Norfolk County Council

COVID-19 Educational Settings Risk Assessment

Contents

Management Planning 4
Senior Management Team 4
Staffing arrangements 6
Minimise contact maintain social distance and activity risk reduction 7
Pupil and staff grouping – main groups and extended groups 7
Other general measures 8
Measures within the classroom 10
Playgrounds 11
Specialist curriculum considerations 12
Educational visits 17
Where a pupil attends more than one setting 18
Extra curricular provision and wrap around care 18
Measures for arriving and leaving 19
Transport and travel 20
Visitors (including familiarisation and parents evenings) and reception area 21
Lunchtime and breaks 24
Increasing ventilation 25
Toilets and handwashing facilities 25
Meetings and events 26
Universal Hygiene Arrangements 28
Cleaning and disinfection 28
Handwashing and respiratory hygiene arrangements 29
Health Needs 31
Staff health 31
Pupil Health and planned close contact activities 32
Communication and Involvement 33
General Arrangements 33
Staff Instruction 34
Behaviour policy 35
Pupil involvement and communication 36
Educational tools 36
Offices and other work spaces 36
Planning for emergencies 37
PPE and face coverings 38
Review of existing assessments 39

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

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

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

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

Date of change	**Section, Page and Change**
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording
21-08-2020	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	Changes made are shaded in grey text: Page 4 – contactors are aware of schools expectations in advance of making a site visit Page 5 – peripatetic teachers and invigilators added to staffing arrangements Page 7 – Additional information for where resources are taken home. Page 10 – reference to updated COVID-19 Cleaning and Disinfection supplementary checklist Page 11 – Updated Music, dance and drama

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	Page 13 – Updated Physical Activity Page 17 – Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed Page 20 – Updated Public and School transport. Page 20 – Visitor section updated to including familiarisation and parents evenings Page 28 – Hand hygiene update to confirm that where hand washing is carried out, running water must be used. Page 32 – Parent communications updated regarding external wraparound care and extra curricular providers where necessary. Page 37 – First aid section updated.

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Setting/Premises:	Woodland View Junior School		
Location:	Ivy Road, Spixworth NR10 3PY		
Assessment Date:	October 2020	**Review Date:**	January 2021
Assessment completed by:	H. Payne/H. Jordan		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that: • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements are in place • There is a plan in place to manage the first day back to reduce the risk of groups gathering together • The whole setting community are engaged with and support the national effort to reduce the spread of the virus	Yes	Bubbles for staff and children Visitors by appointment only One way systems in place, designated toilet blocks, tables facing front where possible Additional wash stations and sanitizers purchased Enhanced cleaning in place Staggered entry/exit times and separate waiting areas for each bubble Curriculum enhanced for SEMH and hygiene learning One way system on place for collection of pupils at the end of the school day; top playground open for parents to wait on so they can socially distance. Parents reminded to wear face masks (in newsletter) if they feel they cannot socially distance – request from Nov	In place from Sept 20

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	This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).	Yes	Pupils wait on middle playground for teacher to have sight of adult collecting them at the end of the day. Staff consulted with throughout	Oct 20
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes	All complete in line with schedule	Oct 20
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes	Shared and available	Oct 20
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	Yes	Regular agenda item Half termly review	Oct 20
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Yes	Shared and available	In place from Sept 20
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	HoS/EHT	In place from Sept 20
	COVID-19 Case Management Guidance is implemented.	Yes	Shared and available	Oct 20
	COVID-19 Cleaning and Disinfection supplementary information for Educational Settings is complete	Yes	Shared and available	Oct 20
	COVID-19 Autumn Exam s Checklist is complete	N/A		
	COVID Secure Commitments is signed and displayed	Yes	Next to reception hatch	In place from Sept 20
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	Required and requested case by case	Oct 20
	Contractors are aware of the schools expectations and arrangements are in place to discuss their activities in advance of making a site visit.	Yes	Telephone conversation and guidance emailed in advance of any planned visit	Oct 20

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Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes	Regular discussion with CoG and inclusion at FGB	In place from Sept 20
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	Checklist complete	In place from Sept 20
Supply chain	Business management teams will ensure that arrangements are in place to ensure: • continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. • that equipment purchased is fit for purpose e.g. meets with required standards	Yes	Increased stock reports and ordering	Oct 20
Premises adaptions	Small adaptions identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	Ventilation improved through opening windows. Fire doors not altered. Hand driers to be assessed for efficiency and reinstated if we can.	Oct 20

Staffing arrangements

Staffing levels	Temporary staff, peripatetic teachers, invigilators, 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	Yes	Bubble based HLTAs used where possible Admin aware for any bookings necessary Peripatetic music teacher in school; on a Tuesday morning – socially distanced music lessons (3M from teacher) take place in the hall. Keyboards and tables are sanitised between users. Pupils taught in either LKS or UKS bubbles.	Oct 20

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	• Longer assignments with supply teachers are agreed			
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	T/TA covering own class bubbles HOS supports with UKS MSA absence	In place from Sept 20
	Consistent working arrangements are applied to ITT trainees.	Yes	Included in bubble plans	In place from Sept 20
	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	3x support staff only work across two classes but stay within their LKS or UKS bubbles	Oct 20
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Yes		Oct 20
	Where volunteers are used the same staff principles are applied.	N/A	No volunteers	Oct 20
Premises and cleaning staff	The principles of distancing and hygiene are in place for normal premises management activities.	Yes	Staff aware	Oct 20
	Activities are scheduled to avoid times where pupils and staff are using the same areas.	Yes	Before and after school	Oct 20
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	Regular review	Oct 20

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible: • Groups are kept static	Yes	Class bubbles Before/after school clubs suspended Lunches in classes LKS and UKS Bubble areas outside Staggered LKS and UKS break and lunchtimes.	Oct 20

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	• 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		Plan in place for return to full curriculum – shared with OFSTED inspectors during interim visit.	
	Any extended groups created remain as small and consistent as possible	N/A		Oct 20
	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: • some secondary curriculum practical activities • some music activities • With very young children • Because of health conditions or understanding of the children	Yes	Not financially possible to reduce any further	Oct 20
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Wherever possible	Oct 20
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	T/TA consistent	Oct 20
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	Admin aware Information gathered electronically where possible	Oct 20

Other general measures

	The use of outdoor spaces has been maximised	Yes	In place	Oct 20
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	In place	Oct 20
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	Virtual assemblies only using loom.	Oct 20

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			TAs deliver PATHs assemblies and Picture News assemblies in their classes	
	Activities involving invited audiences do not take place	Yes	In place	Oct 20
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	Where possible due to age of children	Oct 20
	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	In place	Oct 20
	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	In place	Oct 20
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	In Place	Oct 20
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	Yes	Books are quarantined for at least 72 hours in a class box before being placed back on the library shelves.	Oct 20
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	Individual packs	In place from Sept 20
	Movement around the school is kept to a minimum as follows: • 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) Where large numbers of pupils need to move around the setting the following have been implemented where possible: • Staggered times for using stairs and corridors • Utilisation of alternative external routes • One-way systems introduced	Yes	Class bubbles – staff and children Lunches in classes Staggered entry/exits/breaks One way system Dedicated toilet blocks Use of external classroom doors Pupils come to school in PE kits on games days and stay in their kit – changing rooms are not used. Corridors are not wide enough for partitions – one way arrows support movement around the building.	In place from Sept 20

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	• 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			
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	Drop off boxes	Oct 20
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	Zoned areas for each year group	In place from Sept 20
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	Class bases used as alternative	Oct 20
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes	Class bases used as alternative, cloakrooms used when wet, when cloakrooms are used to keep fire exits clear they are under supervision with no more than 3 children in the area at a time.	Oct 20

Measures within the classroom

	• Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to	Yes	Essential items in classrooms only Most seats forward facing Teachers spaces included in planning – where space is limited teacher desks are	Oct 20

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	• 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		at the back of the room behind the pupils. Hall used for peripatetic music lessons When hall is used for games indoors due to wet weather the lesson and the class are split into two halves to reduce the number of people in the space, windows are open to improve ventilation.	
	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	Trays kept under desks Lunch bags on class trolley, main bags on pegs if supervised with numbers strictly controlled to 3 children at a time. Self-care bags on pegs	Oct 20
	The teaching approach is modified where possible in order to: • 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	In place	Oct 20
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes	In place	Oct 20

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	N/A	Shared equipment not used	Oct 20

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	Equipment use is supervised, and time limited to enable other users to take their turn	N/A		
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	No	There are limited outdoor seating arears, pupils are directed not to use them. They have fixed concrete bases and cannot be removed.	Oct 20
	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.	N/A		
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	2 bins on edge of playground, emptied daily by caretaker.	Oct 20
	Time is allocated for play equipment for each group/bubble	Yes	Each bubble has own set of small play equipment	Oct 20
	Multiple groups do not use outdoor play equipment at the same time.	Yes		Oct 20

Specialist curriculum considerations

All activities	• 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	In place	Oct 20
Music, dance and drama – general principles	• Care is taken to observe 2m social distancing, reducing the number of contacts and mixing as much as possible and activities are organised to support this • The available space is considered, and group activity has been limited where necessary due to space available	Yes	In place	Oct 20

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	• 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			
	• Background and accompanying music sound levels discourage raised voices	Yes	In place	Oct 20
Handling items, equipment and instruments	Equipment sharing is avoided wherever it is possible including limiting handling music scores, parts and scripts by issuing them for individual use.	Yes	In place	Oct 20
	Drop off points and transfer zones are provided where required.	Yes	In place	Oct 20
	Where equipment is assigned to an individual for sole use, it is labelled to identify the user.	Yes	In place	Oct 20
	The use of costumes are avoided in drama	Yes	In place	Oct 20
	Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment	N/A		Oct 20
	Consideration has been given to limiting the number of suppliers when hiring equipment.	N/A		Oct 20
	Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments).	Yes	In place	Oct 20
	Hand hygiene is always followed before and after handling shared items	Yes	In place	Oct 20
	Items and equipment are stored in a clean location when not in use	Yes	In place	Oct 20
	Playing instruments and singing in small groups takes place outdoors where possible. Whether indoors or outdoors the measures below are also applied	Yes	In place	Oct 20
Music including singing, playing wind and brass instruments	• Face to face positioning is avoided, giving preference to back to back or side to side positioning.	Yes	In place There are no singing activities Only keyboard and guitar lessons have resumed.	Oct 20

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	• The numbers take account of ventilation requirements outlined in this risk assessment. • Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission. • Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly. • Microphones are not shared where possible. • Where they are, the cleaning and hygiene requirements for shared equipment are in place			
	Wind and brass players are positioned so that air from their instrument does not blow into another player.	N/A		Oct 20
	• Extending main groups outside of curriculum requirements is avoided where possible. • 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.	N/A		Oct 20
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	Yes	In place	Oct 20
Physical activity	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.	Yes	Bubbles only sessions Sanitising hands and equipment before and after	Oct 20
	Team sports are only provided in line with the return to recreational team sport framework.	N/A	No team sports played	Oct 20

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	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	Currently outdoor only Plan in place for 50% use of hall space during inclement weather	Oct 20
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses.	N/A	No non-personal kit used	Oct 20
	The means to collect, pass on and return shared resources and equipment to prevent close contact is arranged	Yes	Individual sets of equipment and cleaning procedure in place	Oct 20
	External facilities are used in line with Educational Visits arrangements.	N/A	None	Oct 20
	The following advice has been referred to as part of the risk assessment process: • 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	Shared and available	Oct 20
	The use of changing rooms and showering facilities are avoided as much as is possible. Where used: • 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	N/A	Not used	Oct 20
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	N/A	Currently no swimming lessons are planned.	Oct 20

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Subjects involving practical activities	• Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. • Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility • Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. • Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact	Yes	Teacher modelling Small groups Side-by-side support	Oct 20
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes: 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			

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Supervised toothbrushing programmes	COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.	N/A	Currently no tooth bushing on site	Oct 20
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		Oct 20
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	Where applicable	Oct 20
	A risk assessment will be carried out for all educational visits and in addition to using Evolve: • 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: o Do they include measures relating to limiting contact between your group and other visitors? o Do they support you to maintain distances within your group? o Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? o Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?	N/A	Offsite visits not currently undertaken	Oct 20

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	○ Are appropriate cleaning and disinfection arrangements in place?			
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	N/A		Oct 20

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	No duel registered pupils	Oct 20

Extra curricular provision and wrap around care

	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.	Yes	Kids Club – as far as possible; risk assessments have been shared	Oct 20
	Pupils will keep within their main bubble where possible for the schools provision.	Yes	We are exploring the possibility of restarting cross country club in LKS/UKS bubbles	Oct 20
	The schools provision ensures that small consistent groups created are as follows: • 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	Yes	Arrangements for drop off/pick up to/from bubble groups in place	Oct 20

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	• Where groupings cannot be consistent or static only outside provision is offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days			
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	N/A		Oct 20
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	Yes		Oct 20

Measures for arriving and leaving

General principles	• Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements.	Yes	Complete	In place from Sept 20
	• Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour • Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting	Yes	Staggered start/end times in place One way pick up system in place	In place from Sept 20
	There are hand sanitiser stations outside for pupil and visitor use	Yes	In place	In place from Sept 20
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	On morning, teachers staggered around the building and pupils come straight into school at their UKS and LKS bubble times.	Oct 20
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	In place, admin aware	Oct 20
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	In place	Oct 20
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	In place	Oct 20

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	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.	N/A		
	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	Pupils dropped at gates Hand sanitiser on entry to classroom by all pupils and adults Verbal symptom check when needed by staff.	Oct 20
	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	Exceptional circumstances only	Oct 20
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance	Yes	Direct classroom access	Oct 20
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	Staggered times re queueing outside school	Oct 20
	Staff and school champions supervise at peak times.	Yes	In place	Oct 20

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	N/A		Oct 20
	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Yes	Reminders and signage	Oct 20
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes	Reminders and signage	Oct 20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Reminders and signage	Oct 20
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes	Reminders	Oct 20

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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	Reminders	Oct 20
	Pupils and parents have been advised that they should not walk together in large groups	Yes	Reminders	Oct 20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Staff only	Oct 20
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	Staff only	Oct 20
	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	Staff only	Oct 20
	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		Oct 20
	School groups/bubbles are maintained as far as is possible in school vehicles	N/A		Oct 20
	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		Oct 20
	Markings are provided where queuing is required for transport services on school premises	N/A		Oct 20
	Windows are opened during journeys where it is safe to do so	N/A		Oct 20
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	N/A		Oct 20
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes	In place	Oct 20

Visitors (including familiarisation and parents evenings) and reception area

	The number of visitors is minimised as much as possible	Yes	In place	Oct 20
	Visitor times are planned and by appointment only	Yes	In place	Oct 20
	Visitors are advised of the following in advance:	Yes	Emailed in advance wherever possible	Oct 20

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	• Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. • How you will maintain social distancing during the visit			
	On arrival visitors will be: • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild	Yes	In place	Oct 20
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	In place	Oct 20
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Yes	In place	Oct 20
	The reception operates on a one in and one out basis	Yes	In place	Oct 20
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Yes	Floor markings in place Screen in place	Oct 20
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	First door drop off	Oct 20
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	In place	Oct 20
	Where visits cannot take place outside of school hours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	In place	Oct 20

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Parents and carers (including parent evenings)	• All meetings are carried out remotely where possible. • Parents and carers should only attend the setting where they have a pre-arranged appointment • Where possible, only one parent/carer attend. • Visits are planned and organised to ensure distancing and hygiene measures can be maintained • Information is provided in advance to ensure arrangements are communicated	Yes	In place	Oct 20
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	In place	Oct 20
Pupil familiarisation visits	Visits are provided virtually where possible.	Yes	Tour on website	Oct 20
	The visitor arrangements in this section are applied where in person visits are planned.	Yes		Oct 20
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Yes		Oct 20
	Visitor numbers are limited and appointments are staggered	Yes		Oct 20
Pupil lesson attendance for familiarisation	Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include: • Limiting visiting pupils mixing between additional groups • Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining) • Avoiding compromising the existing social distancing arrangements within the class • The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented • Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.	Yes	Taster session in own long-term bubble	Oct 20

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Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Staggered LKS and UKS mealtimes Meals eaten in own class	Oct 20
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes		Oct 20
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	In place	Oct 20
	The use of pre-ordering and trolley services have been considered.	Yes	In place	Oct 20
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A		Oct 20
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes		Oct 20
	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	Yes	2 separate staff room spaces	Oct 20
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19).	Yes	Little Norfolk Kitchen	Oct 20
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes		Oct 20
	The way in which essential food deliveries are received are managed	Yes	Fruit/veg scheme – drop off point LNK – drop off arrangements	Oct 20
	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	Drop off at classes	Oct 20
	Additional meal collection points have been put in place to reduce queuing where necessary	Yes		Oct 20
	Alternative payment methods are being used to eliminate cash handling	Yes	Online payments for meals	Oct 20

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	Tills are screened where still in use	N/A		Oct 20

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	Individual offices	Oct 20
	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	No fan use in classes	Oct 20
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	In place	Oct 20
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	N/A		Oct 20
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		Oct 20
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	Yes		Oct 20

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes	Aligned with staggered start/end/breaks	Oct 20
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Inc regular reminders	Oct 20
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Paper towels in use. Use of hand driers being checked.	Oct 20
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes	In place but not completed due to cost	Oct 20

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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	In place	Oct 20
	Meetings only take place in person where: • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal	Yes	Essential only e.g. medical care training	Oct 20
	The following measures have been implemented for in person meetings: • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2m distance is maintained at all times, not sitting face to face • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented.	Yes		Oct 20

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Staff training	The following additional measures have been implemented for staff training: • 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. • Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. • Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. • Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Yes		Oct 20
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	2x staff room areas created	Oct 20
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	In place	Oct 20

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	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	In place	Oct 20
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		Oct 20
Parents evenings	Meetings are undertaken by telephone or internet.	Yes		Oct 20

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes		Oct 20
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		Oct 20
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes		Oct 20
	All Staff who under take cleaning: • 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		Oct 20
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: • Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group	Yes	In place	Oct 20

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	• **Secondary settings -**, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes. • **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		Oct 20
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes		Oct 20
Water coolers and drinking water	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Yes	Water bottles refilled from tap in hall Water fountains removed from use	Oct 20
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	For larger quantities Children can have access to personal, small supplies at desk	Oct 20
Tissues and waste from bins provided	• 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		Oct 20

Handwashing and respiratory hygiene arrangements

Handwashing	Good hand hygiene is supported by:	Yes	In place	Oct 20

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	• Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and staff) following the requirements of *COVID-19 guidance for all education settings* and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class • Event related prompts are given to pupils by staff.....*after..... before.... when* 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 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. • 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			
	Hand washing is carried out using running water (static bowls are not used)	Yes		Oct 20
	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	Installed	Oct 20

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	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		Oct 20
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	NO	Units used as provided under adult supervision. Stands are mobile and can be moved if there has been a spill.	Oct 20
	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	Personal supplies on own desk only for supervision	Oct 20
	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 displayed	Oct 20
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	Regular reminders	Oct 20
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes		Oct 20

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with *COVID-19 Your health and your safety when working in educational settings* and the template provided is used to record conversations and agreed control measures.	Yes		Oct 20
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Norfolk Support Line Aut 2: questionnaire	Oct 20
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	E.g. virtual meetings from home	Oct 20

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Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		Oct 20
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		Oct 20

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	At appropriate level for age	Oct 20
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		Oct 20
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	N/A		Oct 20
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes		Oct 20
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes		Oct 20
	Support plans include: • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code.	Yes		Oct 20
	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		Oct 20

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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	SEMH whole school focus Aut 2 wellbeing questionnaire	Oct 20
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	Individual basis inc other professionals	Oct 20
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		Oct 20
	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	Throughout curriculum	Oct 20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		Oct 20
	The training module on teaching about mental wellbeing, will be completed by those staff who require this.	Yes		Oct 20
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		Oct 20

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	Email, phone calls, website	Oct 20
	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		Oct 20

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	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	Yes		Oct 20
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	In place	Oct 20
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	In place	Oct 20
	Site changes such as entrances and exits will be identified where required	Yes		Oct 20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		Oct 20
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes	Symbols, limited text	Oct 20
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub.	Yes	Signage at stations	Oct 20
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	At office reception	Oct 20

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	Yes	In place	Oct 20

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	the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.			
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes		Oct 20
	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	Inc updates via email/staff meetings	Oct 20
	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		Oct 20
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		Oct 20
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes		Oct 20
	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		Oct 20
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes		Oct 20
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	Staff induction ongoing for new staff	Oct 20

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	In place inc addendum	Oct 20
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes		Oct 20

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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 *COVID-19 guidance for all education settings*.	Yes	All children are 'hygiene champions'	Oct 20
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes		Oct 20
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes	Regular reminders	Oct 20
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes		Oct 20

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: • 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	E.g. designing posters	Oct 20
	The following resources are used where appropriate: • e-Bug resources to teach pupils about hygiene. • the Educational Settings poster • the Coronavirus Toolkit for Professionals which contains campaign materials.	Yes	Staff aware and resources available	Oct 20
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.	Yes		Oct 20

Offices and other work spaces

	The following measures are applied where staff cannot work from home:	Yes	In place	Oct 20

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	• 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			
	The following measures are implemented where the above measures cannot be followed: • additional work spaces are allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort	Yes		Oct 20

Planning for emergencies

Fire evacuation	Fire drills have resumed as normal	Yes	Logged	Oct 20
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes		Oct 20
	Fire drills that are carried out encourage social distancing.	Yes		Oct 20
	Staff and pupils understand that in an emergency they must leave without delay	Yes		Oct 20
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	None currently	Oct 20

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	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting has reviewed arrangements and is able to: • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training.	Yes	Training up to date	Oct 20
	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code	Yes		Oct 20
	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	Educare course available	Oct 20
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		Oct 20
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes		Oct 20

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		Oct 20
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	N/A		Oct 20
	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		Oct 20
	Where face coverings are required within the premises either due to local restrictions or by educational setting decision these requirements and information relation to hygiene measures have been clearly communicated to all concerned	N/A		Oct 20

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Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes		Oct 20
	Review arrangements ensure that the control measures are effective and working as planned.	Yes		Oct 20

Any other actions that are not listed above

Further protections for staff	Lanyards can be replaced with clip on ID if staff prefer Bum bags/aprons can be ordered and worn by staff to house own stationery if requested Staff bring own flasks and packed lunches			Oct 20

Assessor's Name: **Heidi Jordan**	**Manager's Name: Heallen Payne**
Position: Executive Headteacher	**Position: Head of School**
Signature:	**Signature:**

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