



## COVID-19 Educational Settings Risk Assessment F646c

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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.

This template only covers the control measures needed to manage the risks presented by COVID-19. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

By implementing all of the controls you will be reducing the risk as far as is possible, in line with the community risk level.

The controls identified below are designed to manage the risks relating to:

- Positive cases bringing COVID-19 into the setting
- Exposure to numerous people while in the setting increasing transmission risk
- Direct person to person transmission
- Surface transmission including through the use of equipment
- Staff and pupil health increasing the risk of transmission (separate risk assessments are available for staff at increased risk)
- Staff and pupil mental health and well-being due to anxiety or increased pressure
- Educational visits increasing the risk of contact with others and therefore transmission
- Extra curricular activities increasing the risk of transmission with others and therefore transmission
- Lack of awareness of the control measures and requirements (the need for information, instruction and training)

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:

<b>Date of change</b>	<b>Section, Page and Change</b>
12-05-2020	Whole revised document please read.
18-05-2020 to 01-07-2020	Various minor amendments to reflect government changes
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	COVID-19 Secure contractor arrangements updated Music and Drama New links to CLEAPSS guidance Supervised toothbrushing programmes New information for spaces without direct outside air
27-09-1010	Contactors are aware of schools expectations in advance of making a site visit Peripatetic teachers and invigilators added to staffing arrangements Additional information for where resources are taken home. Reference to updated COVID-19 Cleaning and Disinfection supplementary checklist Updated Music, dance and drama Updated Physical Activity Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed Updated Public and School transport. Visitor section updated to including familiarisation and parents evenings Hand hygiene update to confirm that where hand washing is carried out, running water must be used. Parent communications updated regarding external wraparound care and extra curricular providers where necessary. First aid section updated.
20/10/20	Updated completion guidance Separated out management planning information into a new checklist Changed wording from local lockdown to new alert level terminology Updated shielding for pupils information to reflect new alert level advice. Updated information on temporary staffing Updated information on performing arts
13-11-20	Updated guidance on Aerosol Generating Procedures and first aid requalification Addition of information about where QR codes must be available in educational settings – visitor events and letting to external providers
31-12-20	All references to 14 day isolation period have been changed to 10 days. Page 6 – amendment to reflect that 15 minutes close contact can be accumulated. Page 18 – PE, sport and physical activity in Tier 4 update. Page 19 – New information for messy play Page 20 – Educational visits – updated to reflect that visits may be restricted as a result of Tier requirements.



	<p>Page 21 – Extra- curricular provision and wraparound care in all tiers – updated</p> <p>Page 24 &amp; 29 – Update to reflect that young people aged 11 and over must wear a face covering on all all transport provided in connection with transport to and from school.</p> <p>Page 27 – updated to confirm that fans should only be used in wellventilated areas</p> <p>Page 29 – Amended to reflect face covering requirements in Tiers 2,3 and 4</p> <p>Page 44 – Update to reflect the change that the extension period Paediatric First Aid Certificates deadline has passed.</p> <p>Page 45 – Additional restrictions in line with local tier restrictions for the hire of school premises.</p> <p><i>Updated 12/01/21</i></p>
24/02/21	<p>Changes to reflect updated government guidance on full reopening of education settings including the use of face coverings, educational visits, live performances, wrap around care and testing. Changes are highlighted in grey</p> <p><i>Updated 04/03/21</i></p>
07/04/2021	<p>Update to reflect changes in government guidance relating to wraparound care, educational visits and sporting competitions. Changes highlighted in light blue. <b>See Physical activity Educational visits and Extra curriculum and wrap around visits.</b></p> <p><i>Updated 16/04/21</i></p>



<b>Setting/Premises:</b>	Newton Flotman Church of England Primary Academy		
<b>Location:</b>	School Road, Newton Flotman, Norwich, NR15 1PR		
<b>Assessment Date:</b>	17/07/20	<b>Last Review Date:</b>	04/03/2021
<b>Assessment completed by:</b>	<a href="#">Adam Riley</a>		

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

**Management Arrangements**

Item	Control measures	Yes/no/ not applicable	How? Notes and further information	Date required and completed
General management planning	Management planning has been undertaken following the management planning checklist and compliance code	Yes	Children will remain in class bubbles during the day. Breaks and lunch times will be staggered to ensure limited contact. Children will also eat lunch in their classrooms. Each classroom has its own sink where hand washing will be encouraged and also timetables at specific points including: entry and exit of rooms and before and after eating. Additional cleaning has been arranged before and after lunch time as per guidance.	Ongoing from September 2020



	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	Cleaning hours have been increased by an additional 7.5hrs to accommodate twice daily cleaning of contact points.	Ongoing
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	Information on Infospace read by headteacher and documents: G646a, G646c, G646f, G646i shared with staff.	Initially 21/05/20 and ongoing
	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	The headteacher meets with a representative from the office staff and teaching staff fortnightly to review the plan.	Fortnightly
	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	As above	Ongoing

**Staffing arrangements**

Staffing levels	<p>Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches work is arranged where possible so that:</p> <ul style="list-style-type: none"> <li>• The number of such staff are kept as low and consistent as possible</li> <li>• 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)</li> <li>• They have minimal contact with, and maintain 2m distance from, permanent staff</li> </ul>	Yes	<p>Premier Sports will be on site through the week from September 2020.</p> <p>Separate risk assessment is available for Premier Sports.</p> <p>A new member of Premier Sports staff will work with each class bubble, therefore allowing other bubbles to remain open should there be an infection in school.</p> <p>Norfolk Cricket Board representative will teach Key Stage 1 and 2 cricket</p>	Autumn Term
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			skills during the Autumn Term. His role is to coach the teachers so they are able to deliver lessons after the autumn period. Equipment is cleaned between use. The instructor maintains 2m distance from children and staff and lessons will take place outside where possible.	
	Teaching staff breaks are organised in a way that avoids staff covering for a different group	Yes	Each bubble has more than one adult. An MSA is also assigned to each bubble to avoid cross contamination.	From Sept 2020
	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.	N/A	The timetable for September does not include over-lap of adults between bubbles. This would only apply due to illness and the need to keep bubbles open	Ongoing
	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	As per guidance.	Ongoing
	Where volunteers are used the same staff principles are applied.	N/A		
Premises and cleaning staff	The principles of distancing and hygiene are in place for normal premises management activities.	Yes	As per guidance.	Ongoing
	Activities are scheduled to avoid times where pupils and staff are using the same areas.	Yes	Cleaning will take place at the end of each school day to minimise cross contamination of bubbles. The caretaker will	Ongoing



			operate outside of school hours.	
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task in line with the relevant guidance/compliance code.	Yes	Guidance has been given and discussed.	Ongoing

**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, consideration has been given to the following where possible: <ul style="list-style-type: none"> <li>• Groups are kept static</li> <li>• Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements.</li> <li>• Contact within groups is minimised through measures outlined in this assessment.</li> <li>• Pupils will stay in their class/group throughout the day, or on subsequent days</li> </ul>	Yes	Classes have been organised into 'bubbles'. Staggered start and end times will reduce the number of contacts. The classes will have break together and eat packed lunches in their rooms. Visits to the toilets are supervised to avoid cross-contamination of 'bubbles'.	Ongoing
	Any extended groups created remain as small and consistent as possible	N/A		
	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"> <li>• some secondary curriculum practical activities</li> <li>• some music activities</li> <li>• With very young children</li> <li>• Because of health conditions or understanding of the children</li> </ul>	Yes	Staff ratios have been kept to a minimum to allow delivery of the curriculum and also meeting the needs of those children with SEN and specifically EHCP requirements.	Ongoing.
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	All classes have at least one Teaching Assistant to support.	Ongoing





			An additional Teaching Assistant was hired from the Autumn Term to provide intimate care with a pupil in Reception.	
	Staff are consistently to each class group, and where possible for the same day and subsequent days.	Yes	There is no mixing of adults between bubbles on any day.	Ongoing.
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	Pupil registers are recorded on Pupil Asset. Visitors to the school must sign in on the school tablet, located at the front door, or with the secretary if this is unavailable. Questions are asked on the health of all visitors, and their families, before being allowed access.	Ongoing

**Other general measures**

	The use of outdoor spaces has been maximised	Yes	Break and lunchtimes will be different for each bubble. Adult ratios will be closely monitored on a daily basis. MSAs will be used only if teacher and teaching assistant numbers are unable to cover break times.	From 01/09/20
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	Pick-up and drop-off times will be supervised.  Each bubble has a minimum of two adults at any time to avoid congestion.	Ongoing
	Gatherings involving more than one group is avoided e.g. assemblies	Yes	There is no mixing of 'bubbles'.	Ongoing



	Activities involving invited audiences do not take place	Yes	There have been none since the start of March 2020.	Ongoing.
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	<p>The site has been adapted with galvanised fencing to ensure a 2- meter distance is encouraged for adults on the school site.</p> <p>All staff have been briefed on healthy working practices and ensuring hand washing, social distancing and minimal contact points are adhered to.</p>	Ongoing
	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	All contact points in the school are cleaned a minimum of twice daily. Visits to the toilet are supervised to avoid opportunities for 'bubbles' to mix.	Ongoing
	Activities that encourage or cause people to raise their voices unduly will not take place. Pupils are advised of these requirements while on the premises.	Yes	<p>Singing will not take place until appropriate to do so.</p> <p>Class behaviour management will discourage the use of raised voices.</p>	Ongoing
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	<p>Staff do not take books out of the building to mark.</p> <p>Pupils are able to take home reading books from their class on a weekly basis and from the</p>	Ongoing



			school library on a fortnightly basis, to allow quarantine of books between 'bubbles'.	
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	Yes	The school follows guidance on hand hygiene and library books are quarantined between 'bubbles'.	Ongoing
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	Each child has been given their own set of resources by the school, that are stored in a zip bag and are left at school each day.	Ongoing
	<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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)</li> </ul> <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"> <li>• Staggered times for using stairs and corridors</li> <li>• Utilisation of alternative external routes</li> <li>• One-way systems introduced</li> <li>• Supervision of movements around settings</li> <li>• Central dividers placed in the middle of wide corridors to keep groups apart</li> <li>• 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</li> </ul>	Yes	<p>Bubbles have been created to reduce contact and distancing will be encouraged by staff. Windows to be opened. Safer working practice to be explained to staff by headteacher.</p> <p>As per attached document children to be in bubbles during school time. Teaching methods to be reviewed to allow social distancing. Staggered break and lunchtimes to be introduced and use of toilets to be monitored by adults. Corridors are not wide enough for partitioning.</p>	Ongoing



	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	Each class has its own set of outside resources and P.E. equipment is collected for the half term in advance.  Additional stationary is stored in a locked cupboard with the office secretary having and controlling the key to avoid close contact between groups.	Ongoing
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	Breaks, lunch time outside and P.E. sessions are all timetabled. Additional use of the outside space is agreed between teachers and planned in advance.	Ongoing
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/A		
	Posters have been used to encourage this where required	N/A		
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	Times are staggered but areas are supervised to avoid cross-contamination with pupils that are late.	Ongoing
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	No		

**Measures within the classroom**

	<ul style="list-style-type: none"> <li>Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to</li> </ul>	Yes	The hall will only be used for PE lessons, where children are unable to go outside or in the	July 2020 onwards
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	<ul style="list-style-type: none"> <li>• Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks</li> <li>• Seats are forward facing</li> <li>• The position of the teachers space/desk is considered as part of the configuration to support distancing from the class</li> </ul>		<p>event of a suspected/confirmed case within the school.</p> <p>Tables have been organised in rows facing forwards. The furniture in each class is organised to allow the flow of children without groups forming and for the teachers to distance from the pupils.</p>	
	<p>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</p>	<p>N/A</p>		
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Where close contact is needed, interact side to side with pupils and not face to face</li> <li>• Not require pupils to share or swap resources, including no marking each others books</li> <li>• Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand</li> </ul>	<p>Yes</p>	<p>Teachers have been briefed on teaching styles and avoiding close contact with pupils.</p> <p>Classrooms have been designed to allow space between the teacher and pupils.</p>	<p>Ongoing</p>
	<p>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.</p>	<p>Yes</p>	<p>As per guidance – a letter has been sent to parents on 16/07/20 outlining items to bring to school.</p>	<p>Ongoing</p>



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**Playgrounds**

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	No		
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	Adult supervision.	Ongoing
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	Picnic benches have been removed from the playground.	July 2020
	A one-way system has been introduced around outdoor gym equipment and trim trails	N/A		
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	N/A		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	No	Hand sanitiser will be used on exit and re-entry during break times. Equipment is cleaned between each class.	Ongoing
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	Bins are available in all classrooms, toilets and there are several bins available in the outside areas.	June 2020 onwards
	Time is allocated for play equipment for each group/bubble	Yes	Each bubble has its own set of play equipment available for break and lunch times.	Ongoing
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Break and lunch times are staggered.	From Sept. 2020 onwards

**Specialist curriculum considerations**

All activities	<ul style="list-style-type: none"> <li>The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is</li> </ul>	Yes	As per guidance.	Ongoing
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	<p>applied for all equipment and touch points associated with specialist curriculum activities.</p>			
<p>Music, dance and drama – general principles</p>	<ul style="list-style-type: none"> <li>• Playing instruments and singing in small groups takes place outdoors where possible</li> <li>• Care is taken to observe 2m social distancing as much as possible</li> <li>• Background and accompanying music sound levels discourage unduly raised voices</li> <li>• The available space and ventilation in that space is considered, and group activity has been limited where necessary due to space available and ventilation requirements</li> <li>• Microphones are used where possible to reduce the need to shout or sing loudly.</li> <li>• Children are encouraged to sing quietly.</li> <li>• Face to face positioning is avoided, giving preference to back to back or side to side positioning</li> <li>• Wind and brass players are positioned so that air from their instrument does not blow into another player.</li> <li>• Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed</li> <li>• Drama activities are planned to map movements to ensure social distancing, including one way systems</li> <li>• Extending main groups outside of curriculum requirements is avoided where possible.</li> <li>• Hand hygiene and disinfection arrangements are in place</li> <li>• 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.</li> <li>• Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all</li> </ul>	<p>Yes</p>	<p>Singing has not taken place at this time. Teachers have adapted planning to allow children to access a broad curriculum without the use of wind instruments or singing.</p>	<p>Ongoing.</p>



	present, including audiences) and strict social distancing is maintained.			
Handling items, equipment and instruments	<ul style="list-style-type: none"> <li>• Equipment sharing is avoided wherever it is possible including microphones and instruments, limiting handling music scores, parts and scripts by issuing them for individual use.</li> <li>• Drop off points and transfer zones are provided where required.</li> <li>• Where equipment is assigned to an individual for sole use, it is labelled to identify the user.</li> <li>• The use of costumes are avoided in drama</li> <li>• Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment</li> <li>• Consideration has been given to limiting the number of suppliers when hiring equipment.</li> <li>• Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments).</li> <li>• Hand hygiene is always followed before and after handling shared items</li> <li>• Items and equipment are stored in a clean location when not in use</li> </ul>	N/A		
Individual lessons	Individual lessons apply all the controls outlined above as applicable including: Staffing principles detailed in this risk assessment Limiting shared equipment and cleaning requirements Maintaining social distancing where possible Avoiding physical correction	N/A		
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	Where possible, classes have their own set of P.E.equipment. Where this is not possible,	Ongoing





			cohorts sanitise hands before and after use and equipment is sanitised between each 'bubble'.	
	Team sports <b>and sporting competitions</b> are only provided in line with the <a href="#">return to recreational team sport framework</a> .	Yes	As per guidance.	Ongoing.
	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	The main hall is used where the weather does not permit outdoor activities to take place. The hall is booked on a rota basis and cleaned as appropriate.	Ongoing.
	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	Each 'bubble' has its own set of spare equipment. This is then cleaned on site between uses.	Ongoing.
	The means to collect, pass on and return shared resources and equipment to prevent close contact is in place	Yes	Communication between teachers ensures there is no cross - contamination between uses.	Ongoing.
	Facilities run by external organisations are used in line with Educational Visits arrangements.	Yes	As per guidance.	Ongoing
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisation such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	Yes	As per guidance.	Ongoing
	The use of changing rooms and showering facilities are avoided as much as is possible. Where used: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Social distancing is maintained in these facilities, including limiting the numbers in the space at any one time, the use of floor markings, planning movement around the space and cleaning arrangements.</li> <li>• Facilities will be used as quickly as possible</li> </ul>	Yes	As per guidance.	Ongoing.



Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	N/A	The school is due to start swimming in January 2021.	
Subjects involving practical activities	<ul style="list-style-type: none"> <li>• Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other.</li> <li>• 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</li> <li>• Where it is not safe to maintain social distancing such as D &amp; 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.</li> <li>• Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact</li> </ul>	Yes	Teachers have been briefed on guidance and iPads are used for demonstrations that are difficult to view from all areas of the classroom – the images are then projected to the interactive boards.	Ongoing.
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p><a href="#">Guide to doing practical work in Science</a></p> <p><a href="#">Guide for science departments returning to school after an extended period of closure</a></p> <p><a href="#">Guide for managing practical work in non-lab environments</a></p> <p><a href="#">Guidance for schools where pupils spend all day in a lab</a></p> <p><a href="#">Guidance for schools where pupils spend all day in a D&amp;T, food or art room</a></p> <p>Relevant primary schools guidance for example, <a href="#">Practical activities in a bubble</a></p>	Yes	As per guidance.	Ongoing



Supervised toothbrushing programmes	<a href="#">COVID-19: guidance for supervised toothbrushing programmes in early years and school settings</a> has been followed and procedure documented.	N/A		
Autumn Examinations	The requirements for autumn examinations have been implemented and the checklist completed	Yes	As per guidance, PIXL assessments have been conducted from Year 2 – 6 and the phonics screening tests will be conducted before the end of Autumn Term.	Ongoing

**Educational visits**

	No overnight educational visits are carried out	No		
	Outdoor spaces in the local area are used to support delivery of the curriculum	No		
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <ul style="list-style-type: none"> <li>• A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</li> <li>• The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</li> <li>• The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:               <ul style="list-style-type: none"> <li>○ Do they include measures relating to limiting contact between your group and other visitors?</li> <li>○ Do they support you to maintain distances within your group?</li> <li>○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?</li> <li>○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?</li> <li>○ Are appropriate cleaning and disinfection arrangements in place?</li> </ul> </li> </ul>	N/A	Year 6 have begun swimming at Hethersett High School from Summer Term – Covid Risk assessment from setting in addition to standard risk assessment has been provided, information complete and recorded on Evolve.	Ongoing.



	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes	As above for swimming.	

**Where a pupil attends more than one setting**

	We will work with the other setting to ensure that the approach is consistent and does not compromise the group/bubble	N/A		
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**Extra curricular provision and wrap around care**

General provisions	Activities will take place outdoors as much as possible	N/A	We will not be facilitating before or after school clubs until restrictions allow mixing between bubbles.	Ongoing
	Social distancing will be maintained within and between groups	N/A		
	Groups are organised to keep pupils within their main school bubble where possible.	N/A		
	<ul style="list-style-type: none"> <li>Where not possible, groups will remain consistent and consider household groups</li> </ul>			
	For indoor activities groups will be no larger than 15 and for all activities will be reduced where necessary (dependant on age, ability to maintain distance and hygiene, size of premise, type of activity)	N/A		
Activities are organised in line with all of the relevant requirements of this assessment and compliance code including: <ul style="list-style-type: none"> <li>Hand and respiratory hygiene</li> <li>Cleaning</li> <li>Provision to use equipment and resources safely</li> </ul>	N/A			
	Access to and use of toilet facilities			
	Contact records are maintained detailing groupings for 21 days			

**Measures for arriving and leaving**



General principles	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	Staggered times have been organised.	Ongoing
	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	N/A		
	There are hand sanitiser stations outside for pupil and visitor use	Yes	Hand sanitiser is available on entry and exit of the building for the children. There are hand sanitiser stations for adults on entry and to the mobiles on site.	Ongoing
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	The one-way system on site will ensure a smooth transition in and out of school where social distancing will be encouraged.	Ongoing
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Food deliveries take place before staff arrive or between break and lunch where there are only kitchen staff in the area. All other external deliveries are taken to the front of the building only.	Ongoing
Parents and pupils – arriving and leaving the premises	Consideration has been given to how to reduce the risk of gatherings while arriving and leaving (and particularly during the initial return to school in March)	Yes	Additional adult supervision will be deployed to encourage smooth pick-up and drop-off times without the need to congregate.	Up until 16/04/21
	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	A queuing system to drop the children off and collect them will be enforced.	Ongoing
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Information shared with parents prior to first day	Sept 2020



	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes	As per current routines.	Ongoing
	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	As per current routines.	Ongoing.
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes	As per current routines.	Ongoing
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	As per guidance, although this is discouraged.	Ongoing
Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance	Yes	Separate entrance points will be created to reduce contact. Entrance points will be monitored.	Ongoing
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	N/A		
	Staff and school champions supervise at peak times.	Yes	Headteacher and member of office staff to supervise flow of children and adults.	Ongoing

**Transport and travel**

General	Additional vehicles and vehicle movement changes implemented as a result of COVID-19 measures can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	A new one-way system established as a 'gentleman's agreement' has been created to encourage a one-way flow of traffic.	Shared with parents Oct 2020
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	No	Additional bike racks will not be purchased as the current bike rack provides sufficient spacing.	



Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Information sent to parents prior to first day.	Sept 2020
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Information sent to parents prior to first day.	Sept 2020
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	Information sent to parents prior to first day.	Sept 2020
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so	Yes	Information sent to parents prior to first day.	Sept 2020
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	Yes	Information sent to parents prior to first day.	Sept 2020
	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		
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	N/A		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	No		

**Visitors (including familiarisation and parents evenings) and reception area**

General	The number of visitors is minimised as much as possible	Yes	All visits to the site will be authorised by the headteacher. Unexpected visitors will be refused access.	Ongoing
	Visitor times are planned and by appointment only	Yes	Meetings will ensure social distancing is maintained, where possible they will be outside. These meetings will	Ongoing



			take place after the school day.	
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> <li>• Site rules, which entrances and exits to use, vehicle movement and parking</li> <li>• Specific arrangements such as areas of the premises that are and are not suitable for use</li> <li>• Action to take if they cannot keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, not matter how mild.</li> <li>• How you will maintain social distancing during the visit</li> </ul>	Yes	Contractors are advised when booking maintenance visits. There is also a specific set of questions all visitors to school are asked when requiring entry to the school site.	Ongoing
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> <li>• Provided with relevant site information</li> <li>• Asked to perform hand hygiene</li> <li>• Asked to confirm that they do not have symptoms no matter how mild</li> </ul>	Yes	As per guidance.	Ongoing
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	A pen will be provided to each visitor who does not have one.	Ongoing
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Yes	As per guidance.	Ongoing
	The reception operates on a one in and one out basis	Yes	Numbers will be controlled via the main office door controlled by a buzzer.	Ongoing
	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	No		
	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 will not enter the school carpark. Instead drivers will park outside the school site and take deliveries directly to	Sept 2020 onwards





			the school kitchen, which has its own external door.	
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	Grounds maintenance will be requested out of school hours to coincide with proposed opening timetable attached.	Ongoing
	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 has been carried out and agreed with the contractors in advance.	Yes	Requests on safer working practices will be requested from any visitors working on site.	Ongoing
Parents and carers (including parent evenings)	<ul style="list-style-type: none"> <li>All meetings are carried out remotely where possible.</li> <li>Parents and carers should only attend the setting where they have a pre-arranged appointment</li> <li>Where possible, only one parent/carer attend.</li> <li>Visits are planned and organised to ensure distancing and hygiene measures can be maintained</li> <li>Information is provided in advance to ensure arrangements are communicated</li> </ul>	Yes	If visits cannot be conducted remotely then the school mobiles will be used to ensure ventilation and distancing guidance can be applied. Visitors will not enter the main building and will sanitise hands before and after leaving the mobile.	
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	As per guidance.	Ongoing
Pupil familiarisation visits	Visits are provided virtually where possible.	Yes	A virtual tour has been made available for the new intake of Reception children and an updated version has been added to the website.	Ongoing
	The visitor arrangements in this section are applied where in person visits are planned.	Yes	As per guidance.	Ongoing
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Yes	Visits for new families will be conducted outside of school hours and to the exterior area only.	Ongoing



	Visitor numbers are limited and appointments are staggered	Yes	All visits are pre-arranged.	Ongoing
Pupil lesson attendance for familiarisation	Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include: <ul style="list-style-type: none"> <li>Limiting visiting pupils mixing between additional groups</li> <li>Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining)</li> <li>Avoiding compromising the existing social distancing arrangements within the class</li> <li>The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented</li> <li>Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.</li> </ul>	N/A		

**Lunchtime and breaks**

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Pupils will eat in their classes.	Ongoing
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	All meals to be had in either classrooms or outdoor spaces.	From 08/06/20 onwards
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	As above.	Ongoing
	The use of pre-ordering and trolley services have been considered.	Yes	Norse catering will provide a lunch trolley to deliver school lunches to classrooms. A review in the second week of term has been suggested to review the effectiveness of this service, with consideration to	Sept 2020 onwards



			two trolleys being introduced if needed.	
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A	Main hall not in use.	
	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	Main hall not in use.	
	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	Main hall not in use	
	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Yes	As per Norse catering Covid-19 requirements.	Ongoing
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	Discussions prior to the full return of pupils took place.	
	The way in which essential food deliveries are received are managed	Yes	Deliveries take place before staff arrive or during lesson time to avoid non-catering staff.	Ongoing
	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	Pupils wait to be called before collecting food from the trolley service.	Ongoing
	Additional meal collection points have been put in place to reduce queuing where necessary	Yes	'Bubbles' eat in class and meals are delivered on a staggered basis.	Ongoing
	Alternative payment methods are being used to eliminate cash handling	Yes	ParentMail is used for contactless payments to school.	Sept 2020 onwards.
	Tills are screened where still in use	N/A		

**Increasing ventilation**

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	As per guidance	Ongoing
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	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes	As per guidance.	Ongoing
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	As per guidance.	Ongoing
	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	Classrooms each have their own wash areas and hand sanitiser will be available in each room.	Ongoing
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Regular discussions with pupils from teachers.	Ongoing
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Paper towels are now in use only.	Ongoing
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes		

**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	Microsoft Teams has been used for staff communication so far as has email. Teams will be used as the main method to communicate between	Ongoing
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			classrooms and the school office.  Staff meetings are conducted in the single mobile to allow social distancing and ventilation guidance to be applied.	
	Meetings only take place in person where: <ul style="list-style-type: none"> <li>• There is a need to be in person for safeguarding, well-being or statutory reasons or</li> <li>• Limitations of technology, poor or unstable signal</li> </ul>	Yes	Urgent meetings will be the only meetings to take place other than those planned.	Ongoing
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> <li>• They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</li> <li>• All other participants will connect to the meeting remotely.</li> <li>• The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</li> <li>• Use separate spaces or rooms where possible to limit the number of people in the same area</li> <li>• Ensure 2 distance is maintained at all times, not sitting face to face</li> <li>• Paperwork is shared electronically where possible</li> <li>• 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.</li> <li>• People do not shake hands.</li> <li>• Participants practice good hand and respiratory hygiene before after and during the meeting.</li> <li>• Where held indoors they are held in well ventilated spaces.</li> </ul>	Yes	As per guidance.	Ongoing



	<ul style="list-style-type: none"> <li>All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented.</li> </ul>			
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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</li> <li>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</li> <li>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.</li> <li>Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.</li> <li>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.</li> <li>Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.</li> </ul>	Yes	As per guidance.	Ongoing
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	The main hall is now used as a staffroom. Each member of staff has their own chair, equipment is cleaned between	Ongoing



			uses and social distancing measures are followed.	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	A staggered timetable has been created.	Sept 2020 onwards
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	As per guidance.	Ongoing
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	As per guidance.	Ongoing.
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	A video message was sent to all parents answering questions they had submitted.	Oct 2020

## Universal Hygiene Arrangements

### *Cleaning and disinfection*

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	As per guidance.	Ongoing
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	As per Health & Safety guidance.	Ongoing
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes	This is ongoing and has been throughout lockdown following health and safety guidance.	Ongoing
	All Staff who undertake cleaning: <ul style="list-style-type: none"> <li>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.</li> <li>Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them.</li> </ul>	Yes	As per Health & Safety guidance.	Ongoing



	<p>The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:</p> <ul style="list-style-type: none"> <li>• Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group</li> <li>• <b>Secondary settings</b> -, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes.</li> <li>• <b>Early years settings and settings where pupils may find it difficult to maintain personal hygiene</b> – the frequency of cleaning hand contact surfaces is increased</li> </ul>	Yes	An additional 7.5hrs have been applied to ensure contact points are cleaned twice daily and waste materials are disposed of twice daily.	Ongoing.
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment and these are recorded	Yes	As per guidance.	Ongoing
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Clothes are disposed of between each use.	Ongoing
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 to reduce the risk of cross contamination between filling.	Yes	As per guidance.	Ongoing
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	Each classroom and contact area has hand sanitiser available readily. Surplus will be stored following health and safety guidance.	Ongoing
Tissues and waste from bins provided	<ul style="list-style-type: none"> <li>• Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>• Waste bins are provided in classroom and other key locations such as dining areas</li> <li>• Bins are emptied regularly throughout the day</li> <li>• Bins and tissues are provided in the same place</li> </ul>		<p>As per the Catch it, kill it, bin it guidance.</p> <p>Bins are available in every room and are emptied twice daily.</p>	Ongoing.





	<ul style="list-style-type: none"> <li>Waste bags for tissues are double bagged for disposal</li> </ul>			
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**Handwashing and respiratory hygiene arrangements**

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> <li>Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class</li> <li>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.</li> <li>Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>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.</li> <li>Hand hygiene 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.</li> <li>Entrances are supervised on arrival in the morning to support hand sanitising on arrival.</li> <li>Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home</li> </ul>	Yes	As per NHS guidance, staff will encourage thorough washing of hands at regular points during time in the school setting.	From 04/09/20 onwards
	Hand washing is carried out using running water (static bowls are not used)	Yes	All classrooms have running water.	Ongoing
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet	Yes	These are available in all classrooms, entry points to the	Ongoing.



	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.		buildings and in the hall and office locations.	
	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	These are all fixed at an appropriate height for children and adults alike.	Ongoing
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	No		
	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	Classroom sanitiser is stored at an appropriate height and out of reach from the children. Larger containers are locked in cupboards.	Ongoing
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes	Posters are displayed around the school and the children are reminded regularly about good hand hygiene.	Ongoing
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	As per guidance.	Ongoing
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	As per guidance.	Ongoing.

## 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 <a href="#">template provided</a> is used to record conversations and agreed control measures.	Yes	Separate risk assessments produced for those children requiring one.	June 2020 onwards
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Wellbeing Champions are in during the working week and posters in school highlight who	From 22/05/20 onwards

			staff can get in contact with should they need to.	
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	No		
Symptoms	Staff know to go home as soon as possible if they develop symptoms	Yes	Guidance has been shared if a member of staff becomes unwell during work.	From 22/05/20 onwards
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	Posters displayed in school to promote testing.	Ongoing

### ***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	Age-appropriate discussions to be had with all pupils on their return to school.	Ongoing
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	Staff have been briefed on identifying symptoms and procedures for dealing with children who are unwell.	Ongoing
	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	As above.	Ongoing
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Yes	Communication with staff and children September PD Day and on children returning to school.	Sept 2020
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	As per guidance and analysis during individual risk assessments.	July 2020
	Support plans include:	Yes	As per guidance.	Ongoing



	<ul style="list-style-type: none"> <li>• Specific cleaning and disinfection requirements such as changing beds and wheelchairs.</li> <li>• Ensuring that staff increase their level of self protection,</li> <li>• Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> <li>• Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>			
	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	All staff briefed on using PPE before children returned to school 08/06/20.	Ongoing
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	Contact made with Social Workers prior to finishing in the summer term. Pupils needs to be assessed on returning in September.	Ongoing
	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	We will do this on an individual basis.	Ongoing
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	School procedures to continue to be adhered to.	Ongoing
	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	Regular discussions to take place where appropriate	Ongoing
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Lucy Canning to offer support and guidance for pupils. Staff have access to the Norfolk Support Line.	Ongoing
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	Yes	Information to be shared with teachers on 22/07/20 PD Day in preparation for September.	22/07/20



	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	As per Behaviour and Discipline in Schools guidance.	Ongoing
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**Communication and Involvement**

**General Arrangements**

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	The school website is regularly updated with guidance. A new email address has been created to allow concerns to be directed to the headteacher. Emails and text updates are used to communicate clearly with parents. Staff meetings have taken place via Teams and in the main hall with teachers, TAs, office and cleaning staff (including the caretaker).	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 additional information that has been identified in this risk assessment.	Yes	Communication sent to all parents, including the new Reception parents starting in September 16/07/20.	16/07/20
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the <a href="#">guidance for parents and carers has been shared to support their decision making</a>	N/A		
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	Yes	Visitors to the site will adhere to appropriate guidance and will be conducted when pupils	Ongoing



	information is also shared on the setting website or directly with visitors in advance.		are not on site, unless this is not possible and urgent.	
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Yes	Signage displayed at regular points around the school site.	Ongoing
	Site changes such as entrances and exits will be identified where required	Yes	Classes will have a separate entrance and exit point to the school and drop-off and pick-up times will be staggered.	Ongoing
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	As above with signage.	Ongoing
	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	Information to be discussed with each returning family separate before returning to the school site.	Ongoing
	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 <a href="#">How to hand rub</a> .	Yes	As per guidance.	Ongoing
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	Yes	Posters are displayed at the front office and on the parent's information board.	From July 2020

**Staff Instruction**

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes	Information shared in May, July and September.	Ongoing.
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	As above.	Ongoing



	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	Documentation shared with staff: G646a, G646c, G646f, G646i	Ongoing
	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	As per guidance.	Ongoing
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	Representatives review the Risk Assessment on a fortnightly basis.	Ongoing.
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	Opportunities are available for staff to raise concerns or queries when appropriate. This information is then shared to all staff.	Ongoing
	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	Information and priority number for education staff has been shared.	Ongoing.
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	As per guidance.	Ongoing
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	One new member of staff has been briefed on school arrangements during induction.	November 2020

**Offices and other work spaces**

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

**Planning for emergencies**

Fire evacuation	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	There have been x2 fire alarm reviews during the Autumn term. A map outlining exit points and route to assembly points has been created so that cross-contamination does not occur in the event of an alarm.	Ongoing
	Fire drills that are carried out encourage social distancing.	Yes	As outlined above.	Ongoing
	Staff and pupils understand that in an emergency they must leave without delay	Yes	As per guidance.	Ongoing
First aid – all settings	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	All staff have basic first aid training.	Ongoing
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	Guidance has been provided for all staff and equipment is readily available in classrooms	Ongoing.





			and the room allocated for ill pupils.	
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**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	As per guidance.	Ongoing
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public and school transport and where the exemptions to this apply	Yes	As per guidance.	Ongoing.
	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	No coverings are worn to or from the setting.  Staff have been instructed that after use, PPE must be disposed of to avoid cross-contamination.	Ongoing
	Where face coverings are required within the premises either due to an increase in alert level or by educational setting decision these requirements and information relation to hygiene measures have been clearly communicated to all concerned	N/A		

**ADDENDUM**

Item	Control Measure	Yes/ No? NA	How? Notes and further information	Date required and completed
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Contact with children and adults	Contact with bubbles will avoid the accumulated period of 15mins daily. Contact between bubbles will only be limited to the headteacher and office staff.	Yes	Where contact with bubbles is unavoidable, e.g. professional discussions, support with behaviour of children, staff will be aware the 15min period of close contact can now be accrued during the day.	Ongoing
PE provision	PE, sport and physical activity provided by schools to their own pupils can continue in tier 4 and schools must continue to prioritise outdoor activity and follow the infection control arrangements. Competition between different schools should not take place, in line with the local restrictions on grassroots sport. Where open, external facilities, including other schools' facilities can also be used, following the existing risk control measures detailed in your risk assessment.	Yes	Children in school will still have access to two sessions weekly of physical exercise. Bubbles will stay separate and there will be no physical contact with other children outside of the school setting at this time.	January 2021
Messy play	Use of malleable materials (messy play) <ul style="list-style-type: none"> <li>• Materials should only be handled by a small consistent group of no more than 15 at a time and no-one else outside of this group can come into contact with it.</li> <li>• Increase the existing frequency of replacing material for messy play where it is possible (for example sand/water/mud)</li> <li>• Children should wash their hands thoroughly before and after messy play</li> <li>• Frequently touched surfaces, equipment, tools and resources are thoroughly cleaned and dried before they are used by a different group.</li> </ul>	Yes	Bubble numbers are limited to x15 children and all contact points are cleaned twice daily. For materials and equipment shared between pupils, equipment will be cleaned between usage and children will wash hands before and after use.	January 2021 onwards
Educational visits	Guidance provided to schools that permit non-overnight domestic educational visits where premises are able to open in accordance with the tier requirements.	No	The school does not intend to schedule educational visits during the current lockdown. This will be reviewed as new guidance becomes available.	January 2021
Extra curricular provision	Schools are permitted to provide wrap around care.	No	The school will not provide wrap around care at this time.	January 2021
Transport	Children and young people aged 11 and over must wear a face covering when travelling on dedicated school transport	No	No pupils in attendance use public transport.	January 2021
Ventillation	There is no current research to suggest that fans aid transmission of COVID-19, as long as they are only used in well ventilated areas.	No	Fans are not being used in school at this time.	January 2021



Face coverings	Face coverings to be used when using all transport that is provided in connection with transport to and from school.	N/A		
Paediatric First Aid	The DfE previously extended the expiration date of PFA certificates to 25 November, for providers whose certificate expired on or after 16 March 2020. The deadline extension for providers to requalify for paediatric first aid (PFA) training has now passed. This means that anyone who has not been able to undertake requalification cannot be counted in your PFA ratios.		Register updated accordingly.	
Hiring school premises	Where school premises are hired out or used by clubs, the school must ensure that they complete the Premises Use Risk Assessment Form	N/A		

**Additional information added in preparation for pupils returning to school from Monday 8<sup>th</sup> March**

Item	Control Measure	Yes/No? NA	How? Notes and further information	Date required and completed
Live performances	Live performances are not taking place at this time	No	At this time we will not be holding live performances until guidance shows that it is safe to do so.	Ongoing
Educational visits	Educational visits are not taking place at this time in line with Government guidance	No	There are currently no planned external visits at this time.	Ongoing
Extra curricular provision and wrap around care	<ul style="list-style-type: none"> <li>Extra curricular provision and wrap around care is only provided in line with legislation and Government advice (as outlined in the compliance code). Provision is reviewed and amended regularly as this advice changes.</li> <li>Whenever the legislation and government advice changes parents are advised who can access services and for what purposes.</li> </ul>	No	Due to the size of the school, and the need to open x4 clubs to avoid mixing of bubbles, we will not be providing before or after school clubs at this time.	To be reviewed as guidance changes.
Measuring for arriving and leaving	<ul style="list-style-type: none"> <li>Consideration has been given to how to reduce the risk of gatherings while arriving and leaving (and particularly during the initial return to school in March)</li> </ul>	Yes	Information sent to parents has outlined the need to be punctual. We will also have two members of staff outside at the beginning and	Ongoing.



			end of the day to discourage gatherings to socialise.	
Increasing ventilation	<ul style="list-style-type: none"> <li>Responsibility for opening and closing windows have been assigned to appropriate staff in all occupied areas of the premises</li> </ul>	Yes	Class teachers are responsible for opening windows at the start of each day. The caretaker will close them at the end of each day.	Ongoing
Covid-19 testing	<p>Lateral Flow Device testing arrangements are followed as detailed in guidance on the <a href="#">COVID-19 website for Norfolk Schools</a></p> <p>The risk assessment templates for LFD testing have been completed as appropriate</p> <p>All eligible persons are encouraged to participate in testing</p>	Yes	Staff complete Lateral Flow tests twice weekly and report results to the headteacher and national database.	Since February 2021
Staff health	Staff who have received a letter advising them to shield do not come to work in setting until the government advise it is safe to do so in line with <i>COVID-19 Your health and your safety when working in educational settings</i>	N/A		
Pupil health and planned close contact activities	Pupils who have received a letter advising them to Shield continue with remote learning until the Government advise it is safe for them to return to setting	N/A		
Self-isolation arrangements	<p>Close contacts will isolate:</p> <ul style="list-style-type: none"> <li>Where notified by NHS Test and Trace that they are a close contact of a positive case</li> <li>Where they are notified that they are a close contact of a positive case by the School</li> <li>Where a member of their household or support or childcare bubble develops symptoms.</li> </ul> <p>Staff and pupils will immediate isolate if they test positive (PCR or LFD) and follow household isolation requirements.</p>	Yes	As per national guidance.	Ongoing



Travelling from abroad	The school will encourage staff and pupils to follow the requirements for <a href="#">Entering the UK</a>	N/A		
PPE and face coverings	A policy on wearing of face coverings in setting has been developed in line with the Compliance Code and Government advice	N/A	Primary setting.	As per government guidance.
	Consideration has been given to where it would not be appropriate for some people to wear a face covering as described in the Compliance Code and additional hygiene measures implemented as appropriate.	N/A	Primary setting	As per government guidance.
	Face visors or shields are not worn as an alternative to face coverings.	N/A	Primary setting	As per government guidance.
	Where face coverings are worn to or in a setting: <ul style="list-style-type: none"> <li>• Arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission.</li> </ul> <p>A stock of disposable coverings is available to offer to people who are struggling to access them, need a replacement during the day or have forgotten their own.</p>	Yes	We have a supply in school for external visits required on site to provide essential maintenance or works.  Staff have the option of using face coverings provided by the Local Authority in 2020.	Ongoing
	Communication about the use of face coverings includes: <ul style="list-style-type: none"> <li>• The settings policy on when face coverings must be worn</li> <li>• Even when a face covering is worn all other measures that are in place to reduce the risk of transmission continue to apply.</li> <li>• Advising that multi-layered face coverings are considered to be the most effective</li> <li>• If you have COVID-19, wearing a face covering does not make it safe to go out in the community, attend school or work</li> </ul> <p>Hygiene measures regarding putting coverings on, taking off, storage and hand hygiene as detailed in the compliance code.</p>	Yes	Information has been relayed to staff and the office staff welcoming visitors to the school are fully aware of procedures.  CPD has been provided to all staff on hygiene measures required to safely put on and remove all PPE.	Ongoing.



<b>Assessor's Name:</b> Adam Riley	<b>Manager's Name:</b>
<b>Position:</b> Headteacher	<b>Position:</b>
<b>Signature:</b> <i>A. Riley</i>	<b>Signature:</b>

DoN MAT REVIEW – for internal use only				
	Comments	RA agreed to take forward <i>Please delete as applicable</i>	Name	Date
DoSI		Yes	Sam Nixon	04.12.2020
H&S specialist		Yes	Sharon Money	10.12.2020



CEO FINAL approval		Yes	Richard Cranmer	10.12.2020
		Once sign off received from CEO the academy and LGB will be notified (of approval) via GovHub.		

### Appendix 1

Additional procedures added due to the new variant and school closure for all but the vulnerable and key worker children from 05/01/21

- Bubbles have now been created with adults working on a rota basis, this will allow children of critical workers and those deemed vulnerable to be taught by a teacher in school with support from Teaching Assistants while pupils accessing remote learning will have access to feedback from a teacher.
- Staff must restrict their movement around the school, only leaving bubbles where necessary.
- Staff are asked to wipe down surfaces and touch points in the main hall (currently used as a staffroom for lunch and breaks) on leaving.
- Staff meetings will be conducted via Teams until further notice.
- Staff are asked to not mix at the start and end of the day. Staff are asked to leave the premises by 17:15pm to reduce opportunities for contact.
- Between uses, the school photocopier must be wiped down.
- PPA sessions will continue with staff being release by Premier Sports.
- Parents are only able to come on site by prior appointment, avoiding drop-off and pick-up times for the critical worker and vulnerable children bubbles.