



COVID-19 Educational Settings Risk Assessment

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

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

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

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

Date of change	Section, Page and Change
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording
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

Setting/Premises:	Sacred Heart VA School		
Location:	Swaffham		
Assessment Date:	18/09/2020	Review Date:	04/01/21
Assessment completed by:	Irene Henden.		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> The number of contacts that pupils and staff have during the school day are minimised The distance between people in the setting is maximised as much as possible, Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying Enhanced cleaning arrangements are in place There is a plan in place to manage the first day back to reduce the risk of groups gathering together The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Yes	<p>Children will operate in class bubbles of 30 with 1 teacher and 1 TA. 1/2 metre social distancing in place when lining up. One way system. Staggered breaks and lunches. Hand gel available in multiple areas. Cleaner knows about the enhanced measures. Cleaner in at lunch time to carry out enhanced cleaning.</p>	04/01/21



	This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).	Yes	SMT, teachers and TA's have had discussion about arrangements.	04/01/21
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes		04/01/21
	HSW information provided on Infospace or Norfolk School is followed and communicated as necessary.	Yes		04/01/21
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	Yes		04/01/21
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils. On going.	Yes	Training on the new measures will be undertaken prior to the opening of school. https://csapps.norfolk.gov.uk/covid/online/training/ Masks to be worn in communal areas. Optional masks to be worn in class by members of staff.	04/01/21
	SMT will be present at the site and especially during the early part of return in January in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	Head of School will be at the entry point to the playground. Lining up areas will be managed by CT and TA.	01/04/21
	COVID-19 Case Management Guidance is implemented.	Yes		01/04/21
	COVID Secure Commitments is signed and displayed	Yes		01/04/21
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	Track and trace in operation.	01/04/21
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes		04/01/21
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on	Yes		04/01/21



	Consistent working arrangements are applied to ITT trainees.	N/A		
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	Yes	PPA will be covered within the year group bubble.	04/01/21
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Yes	A more thorough clean will take place.	04/01/21
	Where volunteers are used the same staff principles are applied.	Yes		04/01/21
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes		04/01/21
	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	Playground zoned off. No shared spaces within school.	04/01/21
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	Equipment provided by NORSE.	04/01/21

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible: <ul style="list-style-type: none"> • Groups are kept static • Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. • Contact within groups is minimised through measures outlined in this assessment. • Pupils will stay in their class/group throughout the day, or on subsequent days 	Yes	<i>Operating class bubbles of maximum of 30.</i>	04/01/21
		Yes		
		Yes		
		Yes		



	Any extended groups created remain as small and consistent as possible	Yes		04/01/21
	Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including: <ul style="list-style-type: none"> • With very young children • Because of health conditions or understanding of the children 	Yes	Teachers and TA to organise their own groups within the classroom.	04/01/21
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	For PPA	04/01/21
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes		
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	<i>This will be maintained by the office manager.</i>	04/01/21

Other general measures

	The use of outdoor spaces has been maximised	Yes		04/01/21
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	2 metres dots painted on to the playground, outside entry doors and in the queuing areas in the carpark. This will be redone asap.	04/01/21
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	Assemblies in classrooms.	04/01/21
	Activities involving invited audiences do not take place	Yes		04/01/21
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	Queuing markers in the areas above. Reminders of social distancing.	04/01/21
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	Yes	Staff to supervise.	04/01/21



	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	Teachers will remind children not to raise their voices. Competitive sports will not take place during the spring term.	04/01/21
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	Staff will mark books afterschool.	04/01/21
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes		04/01/21
	<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this. • Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks) <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> • Staggered times for using stairs and corridors • Utilisation of alternative external routes • One-way systems introduced • Supervision of movements around settings • Central dividers placed in the middle of wide corridors to keep groups apart • The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other 	<p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p> <p>N/A</p>	<p>Pupils will stay in their own room. Staff to minimise the amount of time they spend outside the classroom.</p> <p>One way system in operation around the school.</p>	04/01/21
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	Staff to supervise. Wipes are available to wipe down key boards etc after use.	04/01/21
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	Time table for PE and Computer Room.	04/01/21



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		04/01/21
	Posters have been used to encourage this where required	N/A		04/01/21
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		04/01/21
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A		04/01/21
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	Staggered arrival and leaving times.	04/01/21
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes		04/01/21

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks Seats are forward facing where it is practical to do so. The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 	Yes	The Sports Hall can accommodate pupils at a 2 metre distance. Anything not being used on a daily basis will be removed. In all bubbles except Reception.	04/01/21
	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Yes		
	The teaching approach is modified where possible in order to: <ul style="list-style-type: none"> Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk 	Yes		



	<ul style="list-style-type: none"> • Where close contact is needed, interact side to side with pupils and not face to face • Not require pupils to share or swap resources, including no marking each others books • Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	Yes		
	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	Staff are adapting their classroom practices. Face coverings to be used as appropriate.	04/01/21

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	Reminders by supervising staff.	04/01/21
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes		04/01/21
	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	One way use of outdoor play.	04/01/21
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Yes		04/01/21
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Yes		04/01/21
	Bins are installed to encourage use of tissues and appropriate disposal	Yes		04/01/21
	Time is allocated for play equipment for each group/bubble	Yes		04/01/21
	Multiple groups do not use outdoor play equipment at the same time.	Yes		04/01/21



Specialist curriculum considerations

<p>Music and drama</p>	<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 between staff and pupils. • Where possible 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 	<p>Yes</p>		<p>04/01/21</p>
	<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 	<p>Yes</p>		



	<ul style="list-style-type: none"> Costume use is avoided. 			
	Audiences are not invited.			
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	All PE to be planned outside or in The Sports Hall/gym.	04/01/21
	Prioritisation of low impact activities is given over high impact	Yes		04/01/21
	Contact sports will not take place	Yes		04/01/21
	Distance between participants is maximised.	Yes		04/01/21
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	Yes		04/01/21
	External facilities are used in line with Educational Visits arrangements.	Yes		04/01/21
	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		04/01/21
	The use of changing rooms and showering facilities are avoided where possible. Where used: <ul style="list-style-type: none"> their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson. Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements. Facilities will be used as quickly as possible 	Yes Yes Yes	Children are asked to arrive in their PE kits on PE days. Only one bubble to use the Sports Hall at a time, touch points cleaned afterwards.	04/01/21



Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	N/A		
Subjects involving practical activities	<ul style="list-style-type: none"> • Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. • Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility • Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Only applicable if using the science room. Only 5 children at a time can use this room. If using the Home Economics Room only 5 children allowed.	04/01/21
	<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</p> <p>Guide for science departments returning to school after an extended period of closure</p> <p>Guide for managing practical work in non-lab environments</p> <p>Guidance for schools where pupils spend all day in a lab</p> <p>Guidance for schools where pupils spend all day in a D&T, food or art room</p> <p>Relevant primary schools guidance for example, Practical activities in a bubble</p>	<p>Yes</p> <p>Yes</p>		04/01/21



	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes		04/01/21
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Where a pupil attends more than one setting

	Schools work together to ensure that the approach is consistent and does not compromise the group/bubble	N/A		04/01/21
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Extra curricular provision

	Pupils will keep within their main bubble where possible.			
	Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows: <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 	N/A	Not applicable. Classes stay in their own bubbles. Parents have been encouraged to limited the number of bubbles their children will attend. Teenie Icenies continue as after school provisopn.	04/01/21
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	Yes		04/01/21

Measures for arriving and leaving



General principles	<ul style="list-style-type: none"> Particular attention has been given to how the first day of Spring term will be organised with both new and existing pupils supported to follow infection control requirements. 	Yes	All staff to remind students about washing hands etc.	04/01/21
	<ul style="list-style-type: none"> Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting 	Yes Yes	Years 1-6 will arrive between 8.45 and 9.00 and depart at 3.15. Reception will arrive at 9 0 clock and leave at 3 0 clock.	04/01/21
	There are hand sanitiser stations outside for pupil and visitor use	Yes		04/01/21
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	Children trained to walk straight into classrooms.	04/01/21
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Drop off in entrance no signing required.	04/01/21
	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	Supervised at all times by SMT or office staff.
Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.		Yes	Staggered times for drop off and pick up.	04/01/21
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	Staff aware.	04/01/21
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 from 3-6 walk to class by themselves. Year 1 and 2 and Reception parents accompany children and drop them at the Reception gate. CT will greet them.	04/01/21
Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible		Yes	Parents will drop their children off following socially distanced guidance to the outside door of the classroom. There is a one	04/01/21



			way system for the parents to use.	
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	Parents have been advised in parents letter.	04/01/21
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance	Yes	<i>All external entrances will be in use.</i>	04/01/21
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	N/A		
	Staff supervise at peak times.	Yes		04/01/21

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	N/A		
	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Yes		04/01/21
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes		04/01/21
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	In parents letter.	04/01/21
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes		04/01/21
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		04/01/21
	Pupils and parents have been advised that they should not walk together in large groups	Yes		04/01/21
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	Yes		04/01/21
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	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		

Visitors and reception area

	The number of visitors is minimised as much as possible	Yes	Only essential visitors on site.	04/01/21
	Visitor times are planned and by appointment only	Yes		04/01/21
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, no matter how mild. 	Yes	By telephone initially and then by written procedures at the entrance to the school.	04/01/21
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild. Track and trace for all visitors. 	Yes Yes Yes Yes	In the main school entrance.	04/01/21



	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes		04/01/21
	The reception operates on a one in and one out basis	Yes		04/01/21
	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		
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Kitchen deliveries at Convent entrance.	04/01/21
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes		04/01/21
	Where visits cannot take place outside of school hours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes		04/01/21
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment	Yes		04/01/21
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	Records maintained by office staff. Track and trace.	04/01/21

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes		04/01/21
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Lunches eaten in classrooms.	04/01/21
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	In one place which is cleaned at the end of the day.	04/01/21
	The use of pre-ordering and trolley services have been considered.	Yes	Lunches will be picked up from the dining room by TA and delivered to the classroom.	04/01/21



	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A		
	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 pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	N/A		
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes		04/01/21
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes		04/01/21
	The way in which essential food deliveries are received are managed	Yes		04/01/21
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes		04/01/21
	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	No	Ensure staff wash hands etc after handling envelopes.	
	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	Not applicable at the moment.	



Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes		04/01/21
	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.	N/A		

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes	All bubbles have their own toilets.	04/01/21
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Staff to advise.	04/01/21
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Paper towels.	04/01/21
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes	Under consideration.	04/01/21

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	Via zoom.	04/01/21
	Meetings only take place in person where: <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Yes		04/01/21



	<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 m distance is maintained at all times, not sitting face to face • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 	Yes		04/01/21
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online. 	Yes Yes	Delivered in gym where social distancing is adhered to.	04/01/21



	<ul style="list-style-type: none"> • course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible • Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible • Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. • Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. • Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. • Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 	Yes		
		Yes		
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	Gym and staff room.	04/01/21
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes		04/01/21
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes		04/01/21
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		04/01/21
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Continue with this.	04/01/21



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		04/01/21
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		04/01/21
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes	Teddies and soft items need 60 degrees washing. Laptops and ipods to be wiped over with disinfectant wipes.	04/01/21
	All Staff who under take cleaning: <ul style="list-style-type: none"> Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. 	Yes Yes	Wipes etc to be found in the CT room (At the bottom of Louise's corridor)	04/01/21
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: <ul style="list-style-type: none"> Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 	Yes Yes Yes	Cleaner coming in at lunch time to clean all handles etc. Staff aware	04/01/21



			Areas in the Reception class and external doors to be wiped frequently.	
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	Yes		04/01/21
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Staff aware.	04/01/21
Water coolers and drinking water	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	N/A	Children usually have their own water bottles.	
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	In the cleaners locked cupboard in the Sports Hall.	04/01/21
Tissues and waste from bins provided	<ul style="list-style-type: none"> • Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. • Waste bins are provided in classroom and other key locations such as dining areas • Bins are emptied regularly throughout the day • Bins and tissues are provided in the same place • Waste bags for tissues are double bagged for disposal 	Yes Yes Yes Yes Yes	Cleaner will empty bins at lunchtime where needed.	04/01/21

Handwashing and respiratory hygiene arrangements

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> • Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education</i> 	Yes		04/01/21
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	<p><i>settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class</p> <ul style="list-style-type: none"> • Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts. • Supervision arrangements are in place to support pupils with handwashing where it is needed. • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand washing frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Entrances are supervised on arrival in the morning to support hand sanitising on arrival. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 	Yes	<p>Staff aware of need to remind.</p> <p>Class Teacher and TA.</p> <p>In letter to parents.</p>	
	<p>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.</p>	Yes		04/01/21
	<p>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.</p>	Yes		04/01/21



	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes		04/01/21
	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	Staff to supervise.	04/01/21
	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	Staff to advise.	
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	Staff advised , but not made mandatory.	

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Yes	Risk assessments in place for pregnant women and those with health conditions.	04/01/21
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Time to Talk Norfolk Support Well Being.	04/01/21
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes		04/01/21
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		04/01/21

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		04/01/21
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Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Staff to advise.	04/01/21
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		04/01/21
	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		04/01/21
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	Addendum to behaviour policy.	04/01/21
	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	SENCO	04/01/21
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	Yes		04/01/21
	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		04/01/21



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	Recovery curriculum in place for staff to promote well-being activities and lessons and time to talk. Staff to be aware of the most vulnerable within their setting. Remote Learning ready.	04/01/21
	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	See above.	04/01/21
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		04/01/21
	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		04/01/21
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Norfolk Well Being.	04/01/21
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	Available via the link.	04/01/21
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		04/01/21

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	Via the school website, email and direct face to face contact.	04/01/21
	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	N/A		



	required the setting has added additional information that has been identified in this risk assessment.			
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	In the entrance area.	04/01/21
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	Spray painted on the outside areas.	04/01/21
	Site changes such as entrances and exits will be identified where required	Yes	By letter and signage.	04/01/21
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	In every classroom. Signs to be redone..	04/01/21
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes	No children who need it at the moment.	04/01/21
	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	Staff aware.	04/01/21
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes		04/01/21

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes	<i>We have discussed with all staff necessary arrangements that need to be in place during Covid 19 Pandemic eg.handwashing social distancing, keeping ourselves safe.</i>	04/01/21
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	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes		04/01/21
	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		04/01/21
	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		04/01/21
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		04/01/21
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	Staff meeting at 330 on 4/01/2021	04/01/21
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes	Staff aware of the referral process. Website: covidtesting@nnuh.nhs or by calling 01603647900.	04/01/21
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	Staff will contact the NCC Education Incident Room in the event of a positive test. Staff contact Head of School.	04/01/21
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes		04/01/21

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		04/01/21
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes		

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	N/A	To be considered.	04/01/21
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes		04/01/21
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes		04/01/21
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes		04/01/21

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	To be discussed as age appropriate by class teachers.	04/01/21
	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		04/01/21
	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		04/01/21

Offices and other work spaces

	The following measures are applied where staff cannot work from home:	Yes	For a member of staff with health conditions.	04/01/21
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	<ul style="list-style-type: none"> Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. Rooms are well ventilated (see section on ventilation) Staff are cohorted in consistent working groups Unnecessary items have been removed to support effective cleaning of the area Hot desking is avoided desks near busy circulation spaces are not used Shared equipment has been moved to reduce group mixing such as printer location 			
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> additional work spaces are be allocated where possible sharing of workspace is minimised and workspaces are thoroughly cleaned between users. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities Screens are installed as a last resort 	Yes	If required	04/01/21

Planning for emergencies

Fire evacuation	A fire drill is planned for this term.	Yes		04/01/21
	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	On the playground making sure pupils and staff adhere to social distancing.	
	Fire drills that are carried out encourage social distancing.	Yes		04/01/21
	Staff and pupils understand that in an emergency they must leave without delay	Yes		04/01/21
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes		04/01/21



	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 	Yes		04/01/21
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		04/01/21
	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		04/01/21
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		04/01/21
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes		04/01/21

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		04/01/21
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	N/A		04/01/21
	Where face coverings are worn to or in a setting, arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission.	Yes	Further PPE equipment has been ordered for Spring Term.	04/01/21

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes		04/01/21
	Review arrangements ensure that the control measures are effective and working as planned.	Yes		04/01/21



Any other actions that are not listed above

Lunch times Break times	All bubbles will break for lunch at 12 and return to class at 1. All bubbles have staggered morning breaks. R/1/2 break at 1035 for 15 minutes. Years 3-6 have morning break at 1015 for 15 minutes.	Yes	Reception, Year1 and 2 will have lunch in classroom between 12-1230.They will use the playground between 1230 and 1. Years 3-6 will have playtime between 12.00 and 12.30. They will have their lunch in classroom between 12.30 and 1.00.	04/01/21
Wet play time	All children to remain in bubbles.	Yes	Year 5/6 and 3/4 in Sports Hall. Year 1/2 and Reception in gym.	
Covid Room	For staff and children not feeling well.	Yes	Main entrance near the gym close to Year 1 and 2 classroom.	04/01/21

Manager's Name:	
Position:	

Assessor's Name: Irene Henden	
Position: Head of School	



Signature: Irene Henden

Signature: