as possible. Music will be taught without singing or woodwind instruments. 1:1 will be needed for one child, Staff are provided with PPE as it will be close proximity work.	Completed 09/07/20
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	X reference: Reopening plans, rotas and timetables	Completed 09/07/20
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Yes	X reference: Reopening plans, rotas and timetables	Completed 09/07/20
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	X reference: Reopening plans, rotas and timetables	Completed 09/07/20

	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	X reference: Reopening plans, rotas and timetables	Completed 09/07/20
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	N/A		
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	X reference: Reopening plans, rotas and timetables	Completed 09/07/20
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes	Guidance followed- visitors signed in and details taken	

Other general measures

	The use of outdoor spaces has been maximised	Yes	Canopies are being built over the summer to ensure all classes have outside space and 2 bell tents will provide extra spaces for bubbles.	Completed 02/09/20
	Unavoidable queues are managed	Yes	Markings on the playground show where to stand and wait to ensure 2m distancing is followed.	Completed 1 st June 2020
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	In corridors markers are placed to keep children apart	Completed 1 st June 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	This will be covered in the class/bubble charter that the children will be writing together in September	Complete 07/09/20
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Yes	See reading books- Mundford arrangements	Completed 10/07/20
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Yes	X reference re-opening plan.	Completed 13/7/20
	If this is not possible, the resources will be quarantined for 72 hours between groups.	Yes	X reference re-opening plan & Mundford arrangements.	Completed 13/7/20

	Large gatherings such as assemblies with more than one group is avoided.	Yes	Assemblies will not take place in the Autumn term. They will be virtual	Completed Sep 2020
	<p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this • Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering • Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible • Movements around settings are supervised and school champions support this activity. • Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart. 	Yes	X reference: Reopening plans, Rotas Timetables toilet plans Zoned playgrounds	Completed 09/07/20
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)			
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	Hall is not currently in use- only as an exit and entry point. Can be used for bubbles later in year when weather closes in. This will be timetabled.	
Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Yes/No	In KS2 will be but KS1 and EYFS will be unable to do so due to class sizes and space.	Complete 02/09/20
Unnecessary furniture and objects are removed where possible	Yes	All available spaces are being used including the outside area. All unnecessary furniture has been removed.	Complete 02/09/20
The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Yes	Teacher's desks at the front of the classes.	Complete 02/09/20
Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	N/A	Bags not allowed to school- see PE and book changing arrangements documents.	
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	Teachers will social distance from children where possible and in the case of little children the will work side by side rather than face to face.	Complete 02/09/20
Where close contact is needed this is conducted side by side rather than face to face	Yes	Teachers will social distance from children where possible and in the case of little children they will work side by side rather than face to face.	Complete 02/09/20
Pupils are not called to the front of the class	Yes	Teacher in KS2 will encourage children to remain seated and answer from their table. Class charter- rules and expectation	Completed 07/09/20
Staff going to a pupils desk to check on their work is avoided	Yes	Where possible class teachers will distance from pupils.	Completed 07/09/20

Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Yes	See Mundford arrangement documents and parents letter.	Completed 13/7/20
Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Yes	Children have own resources – peer marking will only take place as whole class under a visualiser	Completed 13/7/20
Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Yes	See cleaning schedule.	Completed 13/7/20
The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes	See Mundford arrangement documents and parents letter.	Completed 13/7/20
There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Yes	See Mundford arrangement documents and parents letter.	Completed 13/7/20
How pupils enter and exit the classroom is managed to maintain distancing.	Yes	Each bubble has their own exit and entry point.	Completed 13/7/20
Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	N/A	All bubbles are allocated their own room.	

Playgrounds

Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	Zoned areas contain equipment used just for that bubble.	Completed 13/7/20
Equipment use is supervised, and time limited to enable other users to take their turn	Yes	Zoned areas contain equipment used just for that bubble.	Completed 13/7/20
Seating has been removed or marked off to encourage distancing on individual items of equipment.	N/A		
A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	Adults with bubble will ensure this enforced.	Completed 13/7/20
Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Yes	X reference equipment rota and timetable.	
Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Yes	Staff to take hand sanitiser outside for their bubbles to use before and after.	Completed 13/7/20

	Bins are installed to encourage use of tissues and appropriate disposal	Yes	In all classrooms, outside areas and communal areas.	June 2020
	Time is allocated for play equipment for each group/bubble	Yes	See playtime rota	Completed 13/7/20
	Equipment touch points are cleaned frequently and between each groups use.	Yes	Yes see cleaning schedule	Completed 13/7/20
	Multiple groups do not use outdoor play equipment at the same time.	Yes	See playtime rota	Completed 13/7/20

Specialist curriculum considerations

Music and drama	<ul style="list-style-type: none"> • Carried out in outside space used wherever possible • Where carried out inside, activities are in a well-ventilated space • Social distancing of 2 metres is maintained (and consideration given to using screens or barriers in addition to social distancing). • Taught in groups of no more than 15 (or less where the space is not available to achieve 2 metre distance between all participants) • Limited in duration • Not require anyone to face each other, giving preference to back to back or side to side positioning • Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly. • Avoiding extending main groups outside of curriculum requirements where possible. • Plan appropriate hand hygiene and disinfection arrangements. • Musical instruments are not be shared unless thoroughly disinfected between each user 	Yes	<p>Large Bell tents on the field provide an extra ventilated space for drama, allow for lasses to be split into smaller groups. No singing will happen unless in very small groups and outside. All equipment that is for communal use is cleaned before any other bubble uses it. No microphones will be used. Lessons will be short in duration.</p>	Completed 09/09/20
------------------------	--	-----	--	--------------------

	<p>In addition to the above where applicable, Drama arrangements consider:</p> <ul style="list-style-type: none"> Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones. One-way systems and mapping movements are carried out in order to ensure social distancing Prop handling is limited Costume use is avoided. 	Yes	All drama sessions will ensure there is a one-way system. Props will be kept to a minimum and costumes will be avoided.	Complete 09/09/20
Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	Yes	This will not take place in line with the guidance provided.	02/09/20
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Yes	This will not take place in line with the guidance provided.	02/09/20
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	Yes	Staff will follow guidance if they do sing or play such instruments	02/09/20
	Where the music teacher needs to face the group they will maintain 3m distance.	Yes	Staff will follow guidance if they do sing or play such instruments	02/09/20
	Background and accompanying music sound levels discourage raised voices	Yes	Raised voices are discouraged	02/09/20
Drama and performances	Performances with audiences do not take place	Yes	This will not take place in line with the guidance provided.	02/09/20
	Activities that involve raised voices or shouting do not take place.	Yes	This will not take place in line with the guidance provided.	02/09/20
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Yes	Extra adult in bubble could take a smaller group to do this.	02/09/20
	Outside drama is planned as a first consideration where possible	Yes	New sheltered outdoor spaces will allow this to happen.	02/09/20
	In all cases the following will be applied:	Yes	Yes see cleaning schedule	Completed

	<ul style="list-style-type: none"> Increasing hand hygiene and surface cleaning Using back to back or side to side positioning Maintaining distancing 			13/7/20
Handling items, equipment and instruments	Equipment sharing is avoided wherever it is possible including limiting handling music scores, parts and scripts by issuing them for individual use.	Yes	x-reference school's re-opening plan.	07/09/20
	Drop off points and transfer zones are provided where required.	Yes	x-reference school's re-opening plan.	07/09/20
	Where equipment is assigned to an individual for sole use, it is labelled to identify the user.	Yes	x-reference school's re-opening plan.	07/09/20
	The use of costumes are avoided in drama	Yes	x-reference school's re-opening plan.	07/09/20
	Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment	Yes	x-reference school's re-opening plan.	07/09/20
	Consideration has been given to limiting the number of suppliers when hiring equipment.	Yes	x-reference school's re-opening plan.	07/09/20
	Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments).	Yes	x-reference school's re-opening plan.	07/09/20
	Hand hygiene is always followed before and after handling shared items	Yes	x-reference school's re-opening plan.	07/09/20
	Items and equipment are stored in a clean location when not in use	Yes	x-reference school's re-opening plan.	07/09/20
Playing instruments and singing in small groups takes place outdoors where possible. Whether indoors or outdoors the measures below are also applied	Yes	x-reference school's re-opening plan.	07/09/20	
Music including singing, playing wind and brass instruments	<ul style="list-style-type: none"> Face to face positioning is avoided, giving preference to back to back or side to side positioning. The numbers take account of ventilation requirements outlined in this risk assessment. 	Yes	Music and singing will be done outside in well ventilated areas or in the bell tents. Hall can be used and then cleaned/only used by one bubble a day.	07/09/20

	<ul style="list-style-type: none"> Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission. Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly. Microphones are not shared where possible. <p>Where they are, the cleaning and hygiene requirements for shared equipment are in place</p>			
	Wind and brass players are positioned so that air from their instrument does not blow into another player.	Yes	Musical instruments are played outside where ever possible.	07/09/20
	<ul style="list-style-type: none"> Extending main groups outside of curriculum requirements is avoided where possible. <p>Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained.</p>	Yes	Social distancing during singing or use of woodwind instruments is encouraged.	07/09/20
Physical activity	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.	Yes	See zoned play times and plan for equipment.	10/09/20
	Team sports are only provided in line with the return to recreational team sport framework .	Yes	P.E planning follow the requirements set out.	10/09/20
	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	Large bell tent and canopies allow further spaces for use. Curriculum planning includes many opportunities to learn outside.	Completed 21 st July
	Prioritisation of low impact activities is given over high impact	Yes	See sports rota and P.E curriculum planning.	Completed 13/7/20
	The means to collect, pass on and return shared resources and equipment to prevent close contact is arranged	Yes	See sports rota and P.E curriculum planning.	Completed 13/7/20
	Contact sports will not take place	Yes	See sports rota and P.E curriculum planning.	Completed

				13/7/20
	Distance between participants is maximised.	Yes	Social distanced sports are encouraged.	Complete 02/09/20
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	X reference opening plan, rotas and timetables.	Completed 13/7/20
	The use on non-personal kit is avoided.	Yes	Children wear own kit	
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	N/A		
	Pupils are kept in consistent groups	Yes	Kept in class bubbles- see whole school timetable.	Completed 13/7/20
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Yes	X reference opening plan, rotas and timetables.	Completed 13/7/20
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	Yes	Staff will follow guidance in the event of any external sports visits.	
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Yes	P.E coordinator has read guidance and contributed to the risk assessment.	Completed 14/7/20
	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	X reference sports coach timetable	Completed 13/7/20
	The use of changing rooms and showering facilities are avoided where possible.	N/A	See Mundford arrangements for P.E kits.	Completed 10/7/20
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.	Yes	See Mundford arrangements for P.E kits.	Completed 10/7/20

	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	Yes	Markers and reminders for social distancing are throughout the school site.	Completed June 2020
	Changing and shower facilities must be used as quickly as possible.	N/A		
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	Yes	Swimming pools have risk assessments- this will run Spring term.	Completed 09/09/20
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	Yes	Any experiments will take places outside where possible but where necessary they will take place at the pupils table.	Complete 02/09/20
	Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility	Yes	All classes have a large interactive board which can be seen by all pupils in the classroom.	Completed June 2020
	Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.	Yes	All teacher's have an extra adult all of/if not most of the time. Things like this will be planned carefully to allow for smaller group work.	Completed June 2020

Supervised toothbrushing programmes	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p>Guide to doing practical work in Science Guide for science departments returning to school after an extended period of closure Guide for managing practical work in non-lab environments Guidance for schools where pupils spend all day in a lab Guidance for schools where pupils spend all day in a D&T, food or art room Relevant primary schools guidance for example, Practical activities in a bubble</p>	Yes	Where guidance applies to Primary this will be followed.	Complete 2/09/20
	<p>COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.</p>	N/A		

Educational visits

	No overnight educational visits are carried out	Yes	None planned	
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	Large bell tent and canopies allow further spaces for use. Curriculum planning includes many opportunities to learn outside.	Completed 21 st July
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p>	Yes	When planning trip class teachers will follow guidance for visits-planning and risk assessments.	Complete when needed.

	<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 planning trip class teachers will follow guidance for visits-planning and risk assessments.</p>	<p>Complete when needed.</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>Consistent contact between school and SRB will ensure we have a coordinated approach.</p>	<p>Ongoing</p>
--	---	------------	--	----------------

Extra curricular provision and wrap around care

	<p>We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.</p>	<p>Yes</p>	<p>Sports provider works with one bubble a day and provides cubs for the same children after school.</p>	<p>10/09/20</p>
	<p>Pupils will keep within their main bubble where possible for the schools provision.</p>	<p>Yes</p>	<p>Cross reference opening plan</p>	<p>10/07/20</p>

	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • 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 • Where groupings cannot be consistent or static only outside provision is offered and the group limited to up to 6 people including staff members. • 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. 	N/A		
--	---	-----	--	--

	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	Yes	See play time rota/sports rota and re-opening plans.	10/09/20
	As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided	Yes	Bubbles will be kept together for sports club and staff will follow the guidance.	02/09/20
	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Yes	Form sent to parents asking for details- to assist in track and trace.	Completed by 02/09/20

Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Yes	Cross reference- opening plan Letter to all parents Letter to reception parents	Complete 10/07/20
	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	Cross reference- opening plan Letter to all parents Letter to reception parents	Completed 10/07/20
	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	All classes have sanitiser at entrance and exit points Sanitiser outside main entrance for visitors	
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Yes	See cleaning schedule- all touch points are cleaned throughout the day- See cleaning schedule.	Completed 10/07/20
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Yes	Covered areas with marked 2m lines will help to distance parents.	Completed 10/07/20

	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	This approach has been used since March 2020	Completed
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	All pupil movement will be supervised by staff.	June 2020
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Cross reference- opening plan Letter to all parents and new reception parents	Completed 10/07/20
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes	Reception teachers will ensure that hand hygiene is focussed on from the beginning of term,	Complete 02/09/20
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes	Children to walk into class door on their own supervised by a member of staff on the gate.	Complete 02/09/20
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes	Cross reference opening plan	Complete 02/09/20
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	Staff will greet children at the door and ensure that they wash hands and use sanitiser.	Complete 02/09/20
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	N/A		
	Floor marks have been added to assist with social distancing in outside areas.	Yes	Playground marked with 2m marks and zones.	Completed in June 20
	Staff and school champions supervise at peak times.	Yes	Member of SLT on the playground.	Complete 02/09/20
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	Cross reference- opening plan Letter to reception parents	Completed 10/07/20

	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	N/A		
	Parents have been advised that only one parent should attend.	Yes	Will add to the letter for reminder September start.	Letter to be sent out 02/09/20
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	N/A	See Mundford arrangements.	
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	Yes	Canopy areas to be used to store lunches	Complete 02/09/20
	Times of use are supervised and managed.	Yes	By all members of staff	Ongoing

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	No		
	Entrances are supervised to support hand sanitising on arrival.	Yes	All classes have sanitiser at entrance and exit points. Staff supervise.	Completed
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)	N/A		
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	Will be re -communicated to parents through a letter prior to pupils coming back to school.	Complete 02/09/20
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	No additional bike racks will be needed.	Complete 02/09/20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	We only have a staff carpark- staff do not arrive and leave at the same times.	
	Parents and staff have been advised that only the same household members should travel together by car	Yes	Will be re -communicated to parents through a letter prior to pupils coming back to school	Complete 02/09/20

On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	Will be re -communicated to parents through a letter prior to pupils coming back to school	Complete 02/09/20
	Pupils and parents have been advised that they should not walk together in large groups	Yes	Will be re -communicated to parents through a letter prior to pupils coming back to school	Complete 02/09/20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/A		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	N/A		
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	N/A		
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A		
	School groups/bubbles are maintained as far as is possible in school 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	N/A		
	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)	N/A		

Visitors

	The number of visitors has been minimised as much as possible	Yes	X –reference information about visitors document	Completed 14/07/20
	Visitor times are planned to separate visitors from other site users	Yes	X –reference information about visitors document	Completed 14/07/20

Visits are by appointment only	Yes	X –reference information about visitors document	Completed 14/07/20
<p>Visitors are advised of the following in advance:</p> <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. • How you will maintain social distancing during the visit 	Yes	X –reference information about visitors document	Completed 14/07/20
Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes	X –reference information about visitors document	Completed 14/07/20
Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Yes	Introduced the QR code for track and trace as well as signing in book.	01/10/20
Visitors confirm that they do not have symptoms no matter how mild.	Yes	X –reference information about visitors document	Completed 14/07/20
Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	X –reference information about visitors document	Completed 14/07/20
The reception is operating on a one in and one out basis for essential visitors	Yes	X –reference information about visitors document	Completed 14/07/20
Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Yes	Reception staff behind a piece of sliding glass.	Completed
Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Food deliveries taken into kitchen. Other deliveries left in foyer of school	June 1 st - completed

	Visitor records are maintained for contact tracing requirements	Yes	All visitors asked to sign in and leave details for track and trace	Complete 02/09/20
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes	X –reference information about visitors document	Completed 14/07/20
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	X –reference information about visitors document	Completed 14/07/20
Parents and carers (including parent evenings)	<ul style="list-style-type: none"> All meetings are carried out remotely where possible. Parents and carers should only attend the setting where they have a pre-arranged appointment Where possible, only one parent/carer attend. Visits are planned and organised to ensure distancing and hygiene measures can be maintained <p>Information is provided in advance to ensure arrangements are communicated</p>	Yes	X –reference information about visitors document	Completed 14/07/20
Visiting professionals	<ul style="list-style-type: none"> The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements. 	Yes	Visitors to wear a shield or mask if visiting bubbles/children. If visiting adults mask may be worn or meeting kept socially distanced.	01/10/20
Pupil familiarisation visits	<ul style="list-style-type: none"> Visits are provided virtually where possible. 	Yes	Timetable for virtual visits for governors. Meeting with DNEAT and outside agencies are run over TEAMS	09/09/20
	<ul style="list-style-type: none"> The visitor arrangements in this section are applied where in person visits are planned. 	Yes	Visitors to wear a shield or mask if visiting bubbles/children. If visiting adults mask may be worn or meeting kept socially distanced.	09/09/20
	<ul style="list-style-type: none"> Visits will take place outside the school day where it is not detrimental to the purpose of the visit. 	Yes	Visit are encouraged to after school wherever possible.	09/09/20
	<ul style="list-style-type: none"> Visitor numbers are limited and appointments are staggered 	Yes	Visitors are kept to a minimum	09/09/20

Pupil lesson attendance for familiarisation	<p>Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include:</p> <ul style="list-style-type: none"> Limiting visiting pupils mixing between additional groups Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining) Avoiding compromising the existing social distancing arrangements within the class The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk. 	Yes	Cross reference September opening plan.	10/07/20
---	--	-----	---	----------

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes	Cross reference opening plan, rotas and timetables.	Completed 10/07/20
	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes	Cross reference opening plan, rotas and timetables.	Completed 10/07/20
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes	Cross reference opening plan, rotas and timetables.	Completed 10/07/20
	One way circulation has been introduced where possible	N/A		
	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	N/A		
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		

Lunchtime and breaks

Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
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	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	N/A		
Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
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	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
Staff room area use is staggered to support distancing	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
Additional space has been provided to use as staff rooms.	Yes	Staff can use outside areas as well as staffroom	Completed 10/07/20
Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
Touch points are wiped down between different groups.	Yes	See cleaning schedule	Completed 10/07/20
Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20

	equipment use is supervised to ensure that pupils do not gather.	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
	Pupils and staff have identified suitable play activities for break times	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
	Additional staff supervision is employed to ensure social distancing takes place	Yes	Cross reference – rotas, timetables and opening docs.	Completed 10/07/20
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	Aspens to provide cold, packed lunches.	June 1 st
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	Aspens to provide RA for kitchen staff and share with school	Complete 02/09/20
	The way in which essential food deliveries are received are managed	Yes	Food deliveries are taken straight to the kitchen before children arrive.	Completed March
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	N/A		
	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	All doors and windows are open in classrooms
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	Yes	
	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	
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	Yes	All rooms that are used have air flow to them. Any room without this is not used or limited to sort periods of use.

Toilets and handwashing facilities

	Hand washing is carried out using running water (static bowls are not used)	Yes	All bubbles have access to running water, soap and sanitiser.	Complete 02/09/20
	Useage times are staggered where possible.	Yes	Toilet times given and toilets have been allocated to bubbles	Complete 02/09/20
	Distancing for queuing has been introduced e.g. through floor markings	Yes	Throughout the building in al corridors	Completed June 1 st
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Children talked through process in September	Complete 02/09/20
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Yes	Paper towels at all sink points across the schools.	Completed June 1 st
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Yes	Taps are already Lever taps.	

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	See on site meetings information document	Completed 14/07/20
	Meetings only take place in person where:	Yes	See on site meetings information document	Completed 14/07/20

	<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 			
	<p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • 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 	Yes	See on site meetings information document	Completed 14/07/20
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	No	There is no more room available	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Cross reference opening plans	

	Furniture has been arranged to encourage distancing and not sitting face to face	Yes		Completed June 1 st
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Continuation from June re-opening	Completed June 1 st
Essential course delivery	Courses are delivered on line and all "in person" training is suspended for both employees and external participants	Yes	Online safeguarding update training has been booked for September	Complete 02/09/20
	Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	Yes	CPD days will be run in September for just teaching staff on SAW project. This will be socially distanced- no children will be on site in the hall.	Complete 03/09/20
	Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.	Yes	Guidance will be followed for any course run on site.	Complete 03/09/20
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Yes	Guidance will be followed for any course run on site.	Complete 03/09/20
	Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.	Yes	Guidance will be followed for any course run on site.	Complete 03/09/20
	Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.	Yes	Guidance will be followed for any course run on site.	Complete 03/09/20
	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing.	Yes	Guidance will be followed for any course run on site.	Complete 03/09/20

	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.	Yes	Where possible training will take place outside	Complete 03/09/20
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Yes	Guidance will be followed for any course run on site.	Complete 03/09/20
	Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.	Yes	Guidance will be followed for any course run on site.	Complete 03/09/20
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Yes	Guidance will be followed for any course run on site.	Complete 03/09/20
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Yes	Guidance will be followed for any course run on site.	Complete 03/09/20

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	Staff will clean areas thoroughly – see cleaning schedule. Compliance code is followed	Completed 10/07/20
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	see cleaning schedule.	Completed 10/07/20
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Yes	see cleaning schedule.	Completed 10/07/20
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes	see cleaning schedule.	Completed 10/07/20
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	Yes	see cleaning schedule.	Completed 10/07/20

<p>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.</p>	Yes	see cleaning schedule.	Completed 10/07/20
<p>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</p>			
<p>Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.</p>	Yes	see cleaning schedule.	Completed 10/07/20
<p>Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</p>	Yes	see cleaning schedule.	Completed 10/07/20
<p>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</p>	Yes	see cleaning schedule.	Completed 10/07/20
<p>Disinfectant wipes are more generally available for staff to use where they wish to.</p>	Yes	Box of cleaning products in each classroom for teachers to use.	
<p>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),</p>	Yes	see cleaning schedule.	Completed 10/07/20
<p>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</p>	Yes	see cleaning schedule.	Completed 10/07/20
<p>A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.</p>	Yes	see cleaning schedule & Mundford arrangements.	Completed 10/07/20
<p>Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.</p>	Yes	This is practice for all electronic items.	Completed 10/07/20

	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes	see cleaning schedule.	Completed 10/07/20
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	see cleaning schedule, rotas and Mundford arrangements.	Completed 10/07/20
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	see cleaning schedule.	Completed 10/07/20
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes	see cleaning schedule, rotas and Mundford arrangements.	Completed 10/07/20
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Yes	Supervised use and disinfected buttons and outlet wiped after use.	June 1 st Completed
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	Stored in caretakers locked cupboard.	June 1 st Completed
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	see cleaning schedule, rotas and Mundford arrangements.	Completed 10/07/20
	Toys that are put into children's mouths are cleaned between use	Yes	see cleaning schedule, rotas and Mundford arrangements.	Completed 10/07/20
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes	see cleaning schedule, rotas and Mundford arrangements.	Completed 10/07/20
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Yes	see cleaning schedule, rotas and Mundford arrangements.	Completed 10/07/20
Resources	Children are allocated their own resources e.g. pencils where possible .	Yes	See Mundford arrangements	Completed 10/07/20
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	N/A		

Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	See Mundford arrangements	Completed 10/07/20
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes	Staff to follow guidance when touching children's book.	Complete 02/09/20
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Yes	See Mundford arrangements	Completed 10/07/20
	Books and posters checked for visible soiling and disposed of where necessary	Yes	All solid books and posters will be removed.	Ongoing
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Yes	see cleaning schedule.	Completed 10/07/20
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	see cleaning schedule.	Completed 10/07/20
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	See lunchtime and sports staff rota.	Completed 10/07/20
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes	Provided in all classrooms	Completed
	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	Bins in all classrooms and communal areas.	Completed
	Bins and tissues are provided in the same place.	Yes		Completed
	Waste bags for tissues are double bagged for disposal.	Yes	see cleaning schedule.	Completed 10/07/20

Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	Guidance has been shared with staff – routines have been established and will continue in the new school year. Signage from NHS guidance has been used throughout the school.	Completed
-------------	--	-----	---	-----------

	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.	Yes	Soap and anti bac pumps found throughout the site at all entry and exit points.	June 1 st – completed
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes	Guidance has been shared with staff – routines have been established and will continue in the new school year. Signage from NHS guidance has been used throughout the school.	Completed
	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	Soap and anti bac pumps found throughout the site at all entry and exit points.	June 1 st – completed
	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	Where staff take children out on to equipment hand sanitiser will be taken with bubble	Complete 07/09/20
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes	Where needed these will/have been placed in classes...	Ongoing
	Event related prompts are given to pupils by staff..... <i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.	Yes	Guidance has been shared with staff – routines have been established and will continue in the new school year. Signage from NHS guidance has been used throughout the school.	Completed
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Yes	Guidance has been shared with staff/parents – routines have been established and will continue in the new school year. Signage from NHS guidance has been used throughout the school.	Completed

	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes	Children supervised in and out the buildings at all times.	ongoing
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	In a sealed unit- wall fixed or in a hand pump. This will be closely monitored by staff.	June 1 st Completed
	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.	N/A		
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes	Sinks in every class room.	June 1 st Completed
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	Guidance has been shared with staff – routines have been established and will continue in the new school year. Signage from NHS guidance has been used throughout the school.	Completed
	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	Guidance has been shared with staff – routines have been established and will continue in the new school year. Signage from NHS guidance has been used throughout the school.	Completed
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	Guidance has been shared with staff – routines have been established and will continue in the new school year. Signage from NHS guidance has been used throughout the school.	Completed
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	Yes	Guidance has been shared with staff – routines have been established and will continue in the new school year. Signage	Completed

			from NHS guidance has been used throughout the school.	
--	--	--	--	--

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	Staff have been consulted but none are need at presented. Continue to monitor, change where needed.	Completed 13/07/20
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Sign posted to mental health support where needed.	Ongoing
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	N/A		
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	In line with guidance	Ongoing
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	Follow suspect/ confirmed case document.	Completed 13/07/20

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	follow management cases guidance.	Completed 13/07/20
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	follow management cases guidance.	Completed 13/07/20
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes	See suspect case documentation.	Completed 13/07/20

COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Yes	Parent's given guidance and asked to book a test.	Ongoing- where cases develop.
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	See behaviour policy amendments, individual risk assessments and home school agreements.	Completed 13/7/20
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	See suspected case of Covid for children less able to report symptoms.	Completed 13/7/20
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	N/A		
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes	PPE is available to all staff and they are all aware when to use it.	Completed.
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	BIF- PSHE will focus on the children's emotional welfare when they come back in September- see SCP.	Complete 07/09/20
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	BIF- PSHE will focus on the children's emotional welfare when they come back in September-	Complete 07/09/20

			see SCP. Intervention- Lego therapy etc.	
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Staff to follow policy and report in usual way	Completed
	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	BIF- PSHE will focus on the children's emotional welfare when they come back in September- see SCP. Intervention- Lego therapy etc.	Complete 07/09/20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	BIF- PSHE will focus on the children's emotional welfare when they come back in September- see SCP. Intervention- Lego therapy etc.	Complete 07/09/20
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	Share with staff on CPD 22 nd July. T.As recently completed courses on anxiety and mental health.	Completed 22/07/20
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	See behaviour policy and class charters.	Completed 10/07/20

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	All new updates shared weekly with staff from Government, Trust and NCC.	Ongoing
	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	Yes	All plans for reopening/ amendments and shared with parents.	Completed – ongoing where and

	additional information that has been identified in this risk assessment.			when it is needed.
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	Posters, leaflets and advice posted on website. See visitor's information sheet.	Complete 14/07/20
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	Yes	Shared with parents.	Completed Oct 2020
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	Playground marked out 2m, zoned playground spaces.	Completed June 2020
	Site changes such as entrances and exits will be identified where required	Yes	Reference opening plan.	Complete 10/07/20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Posters, leaflets and advice posted on website.	Complete 14/07/20
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	N/A		
	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	Signage throughout school and children shown how to use it carefully.	Complete 9 th June
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	Signage throughout school and children shown how to use it carefully.	Complete 9 th June

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	Yes	All staff have been given guidance and are sent the weekly updates.	Completed 10/07/20
-----------------------	--	-----	---	--------------------

	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.		Principles of the compliance code are shared with staff and also the risk assessment. Record will be set up to capture staff training. Staff will sign on completion of training.	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Staff have had an opportunity to review re-opening plans and all risks assessments and supporting documents are shared and displayed. Staff will sign on completion that they are confident in applying measures identified in the RA	Completed 14/7/20 RA to be shared on completion
	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 had an opportunity to review re-opening plans and all risks assessments and supporting documents are shared and displayed.	Completed 14/7/20 RA to be shared on completion
	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	Information shared with staff.	Completed
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	Teams staff meeting providing updates, letters and documents shared- Ongoing.	Completed
	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 had an opportunity to review re-opening plans and all risks assessments and supporting documents are shared and displayed.	Completed 14/7/20 RA to be shared on completion
	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	All staff have been given guidance and are sent the weekly updates. Principles of the compliance code are shared with staff and also the risk assessment.	Completed 10/07/20

	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	All staff have been given guidance and are sent the weekly updates. Principles of the compliance code are shared with staff and also the risk assessment. Record will be set up to capture staff training.
	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	New staff have access to all documentation and guidance. Staff have been part of the training over TEAMS.

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	See new home school agreement and behaviour policy amendment See individual risk assessments for children.	Completed 14/07/20
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	See new home school agreement and behaviour policy amendment. See individual risk assessments for children.	Completed 14/07/20

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	Yes	All staff will promote hygiene in each bubble as they have in each PODS	Complete 07/09/20
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes	Bubbles to make class charters and agree how to make their bubbles work well.	Complete 07/09/20

	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes	All staff and pupils will promote hygiene in each bubble	Complete 07/09/20
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	Staff will plan these activities/lessons for children.	Complete 07/09/20

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	Yes	Staff will plan these activities/lessons for children. Staff and children will follow guidance and plans set out.	Complete 07/09/20
	The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Yes	Staff will use these to help children understand importance of infection control at their level.	Complete 07/09/20
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.	Yes	Staff will make use of this and it has been shared with staff and they have confirmed their understanding	Complete 07/09/20

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

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Yes	See visitors/volunteers information. See privacy policy and following the guidance.	Completed
	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	See visitors/volunteers information. See privacy policy and following the guidance.	Completed

Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Yes	In line with policy and GDPR guidance.	Completed
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	Hall will be used- well ventilated and near a toilet.	Completed Sept
	Where possible there is separate use of toilet and handwashing facilities nearby.	Yes	Hall will be used- well ventilated and near a toilet.	Completed Sept
	The room has been emptied of unnecessary items.	Yes	The hall is empty and an unused space.	Completed Sept
	Tissues and a waste bag have been provided in the room	Yes	Removed as clinical waste.	Completed
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	Yes		Completed
	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	Following guidance from government and county council.	Completed
	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	June 1 st – completed and ongoing
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes	Guidance, flow charts followed.	Completed
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes	Following guidance for this.	completed
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	Following guidance for this.	completed

	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	Where possible, children can be moved to Bell tent whilst cleaning takes place.	completed
	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	Following guidance for this.	completed
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes	Following guidance for this.	completed
	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	Following guidance for this.	completed
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes	There is a log and a prepared speech for staff to use when making phone call	Completed
	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.	N/A	school is yet to have been provided with the test kits. When we are in receipt of them we will offer them.	
	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	Yes- these have been shared with parents but will be again if their child develops symptoms.	Completed
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes	X reference- a suspected and confirmed case of COVID doc	Completed
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	X reference- a suspected and confirmed case of COVID doc	Completed
	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	X reference- a suspected and confirmed case of COVID doc	Completed

	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	X reference- a suspected and confirmed case of COVID doc School will follow advice and guidance.	Completed
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes	X reference- a suspected and confirmed case of COVID doc School will follow advice and guidance.	Completed
	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	School will follow advice and guidance. Trust have registered with local testing services. Staff are aware of how to obtain a test	Completed
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes	X reference- a suspected and confirmed case of COVID doc	Completed
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	School will follow Trust and LA advice and guidance. Flow chart is displayed in school.	Completed
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes	School will follow advice and guidance.	Completed
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes	School will follow advice and guidance.	Completed
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes	School will follow advice and guidance.	Completed

	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes	School will follow advice and guidance.	Completed
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	Remote learning is set up and ready to pick up again when needed.	Completed

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	Staff in offices are lone workers and therefore do not share spaces.	Completed
	<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. 	N/A		

	<ul style="list-style-type: none"> • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort 			
--	--	--	--	--

Planning for emergencies

Fire evacuation	Fire drills have resumed as normal	Yes	See new fire drill arrangements for September	07/09/20
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	See new fire drill arrangements for September	07/09/20
	Fire drills that are carried out encourage social distancing.	Yes	See new fire drill arrangements for September	07/09/20
	Staff and pupils understand that in an emergency they must leave without delay	Yes	See new fire drill arrangements for September	07/09/20
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Yes	See new fire drill arrangements for September	07/09/20
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	N/A		Completed
	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 has reviewed arrangements and is able to: <ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 	Yes		Completed
	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code	Yes	Plans to train staff in basic first aid for the aut 2 nd term	Oct 2020
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes	See First Aid Procedures for COVID	Completed

	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	Links will be shared with staff to refresh their First Aid skills	Completed by 07/09/20
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	PPE provided for all members of staff	Completed
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	PPE provided for all members of staff	Completed

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	PPE provide and follow the guidance	Completed
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and school.	N/A	Advice is for children over the age of 11	
	Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including: <ul style="list-style-type: none"> • The wearer must not touch the front of their face during use or when removing the face covering. • They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. • They must perform hand hygiene on arrival at the setting and after removing their face covering. 	Yes	Although children do not wear them, we have a procedure for disposing of the PPE See disposing of PPE- cleaning schedule ad using PPE document.	June 3 rd Completed

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	Weekly reviews uploaded on gov hub	Ongoing
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Weekly reviews uploaded on gov hub	Ongoing

Any other actions that are not listed above

--	--	--	--	--



Assessor's Name: Sarah Godbold	Manager's Name:
Position: Executive Headteacher	Position:
Signature: S.Godbold	Signature: