

Setting/Premises:	Yaxham CE VA Primary School		
Location:	Norwich Road, Dereham		
Assessment Date:	26 th Jan 21	Review Date:	9 th February 2021
Assessment completed by:	Jennie Müller		

When more than 1 bubble exists they will be named

Management Arrangements

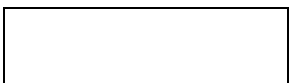
Item	Control measures	Yes/no/not applicable	How? Notes and further information	Date required and completed
General management planning	Management planning has been undertaken following the management planning checklist and compliance code	Yes	Regular review of risk assessment and compliance code undertaken. Fortnightly initially and in light of new guidance.	At the beginning of each new term and fortnightly following this until risk reduces significantly.

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>Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches work is arranged where possible so that:</p> <p>The number of such staff are kept as low and consistent as possible</p> <p>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)</p> <p>They have minimal contact with, and maintain 2m distance from, permanent staff</p>	Yes	<ul style="list-style-type: none"> The use of temporary staff is avoided. Where possible cover is carried out by existing staff or those not currently working at other settings. All adults keep 2m distance when in school. Children stay in consistent bubbles 	Yes

Premises and cleaning staff	<p>Teaching staff breaks are organised in a way that avoids staff covering for a different group</p> <p>Consistent working arrangements are applied to ITT trainees.</p> <p>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.</p> <p>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</p> <p>Where volunteers are used the same staff principles are applied.</p> <p>The principles of distancing and hygiene are in place for normal premises management activities.</p> <p>Activities are scheduled to avoid times where pupils and staff are using the same areas.</p> <p>Staff who carry out cleaning and disinfection have the appropriate equipment required for the task in line with the relevant guidance/compliance code.</p>		<ul style="list-style-type: none"> Furniture has been reorganised, desks forward facing where possible. All furniture kept to a minimum in classrooms to ensure minimal contact with any adults Adults do cross bubbles to provide PPA cover, cleaning and distancing measures in place to reduce risk No volunteers currently in school Cleaning schedule in place throughout the day for contact points/touch surfaces: break times, before and after food (see SOP) Carried out by adults in school rather than cleaning staff Cleaning staff schedule based on local authority model. All cleaning materials and procedures in line with guidance and all staff provided with relevant information including data sheets (COSCH) 	



Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that: Short duration, ad hoc and working at more than one setting is avoided They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) A space of 48 hours between site visits is applied Longer assignments with supply teachers are agreed	Yes	<ul style="list-style-type: none">No external activity providers	26.1.2021
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	Bubbles in place to support staffing and ensure staffing remains consistent	26.1.2021
	Consistent working arrangements are applied to ITT trainees.	Yes	PGCE Student placement in Spring 1 2021 remains in consistent bubble, no face to face contact with other schools during this period	26.1.2021
	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	Where possible staff maintain bubble. Staff will work in different bubbles where required to support delivery of curriculum, good hygiene and social distancing in place.	26.1.2021
	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	n/a	No compromise necessary with timetable	26.1.2021
	Where volunteers are used the same staff principles are applied.	n/a	No volunteers on site	26.1.2021
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	All premises management remained in place throughout	26.1.2021

	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	Timetable in place for shared areas to allow for cleaning and no crossover of bubbles. Hall and other shared areas cleaned between use.	26.1.2021
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	All staff used approved cleaning products.	26.1.2021

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	<p>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:</p> <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	<ul style="list-style-type: none"> • Where numbers increase bubbles to be maintained and staffing support provided for breaks • Plans allow all children to return with only minor curriculum adaptations: higher risk activities rescheduled or take place outside to reduce risk • Break/lunch planned to allow this. 	26.1.2021
	Any extended groups created remain as small and consistent as possible	Yes	N/A No morning club currently	26.1.2021
	<p>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:</p> <ul style="list-style-type: none"> • some secondary curriculum practical activities • some music activities • With very young children • Because of health conditions or understanding of the children 	Yes	<ul style="list-style-type: none"> • n/a 	26.1.2021
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Staff in bubbles will remain consistent with staff allocated to each class	26.1.2021

	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	Staff in bubbles will remain consistent as above	26.1.2021
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	<ul style="list-style-type: none"> All visitors to sign in and office will confirm we have contact details Only necessary visitors on site All visits planned to ensure contact details or maintained. 	26.1.2021

Other general measures

	The use of outdoor spaces has been maximised	Yes	<ul style="list-style-type: none"> As much PE as possible to take place outside when weather suitable. 	26.1.2021
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	<ul style="list-style-type: none"> Arrival staggered to avoid queues if numbers over 15 Lunch served in classrooms 	26.1.2021
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	Class or virtual collective worship only, no singing	26.1.2021
	Activities involving invited audiences do not take place	Yes	No activities involving an audience to take place	Ongoing
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	<ul style="list-style-type: none"> All furniture arranged and plans in place to ensure staff to maintain distance and children will be side by side rather than facing except in R/1 Classroom where the children will access early years provision, good hygiene will be maintained through planned handwashing and cleaning to reduce risk 	26.1.2021
	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	Bubbles have allocated toilets and handwashing facilities to ensure safe use and group numbers are monitored by adults. Adults will check toilets are	26.1.2021

			clean and they will be cleaned at lunchtime.	
	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	<ul style="list-style-type: none"> SOP will specify activities to avoid to prevent raised voices 	26.1.2021
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	<ul style="list-style-type: none"> Books and resources to remain in school as much as possible Books changed on specified days to avoid taking backwards and forwards to school Handwashing before and after using shared resources Shared resources cleaned at the end of the day and touch points to be cleaned at break/lunchtime Staff will avoid taking children's books home 	26.1.2021
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	<ul style="list-style-type: none"> Handwashing before and after using shared resource Shared resources cleaned at the end of the day. Touch points to be cleaned at break/lunchtime Children have individual equipment where possible, shared resources kept to a minimum 	26.1.2021
	<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) 	Yes	<ul style="list-style-type: none"> If more than one Bubble, bubble based in own room, access to shared areas based on timetable Arrival and departure times to be staggered to avoid cross over Corridor movement is kept to a minimum 	26.1.2021

	<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 		<ul style="list-style-type: none"> • Children are supervised moving around the building • Corridors wide enough and movement minimal so corridor congestion is avoided • Corridor touch points cleaned at lunchtime 	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	<ul style="list-style-type: none"> • Children are provided with resources for their work station • Bubbles allocated with own equipment 	26.1.2021
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	<ul style="list-style-type: none"> • Children will not share areas with other bubbles. • Touch points cleaned after morning club and equipment stored to prevent other groups using it 	26.1.2021
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	Staggered arrival and departure, children supervised	26.1.2021
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes	Use own coat pegs to maintain as much distance as possible. Children to keep as much equipment in class space as possible	26.1.2021

Measures within the classroom

<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks Seats are forward facing The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 	Yes	<ul style="list-style-type: none"> Class sizes fit within guidance All unnecessary furniture and objects removed where possible Where possible only retain objects and furniture which can be cleaned All furniture reconfigured to face forward (excluding R/1 class) Furniture arranged to allow adults to maintain distance 	26.1.2021
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	Children will not bring bags to school except on book changing days. Coat pegs will be separated as much as possible Children will enter the cloakroom in small groups.	26.1.2021
<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk Where close contact is needed, interact side to side with pupils and not face to face Not require pupils to share or swap resources, including no marking each others books Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	Yes	<ul style="list-style-type: none"> Teachers plan activity to maintain distance. Intervention space and activity planned to maintain distance Intervention space and activity planned to maintain distance Teaching methods adapted to avoid children standing in front of the class Feedback methods will avoid children bringing work to the teacher 	26.1.2021
The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes	Children will only bring essential items, no bags. All stationary will be provided and used by individuals only. Books will be changed at the beginning of the week and will be collected at the end to	26.1.2021

			avoid books going backwards and forwards from home.	
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Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	When numbers increase	26.1.2021
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	All use supervised	26.1.2021
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	All equipment taped off	4.1.2021
	A one-way system has been introduced around outdoor gym equipment and trim trails	n/a	One way, supervised use	26.1.21
	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.	Yes	Playground wash station, children wash hands before and after break	26.1.2021
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	Playground bin in place, additional bin ordered	26.1.2021
	Time is allocated for play equipment for each group/bubble	n/a		4.1.2021
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Children have bubble collection of equipment which is cleaned after use	26.1.2021

Specialist curriculum considerations

All activities	<ul style="list-style-type: none"> The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities. 	Yes	Cleaning in place throughout the day, any shared equipment cleaned before and after use	26.1.2021
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<p>Music, dance and drama – general principles</p>	<ul style="list-style-type: none"> • Playing instruments and singing in small groups takes place outdoors where possible • Care is taken to observe 2m social distancing as much as possible • Background and accompanying music sound levels discourage unduly raised voices • 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 • Microphones are used where possible to reduce the need to shout or sing loudly. • Children are encouraged to sing quietly. • Face to face positioning is avoided, giving preference to back to back or side to side positioning • Wind and brass players are positioned so that air from their instrument does not blow into another player. 		<ul style="list-style-type: none"> • Online resources used for music, where instruments are used these will be non-wind and must be cleaned between users. • Hands washed before and after. • Performances with audiences will not take place • Planning adapted to ensure that voices are not raised • Opportunities to work outside will always be considered • SOP identifies these options as priorities when teachers are planning 	
<p>Handling items, equipment and instruments</p>	<ul style="list-style-type: none"> • Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed • Drama activities are planned to map movements to ensure social distancing, including one way systems • Extending main groups outside of curriculum requirements is avoided where possible. • Hand hygiene and disinfection arrangements are in place • 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. • Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained. • 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. • Drop off points and transfer zones are provided where required. 			

	<ul style="list-style-type: none"> • Where equipment is assigned to an individual for sole use, it is labelled to identify the user. • The use of costumes are avoided in drama • Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment • Consideration has been given to limiting the number of suppliers when hiring equipment. • Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments). • Hand hygiene is always followed before and after handling shared items • Items and equipment are stored in a clean location when not in use 			
Individual lessons	<p>Individual lessons apply all the controls outlined above as applicable including:</p> <p>Staffing principles detailed in this risk assessment</p> <p>Limiting shared equipment and cleaning requirements</p> <p>Maintaining social distancing where possible</p> <p>Avoiding physical correction</p>	n/a	n/a	26.1.2021
Physical activity	<p>Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.</p>	Yes	<p>Taught in bubbles.</p> <p>Hands washed before and after using equipment.</p> <p>All equipment cleaned between uses.</p> <p>Where possible each has own equipment where possible</p>	26.1.2021
	<p>Team sports are only provided in line with the return to recreational team sport framework.</p>	n/a		

	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	Outdoor units planned where possible. Hall well ventilated and cleaned between use.	26.1.2021
	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.	n/a	Non personal kit will not be used	n/a
	The means to collect, pass on and return shared resources and equipment to prevent close contact is in place	Yes	Each bubble has separate PE days. All equipment cleaned between uses.	26.1.2021
	Facilities run by external organisations are used in line with Educational Visits arrangements.	n/a		
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Yes	All decisions made and activities reviewed in line with guidance	26.1.2021
	The use of changing rooms and showering facilities are avoided as much as is 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 limiting the numbers in the space at any one time, the use of floor markings, planning movement around the space and cleaning arrangements. • Facilities will be used as quickly as possible 	Yes	Children will attend in kit on PE day	26.1.2021
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	n/a	Swimming will not take place at this point as it is not financially viable	26.1.2021
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 	Yes	<ul style="list-style-type: none"> • Teachers plan activity to maintain distance. • Intervention space and activity planned to maintain distance • DT will be taught with children using individual equipment, any shared resources which must be used will be cleaned in between 	Yes

	<p>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> <ul style="list-style-type: none"> Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact 			
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p>Guide to doing practical work in Science Guide for science departments returning to school after an extended period of closure Guide for managing practical work in non-lab environments Guidance for schools where pupils spend all day in a lab Guidance for schools where pupils spend all day in a D&T, food or art room Relevant primary schools guidance for example, Practical activities in a bubble</p>	Yes	All activities other than those already mentioned will refer back to this guidance before taking place.	26.1.2021
Supervised toothbrushing programmes	<p>COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.</p>	n/a		
Autumn Examinations	The requirements for autumn examinations have been implemented and the checklist completed	n/a		

Educational visits

	No overnight educational visits are carried out	Yes	Residential bookings have been postponed	26.1.2021
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	Our curriculum encompasses the use of the local area but will avoid the use of shared play area etc. during this period	26.1.2021

	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <ul style="list-style-type: none"> • A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation • The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements • The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 	n/a	No visits to take place	26.1.2021
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	n/a	No visits to take place	26.1.2021

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		
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Extra curricular provision

	We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.	n/a	No external providers in place	26.1.2021
	Pupils will keep within their main bubble where possible.	Yes	Only essential care to take place, not currently in action	26.1.2021

<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days 	Yes	<ul style="list-style-type: none"> • Parents will leave children with an adult at the gate. • Children will be separated in the hall to maintain bubbles. • When the weather is good they will work outside. • They will not share resources across the bubbles and staff will maintain a distance from all children where possible. • A maximum of 15 children will be able to attend and spaces must be booked in advance. • Payment will be online only. Staff will be consistent and records of attendance maintained. • Planning will be adjusted to ensure activities reflected the procedure throughout the day and no activities that involve shouting, singing or chanting, or the use of wind/brass instruments will take place • Parents will be asked to confirm details of other settings and assurances that the setting has provided should they attend both • Cleaning, hand sanitisation and waste requirements will be consistent with expectations throughout the school day. • Children will wash hands on arrival and before returning to class • Touch points etc. will be cleaned at the end of morning club 	26.1.2021
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			<ul style="list-style-type: none"> Children will use the same toilets as they would throughout the day and will have access to the same waste/tissue facilities 	
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	Yes	See above	

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 arrivals and departures in place.	26.1.2021
	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		26.1.2021
	There are hand sanitiser stations outside for pupil and visitor use	Yes	Available in the entrance for visitors. Children wash hands inside or in the outside wash station. Sanitiser points in all other key areas within the building	26.1.2021
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	No external queueing plans	26.1.2021
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	No access to office without permission. Any deliveries met at gate and directed to drop off point	26.1.2021
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	<p>All key points supervised. Signage and letters to remind parents. All staff instructed through SOP</p> <p>All adults on site to wear masks at the beginning and end of school day</p> <p>Staff to wear masks when using school corridors</p>	26.1.2021
	Parent/carers pick up and drop off protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Parents and staff directed through SOP and letters. Staggered timing in place.	26.1.2021
	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	All parents have been briefed to ensure children do not come to school if unwell. All children in all year groups to wash hands on	26.1.2021

			arrival, before and after eating, when changing shoes and before/after using shared equipment. See SOP.	
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes	Parents are aware of guidance and are asked not to send children with symptoms. All children are greeted and wash hands on arrival	26.1.2021
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	n/a		
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	Only one parent on site per family	26.1.2021
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	Children arrive and leave through allocated doors and wash hands SOP	26.1.2021
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	Staggered times in place to avoid gathering at gate	26.1.2021
	Staff and school champions supervise at peak times.	Yes	All gate times and entrances staffed	26.1.2021

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	Arrangements with taxi confirmed	26.1.2021
	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Yes	Parents directed through letters, conversations to agree plans with individuals	26.1.2021
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes	Bikes divided depending on bubble from front and back entrance	26.1.2021
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Everyone is directed to leave the site as swiftly as possible	26.1.2021
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes	Everyone reminded of the need to reduce contact. Arrangements for childminders etc. agreed. Staff aware who should be arriving together	26.1.2021
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	Asked to walk where possible. NCC advice shared through website.	26.1.2021

	Pupils and parents have been advised that they should not walk together in large groups	Yes	All letters and advice asks parents to minimise contact.	26.1.2021
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/A		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	N/A		
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	N/A		
	Social distancing is applied as far as is possible in 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		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	N/A		

Visitors (including familiarisation and parents evenings) and reception area

	The number of visitors is minimised as much as possible	Yes	School will accept no unnecessary visitors at this point	26.1.2021
	Visitor times are planned and by appointment only	Yes	All necessary visits take place after school. No unexpected visitors admitted.	26.1.2021
	Visitors are advised of the following in advance: <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 	Yes	Email expectations and share again on arrival.	26.1.2021

	<ul style="list-style-type: none"> To leave the setting immediately if they develop symptoms, not matter how mild. 			
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> Provided with relevant site information Asked to perform hand hygiene Asked to confirm that they do not have symptoms no matter how mild 	Yes	<ul style="list-style-type: none"> Expectations made clear in advance and on arrival. Hand sanitiser station at reception. 	26.1.2021
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	Pot of pens for visitors, sanitised after use	26.1.2021
	The reception operates on a one in and one out basis	Yes	Not more than one visit planned at one time	26.1.2021
	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	Glass screen in place	26.1.2021
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	No direct access to office, staff to direct delivery drivers to ensure deliveries are left without contact. Where the building must be entered, hands to be sanitised	26.1.2021
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	All necessary visits take place after school	26.1.2021
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	Agreement to be made in advance should this be unavoidable	26.1.2021
Parents and carers (including parent evenings)	<ul style="list-style-type: none"> All meetings are carried out remotely where possible. Parents and carers should only attend the setting where they have a pre-arranged appointment Where possible, only one parent/carers attend. Visits are planned and organised to ensure distancing and hygiene measures can be maintained Information is provided in advance to ensure arrangements are communicated 	Yes	Parents will only visit where absolutely essential. Expectations of the visit made clear prior to the event. Parents consultation by phone or virtually	26.1.2021

Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	Expectations of visit emailed in advance and shared upon arrival	26.1.2021
Pupil familiarisation visits	Visits are provided virtually where possible. The visitor arrangements in this section are applied where in person visits are planned. Visits will take place outside the school day where it is not detrimental to the purpose of the visit. Visitor numbers are limited and appointments are staggered	Yes	Any visits will be planned outside of the school day and visiting externally, viewing from classroom door where possible. Only one family on site at a time	26.1.2021
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"> Limiting visiting pupils mixing between additional groups Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining) Avoiding compromising the existing social distancing arrangements within the class The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk. 	n/a	No sessions planned at this point	26.1.2021

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	n/a	Lunch will be classroom based	26.1.2021
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	As above	4.1.2021
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Bubbles will have their own space, shared trolleys will not be used	26.1.2021
	The use of pre-ordering and trolley services have been considered.	Yes	school or home packed lunches only. They will be delivered to the class by support staff	26.1.2021
	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	Edwards and Blake have provided information to show that they are compliant	26.1.2021
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	As above	26.1.2021
	The way in which essential food deliveries are received are managed	Yes	Food is delivered with minimal contact between staff	26.1.2021
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	n/a	Delivered to classroom	26.1.2021
	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	Yes	All payment is online; the office does not accept cash currently.	26.1.2021
	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	Office staff work individually but use of fans has been agreed	26.1.2021
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	n/a		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	All available doors and windows are kept open to ensure good ventilation	26.1.2021
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	n/a		

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

	Times of use are staggered where possible.	Yes	Plans in place to ensure only one at a time. Children have set toilets to use to ensure bubbles do not mix.	26.1.2021
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Children understand that they need to go back to class if they arrive and the toilet is busy unless an adult is present to monitor	26.1.2021
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Children have access to hand dryers and paper towels	26.1.2021
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes	There are no funds for replacing taps at this time	26.1.2021

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	Training will take place in smaller groups where possible, staff access on line training when they are able to work from home as there is not sufficient Wi-Fi access in school	26.1.2021
	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	See above	26.1.2021
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather 	Yes	<ul style="list-style-type: none"> • With a small staff group meetings are able to take place maintaining distance • where possible they take place outside, when indoors, rooms are well ventilated • Paperwork shared electronically. 	26.1.2021

	<ul style="list-style-type: none"> • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • 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. 		<ul style="list-style-type: none"> • Staff practice good hand and respiratory hygiene at all times 	
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online. • course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible • Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible • Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. 	Yes	<ul style="list-style-type: none"> • Only essential training to take place • Training that involves physical contact including first aid and Norfolk Steps has been postponed • Any training sessions will be run with staff side by side at a 2m distance • Training planned with smaller groups to allow for distancing, additional invitees such as volunteers will be trained at a later date • All staff are directed that they can only attend providing they are showing no symptoms and the expectation that they should maintain a distance arriving, during and leaving the session • Training will take place outside where possible 	26.1.2021

	<ul style="list-style-type: none"> 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. 		<ul style="list-style-type: none"> Furniture to be arranged to ensure distance is maintained and the maximum capacity allows for distance Furniture to be arranged to ensure distance is maintained and the maximum capacity allows for distance Staff practice good hand and respiratory hygiene at all times All materials shared electronically Breaks and breakout rooms planned to maintain distance and staff grouping All rooms have cleaning materials, tissues, sanitiser etc. 	
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	staff use appropriate places for breaks where they can maintain a distance from other groups	26.1.2021
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	Break times are staggered to reduce numbers	26.1.2021
	Furniture has been arranged to encourage distancing and not sitting face to face	No	There is minimal space in the staff room and nowhere to move the furniture to therefore the staff room is not used by more than 2 people for preparing drinks etc.	26.1.2021
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	All events postponed	26.1.2021
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Parents currently asked phone or email, additional virtual opportunities will be added once the Wi-Fi is upgraded	26.1.2021

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	Cleaner follow LA guidance and cleans before disinfection	26.1.2021
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	Cleaner uses cloths/mops etc. for specific areas	26.1.2021
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes	Classroom staff take responsibility for cleaning the resources children use by agreed methods, using agreed products. They also follow the plan for touch points throughout the day. The cleaner will then clean and disinfect all rooms, furniture at the end of the school day.	26.1.2021
	<p>All Staff who under take cleaning:</p> <ul style="list-style-type: none"> Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. 	Yes	<p>SOP included cleaning directions, staff record cleaning points during the school day.</p> <p>School cleaner following LA guidance for cleaning, using sanitiser/disinfectant as directed</p>	26.1.2021
	<p>The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:</p> <ul style="list-style-type: none"> Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between sharing their use between each main group Secondary settings -, the frequency of cleaning hand contact surfaces is increased 	Yes	<p>SOP sets out cleaning expectation at break and lunch and between groups. Staff will record when cleaning has taken place during the school day</p> <p>Staff updated with direction to wash hands before and after using shared equipment as well as wiping after use. The includes water heater, keypads, photocopier, staff toilet</p>	26.1.2021

	<ul style="list-style-type: none"> • Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 			
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	Yes	Cleaning procedure and H&S policy updated accordingly	26.1.2021
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Cleaning materials safely stored in each space	26.1.2021
Water coolers and drinking water	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Yes	Water heater – sanitise before and after use. Wipe after use.	26.1.2021
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	Hand sanitiser is stored separately to other materials	26.1.2021
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	<ul style="list-style-type: none"> • All rooms have cleaning materials, tissues, bins, sanitiser etc. • Where children staff are unwell bin bags as double bagged 	26.1.2021

Handwashing and respiratory hygiene arrangements

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> • Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class 	Yes	<ul style="list-style-type: none"> • Staff are aware of the need for good hand hygiene. • Signage and SOP remind staff of expectations • Part of planning for all teachers, handwashing built into class routine that children will wash hands on arrival, before and after eating, when changing shoes, before and 	26.1.2021
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	<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 		<p>after using shared equipment and after coughing or sneezing</p> <ul style="list-style-type: none"> • Information for parents reminds of the need for routine handwashing and includes the arrival, departure points. • Adults supervise youngest children washing their hands, regular input on good handwashing <p>Staff to revisit with children regularly</p>	26.1.2021
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Yes	<p>Hand sanitiser is at key points in each room. Reminders that hands should be washed with soap and water wherever possible are also in place.</p> <p>Add to additional areas: keypads, photocopier, water heater</p>	26.1.2021
	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	<p>Where possible children have access to handwashing facilities after outdoor activities.</p> <p>Outdoor sink on playground.</p> <p>Hand sanitiser in entrance for visitors</p>	26.1.2021
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	N/A	None fixed to walls	26.1.2021
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand	Yes	Sanitiser stored where adults will supervise children using	26.1.2021

	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)			
	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	Posters remind of this approach and adults remind children when they cough or sneeze. Always followed with handwashing.	26.1.2021
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	Posters as reminders, children sent to wash hands when adults see them touching mouth etc. Games involving touching face are discouraged.	26.1.2021
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	See SOP	26.1.2021

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.	n/a		
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Staff are supportive of each other. They also have access to well-being support such as Norfolk Support Line. Governors take opportunities to check on well being	26.1.2021
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Support from TAs, including release time to ensure teaching/home learning is manageable. Staff encouraged to work from home when possible	26.1.2021
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	Expectations are clear for all members of the community	26.1.2021
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	Staff know what symptoms are and have received clear communication regarding isolation should they or	26.1.2021

			members of their household develop symptoms	
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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	Children are educated about the virus and the expectations to keep everyone safe. Children know to tell an adult if they are feeling unwell. Revisit in September and as part of the PSHE curriculum to ensure all understand to remain alert.	26.1.2021
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	Staff are always aware of children's well-being and will remain alert to any changes and monitor	26.1.2021
	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	n/a	All children able to communicate.	26.1.2021
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	Staff have access to the range of support materials available and will assess need when children return to school, adapting plans accordingly	26.1.2021
	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	Initial plans in place to support individuals in their immediate return and then work with parents moving forward based on need	26.1.2021
	Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. Ensuring that staff increase their level of self protection, Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. 	N/A		

	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	N/A		
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	Staff have access to the range of support materials available and will assess need when children return to school, adapting plans accordingly	26.1.21
	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	Initial plans in place to support individuals in their immediate return and then work with parents moving forward based on need	26.1.21
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Staff are aware of the needs of individuals, particularly the vulnerable and plans allow for specific support for these children, including the use of outside agencies where necessary	26.1.21
	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	PSHE teaching a focus initially to ensure children can think and talk about any feelings they may be experiencing and how to manage this	26.1.21
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Well-being support can be accessed based on need	26.1.21
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	Staff have received this training previously, revisit Sept 2020	26.1.21
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	Addendum to behaviour policy shared with all stakeholders	26.1.21

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	All stakeholders receive communication through a variety of methods and also given opportunities to give feedback	26.1.21
	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	School sent out own communication before these materials were published. School has kept parents well	

	required the setting has added additional information that has been identified in this risk assessment.		informed, materials were reviewed to ensure parents were aware of all they needed to know	
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	when visits are planned information will be emailed in advance. They will also be shared on arrival as well as being displayed in the entrance	26.1.21
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space		Review. All signage in place before LA signage produced	26.1.21
	Site changes such as entrances and exits will be identified where required	Yes	The team have worked together to area all entrances and exits and staff monitor appropriate use by all on site. All entrances include signage, parents, children and all visitors are alerted to these.	26.1.21
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	All information is displayed at appropriate points for staff, children and visitors	26.1.21
	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.	n/a		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .		To be added to information	26.1.21
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.		To be added on return to school	26.1.21

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	All relevant information shared with team and staff have completed training such as donning PPE. Record kept of training	26.1.21
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	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Staff as guidance is introduced and are briefed accordingly. Opportunities given to provide input as well as ask any questions	26.1.21
	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	All key information shared with staff via email and staff confirm reading	26.1.21
	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	All control measures discussed, staff make own decisions regarding hygiene at the end of the school day depending on vulnerability of family members	26.1.21
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	SOP provided for all staff for practical implementation	26.1.21
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	All materials shared in advance to allow staff time for comments and questions	26.1.21
	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 have been made aware of availability of testing and will contact the head should this be the case. All staff understand that results need to be shared	26.1.21
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	Staff are provided with guidelines regarding isolation	26.1.21
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	n/a		

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	Addendum added to behaviour policy. Review to take place again Sept based on current guidance to ensure reward can be practically implemented under guidance or plan adaptation	26.1.21
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	Behaviour and management to monitored as always	26.1.21

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> .		All staff are provided with guidance and are expected to implement. Monitored by Head and teaching staff. All staff to raise questions or concerns	26.1.21
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes	All staff have engaged in process and children receive input on guidance. Their suggestions are discussed and actioned as appropriate	26.1.21
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.		All staff understand and promote hygiene arrangements	26.1.21
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	All teaching, resources, signage etc. is age appropriate	26.1.21

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	Children in school are taught about the measures in place and the reasons behind it. Resources are shared on the website for families to use at home	26.1.21
	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	All used and in place	26.1.21
	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	All relevant resources shared with teachers and used as necessary	26.1.21

Offices and other work spaces

	The following measures are applied where staff cannot work from home:	Yes	<ul style="list-style-type: none"> Staff only use rooms where these measures are possible Good ventilation in place throughout the building 	26.1.21
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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 		<ul style="list-style-type: none"> Staff work in consistent bubbles Unnecessary and soft furniture which cannot be cleaned easily has been removed where possible Photocopying timetable in place to minimise congestion. 	
	<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 	n/a Yes n/a n/a	All shared spaces cleaned after use	26.1.21

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	Drills have taken place in previous months to ensure this is possible following guidance	26.1.21
	Fire drills that are carried out encourage social distancing.	Yes	As above	26.1.21
	Staff and pupils understand that in an emergency they must leave without delay	Yes	All receive H& S advice	26.1.21
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	All staff have been provided with review of First aid practice	26.1.21
	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:	Yes	All staff have completed e-learning in absence of update training	26.1.21

	<ul style="list-style-type: none"> Explain why requalification hasn't been possible Demonstrate the steps taken to access training. 			
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes	First aid risk assessment to be updated for sept	26.1.21
	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	All staff are trained to a basic level	26.1.21
	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 and families have been provided with information regarding current practice	26.1.21
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	All staff and families have been provided with information regarding PPE and children will be talked through the process to avoid any unnecessary distress	26.1.21

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	All staff have been provided with guidance for appropriate use of PPE	4.1.2021
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		
	Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including: <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. They must perform hand hygiene on arrival at the setting and after removing their face covering.	Yes	All staff have received training	4.1.2021

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	Review fortnightly initially.	4.1.2021
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	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Review fortnightly initially.	4.1.2021
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Any other actions that are not listed above

Face coverings	All staff and parents asked to wear face coverings on site at the beginning and end of school day		Communication shared with all families and staff, regular reminders	1.11.2020
Face coverings	All staff asked to wear a face covering when moving around school corridors where keeping a distance may be challenging	Yes	Communicated with all staff. Reminder of hygienic removal to be sent	4.1.2021
Signage where space is limited	All small rooms to include guidance regarding maximum capacity	Yes	Communicated to all staff to ensure a safe distance can be maintained	4.1.2021

Assessor's Name: Jennie Müller	Manager's Name:
Position: Headteacher	Position:
Signature: Jennie Müller	Signature: