

Setting/Premises:	Ormesby Village Infant and Junior Schools Federation		
Location:	Infant/Junior		
Assessment Date:	14.7.20/4.9.20/5.1.21/4.3.21/1.9.21	Review: September 4th 2020 then as required in Autumn term 2020 - Red Reviewed January 2021/March 4th 2021 – Green April 2021 – Blue September 2021 - Orange	
Assessment completed by:	Bradley Young from September 2021 prior to this Lucy Bates		

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

Management Planning

Management Arrangements

Item	Control measures	Yes/no / not applicable	How? Notes and further information	Date required and completed
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General management planning	Management planning has been undertaken following the management planning checklist and compliance code	Yes Yes	Headteacher has read the updated lists/code and government guidance on the re-opening of schools. Staff have met in both schools to discuss arrangements and any changes agreed. Changes for March 2021	4.3.21 1.9.21
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			made in green. Changes to September 2021 and the lifting of certain restrictions made in orange. New updated compliance code and outbreak management thresholds understood.	
Opening after reduced occupancy	The <u>Premises Management Risk Assessment</u> has been completed where applicable.	Yes	As above Reviewed	4.3.21 1.9.21

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	. 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: <ul style="list-style-type: none"> The number of contacts that pupils and staff have during 	Yes	To clarify:- what does 'distance between pupils' actually look like in a class of 30? As below	21.7.20 4.9.20 5.1.21 4.3.21 1.9.21

	<p>the school day are minimised</p> <ul style="list-style-type: none"> • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements can be implemented • The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	<p>Guidance is clear that social distancing cannot be expected in individual bubbles but that classroom layout plus hygiene procedures will minimise risk. Staff will move to pupils as much as possible. Hygiene stations at front entrance and in classrooms and other areas – e.g. hall/staffrooms/cookery room/ICT suites. This still remains the case following lockdown on 5.1.21. Bubbles will be as small as possible and will not mix. Social distancing will be adhered to as much as possible – eg desks facing forwards/each child at own desk/staff 2 metres away as much as possible. No government guidance on maximum bubble size. There are to be no bubbles now, except in the case of an outbreak where they may be reinstated as a control measures. Years 3&4 classes are still kept away from 5&6 classes. There are separate lunch tables for each class, but they are allowed to play at break times together. Breakfast & After-School Clubs combine children from different classes, but social distancing is encouraged. Hand and respiratory hygiene remains fully in place, as does lunchtime toilet cleaning.</p>	
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	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Yes	See premises management.	14.7.20 5.1.21 1.9.21
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	See premises management	14.7.20 5.1.21 4.3.21 1.9.21
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	As directed and when required. Website used to share information to other stakeholders.	14.7.20 5.1.21 4.3.21 1.9.21
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	Updated and shared with staff	14.7.20 5.1.21 4.3.21 18.9.21
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Yes		As detailed above
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Yes	Required training modules on PPE and Covid undertaken. Further training as and when required.	14.7.20 5.1.21 4.3.21 1.9.21
	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	Senior Leaders are always on site.	14.7.20 5.1.21 4.3.21 1.9.21
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together. Staggered drop-off and collection times are no longer needed, but can be reinstated due to an outbreak.	Yes	Consideration has been given but all year groups will return full time, except for Reception, with staggered drop offs/collections. For the first day the two staggered drop off times will be an hour apart to allow for additional communication.	14.7.20 4.9.20 5.1.21 4.3.21 1.9.21
Upload: 001 Approved By: Health, Safety and Well-being Manager © 2020 Norfolk County Council			Key worker/vulnerable pupils can arrive/leave at the same time while numbers are low, entering	Date: 13 July 2020 Page 6 of 52

			at different classroom doors depending on class. All children return in September 2021, with the removal of staggered times for drop-off and collections. Children are collected off the front playground at the class initials and use their outside doors to enter their classrooms. In the Infant school, parents and pupils line up at their outside doors.	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	All staff will remind pupils of the highest level of behaviour expectations.	14.7.20 5.1.21 4.3.21 1.9.21
	COVID-19 Case Management Guidance is implemented.	Yes		14.7.20 5.1.21 4.3.21 1.9.21
	COVID Secure Commitments is signed and displayed	Yes		14.7.20 5.1.21 4.3.21 1.9.21
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	This will be actioned from 7.9.20. See premises management. All visitors are required to answer COVID-19 Secure questions before entry.	4.9.20 5.1.21 4.3.21 1.9.21
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	Original risk assessment reviewed in July – reviewed on 8.10.20. Will be reviewed again on 4.2.21. Governors to review on 30.9.21 at next FGB meeting.	16.7.20 5.1.21 4.3.21 30.9.21

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	Safeguarding remains a key priority for all.	14.7.20 5.1.21 4.3.21 1.9.21
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Yes	Stock ordering will be in place for PPE, cleaning products, hand sanitizer and LFD testing kits.	14.7.20 5.1.21 4.3.21 1.9.21
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes		14.7.20 5.1.21 4.3.21
Premises adoptions	Small adoptions identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	To be clarified:- can hand driers now be used, as previously we were told not to use them? Hand driers are the preferred option so they will be used in both schools from start of Autumn	21.7.20 4.9.20 5.1.21 4.3.21 1.9.21

			term. Provided pupils/staff use hand sanitizer regularly, hand driers can be used. Paper towels disposed of in bins after use would be preferable.	
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Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: <ul style="list-style-type: none"> Short duration, ad hoc work is avoided where possible They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) All infection control requirements are followed. 	TBC	Sports coaches have been employed but clarification required on deployment. Additional guidance has made it clear that coaches can be used. Premier Sport is sending the same coach only to both schools. Specialist staff remain in place at both sites and are undertaking daily testing as they visit different schools.	21.7.20 4.9.20 5.1.21 4.3.21 1.9.21
	Temporary staff who work at more than one setting is avoided where it is possible. This is no longer required.	Yes/ No	Whilst reducing contact is still in place where possible, specialist coaches, supply staff or medical professionals continue to visit to enable the school to function properly.	14.7.20 5.1.21 4.3.21 1.9.21
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	No	Clarification needed regarding sports coaches/SENCO/Head. As above This advice is no longer required if testing is being undertaken.	21.7.20 4.9.20 5.1.21 4.3.21 1.9.21
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Yes	This will happen when it is possible	14.7.20 5.1.21 4.3.21
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes/No	Staff operate in their set bubbles and do not mix during breaks. No bubbles are now required, but can be reinstated due to an	21.7.20 5.1.21 4.3.21 1.9.21

		outbreak.	
Consistent working arrangements are applied to ITT trainees.	N/A	School has none at the moment	1.9.21
Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.	Yes	Clarification will be sought to determine if our plans are sufficiently compliant. Confirmation that we will operate, when required, as a Y1/Y2 bubble, a Y3/Y4 bubble and a Y5/6 bubble. Following the second lockdown the same year group bubbles will be set up to ensure groups are as	21.7.20 4.9.20 5.1.21 4.3.21 1.9.21

			small as numbers/staffing will allow. No requirement for bubbles now unless an outbreak occurs.	
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Yes	Areas wiped down when this needs to happen – eg use of IT Suite. Hand and respiratory hygiene followed and increased cleaning.	14.7.20 5.1.21 4.3.21 1.9.21
	Where volunteers are used the same staff principles are applied.	Yes		14.7.20 5.1.21 4.3.21
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes		14.7.20 5.1.21 4.3.21
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes		14.7.20 5.1.21 4.3.21
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes		14.7.20 5.1.21 4.3.21

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups Bubbles are no longer required to but can be re-instated due to an outbreak.	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Yes	We are operating with as few groups as possible to deliver the best provision we can offer with mixed age classes. Classes in the same year groups can mix at break times outside and are distanced indoors at lunchtimes. Also, year groups spend assembly time together in a fully ventilated space with distancing.	14.7.20 5.1.21 4.3.21 1.9.21
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	Groups are kept as static as possible including staff assigned to the groups	Yes		14.7.20 5.1.21 4.3.21
	Only where necessary extended groups have been created to accommodate specific activities.	Yes	Bubbles as above incorporating phonic/spelling and maths groups	14.7.20 5.1.21 4.3.21
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Yes		14.7.20 5.1.21 4.3.21

	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	Yes		14.7.20 5.1.21 4.3.21
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Yes		14.7.20 5.1.21 4.3.21
	<p>Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include:</p> <ul style="list-style-type: none"> • some secondary curriculum practical activities • music • With very young children • Because of health conditions or understanding of the children <p>In order to enable distancing through designing spaces that achieve more separation.</p>	Yes	Consideration has been given – but there is no more space available.	14.7.20 5.1.21 4.3.21
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes		14.7.20 5.1.21 4.3.21
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Yes	This statement seems in contradiction to other statements about the need on occasions to create larger groups – clarification to be sought. As stated above As stated above in orange. Lunches remain in two sittings.	21.7.20 4.9.20 5.1.21 4.3.21 1.9.21
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes		14.7.20 5.1.21 4.3.21
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes		14.7.20 5.1.21 4.3.21

	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	TBC	This statement needs clarification – what is an essential club? It has been confirmed that the school's AFSC and before/after school provision provided by pre-	14.7.20 4.9.20 5.1.21 4.3.21 1.9.21
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			school will operate, with children from each setting kept separate as far as possible. Wrap around care provision attempts where possible to keep year groups and Infants and Juniors separated.	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes		14.7.20 5.1.21 4.3.21
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes	See policy Contact tracing is in place.	14.7.20 5.1.21 4.3.21 1.9.21

Other general measures

	The use of outdoor spaces has been maximised	Yes		14.7.20 5.1.21 4.3.21
	Unavoidable queues are managed	Yes	Queues are kept to a minimum and where there are these are orderly, ie lunchtimes.	14.7.20 5.1.21 4.3.21 1.9.21
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	Clarification sought – pupils will inevitably be less than two metres apart in the classroom in their bubbles. As stated above Bubbles no longer required nor social distancing between pupils from within the same class.	21.7.20 4.9.20 5.1.21 4.3.21 1.9.21
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	Singing is permitted in well ventilated spaces and not face to face.	14.7.20 5.1.21 4.3.21 1.9.21

	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Yes	Clarification sought – does this mean books can be taken home for marking and children can use them the next day? Guidance is clear that books can be taken to and from home, including pupils' books for marking, but that reading books must be left for 72 hours between different users. Hand hygiene to be applied as usual if handling resources touched by others.	14.7.20 4.9.20 5.1.21 4.3.21 1.9.21
	Where resources need to be shared this is restricted to within	Yes	Classes have their own resources.	14.7.20

	the consistent groups or thoroughly cleaned between groups.			5.1.21 4.3.21 1.9.21
	If this is not possible, the resources will be quarantined for 72 hours between groups.	Yes	Outdoor equipment can be disinfected with a pump sprayer.	14.7.20 5.1.21 4.3.21 1.9.21
	Large gatherings such as assemblies with more than one group is avoided.	Yes	Class assemblies only Whole school assemblies in well ventilated spaces have returned and consideration for a return of performances in place.	14.7.20 5.1.21 4.3.21 1.9.21
	<p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this • Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering • Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible • Movements around settings are supervised and school champions support this activity. • Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart. 	Yes	One way system set up in the junior school. One way system outside still in place at the Infant and Junior school	14.7.20 5.1.21 4.3.21 1.9.21

	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	Yes	Pupils need to enter/leave classrooms to avoid contact as far as possible. Staggered drop offs/pick ups organised so that only one bubble uses each entrance at a time. No more staggered times are in effect.	14.7.20 5.1.21 4.3.21 1.9.21
Lockers	Locker allocation has taken account of the assigned groups	N/A		

	so that groups are not compromised when they are being used.			
	Locker cleaning and disinfection arrangements are in place	N/A		

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Yes	Use of the hall has been considered – but for whom? The classrooms are the same size more or less – and moving resources into a hall puts it out of action for P.E. Tables are now being used for consistent maths/phonic groups. This is not impacting on hall use for P.E. in the afternoons. Hall has returned to being used for lunches, assemblies and PE.	14.7.20 5.1.21 4.3.21 1.9.21
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Yes	Clarification on the EYFS? There is no expectation that pupils in the EYFS can socially distance and they need to have full access to an EYFS curriculum. However, the environment and use of resources will encourage social distancing as far as possible. Social distancing in classes and tables facing forwards are able to be lifted.	21.7.20 4.9.20 5.1.21 4.3.21 1.9.21
	Unnecessary furniture and objects are removed where possible	Yes		14.7.20 5.1.21 4.3.21
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Yes		14.7.20 5.1.21 4.3.21
	Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Yes		14.7.20 5.1.21 4.3.21

	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Yes	Clarification sought on how to support pupils who get stuck/need more support.	21.7.20 4.9.20 5.1.21
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			There is no further official guidance on this and teachers are worried about how to support children properly as they would have done. Guidance does reiterate how important it is for adults to keep 2 metres away from each other and children, However, if teachers do need to go within two metres they must remain side by side, not face to face. Teachers may wear masks/visors. Staff no longer are required to wear face coverings.	4.3.21 1.9.21
	Where close contact is needed this is conducted side by side rather than face to face	Yes	As above	21.7.20 5.1.21 4.3.21
	Pupils are not called to the front of the class	Yes		14.7.20 5.1.21 4.3.21
	Staff going to a pupils desk to check on their work is avoided	Yes	As above	21.7.20 5.1.21 4.3.21
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Yes	Pupils have own set of equipment	14.7.20 5.1.21 4.3.21
	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Yes		14.7.20 5.1.21 4.3.21
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Yes	Clarification sought – previously books were deemed not able to be cleaned and so had to be left for 72 hours before being read by another pupil. As stated above	21.7.20 4.9.20 5.1.21 4.3.21
	The resources brought in from home by children is kept to a			

minimum e.g. lunch boxes, hats, coats, books, stationery and	Yes	14.7.20
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	mobile phones. and these are not shared with the group.			5.1.21 4.3.21
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Yes		14.7.20 5.1.21 4.3.21
	How pupils enter and exit the classroom is managed to maintain distancing.	Yes	This is less restrictive with the removal of bubbles.	21.7.20 5.1.21 4.3.21 4.3.21 1.9.21
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Yes		14.7.20 5.1.21 4.3.21

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	Each bubble has its own equipment, colour coded.	7.9.20 5.1.21 4.3.21
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes		7.9.20 5.1.21 4.3.21
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes		7.9.20 5.1.21 4.3.21
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	Only one year group per day will use any outdoor equipment and it will be sanitised at the end of each day.	7.9.20 5.1.21 4.3.21
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Yes		14.7.20 5.1.21 4.3.21
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Yes		7.9.20 5.1.21 4.3.21
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	Lidded bins for playground use need to be purchased. Lidded bins now no longer recommended.	7.9.20 4.9.20 5.1.21

				4.3.21
	Time is allocated for play equipment for each group/bubble	Yes	Each bubble has own equipment	7.9.20 5.1.21 4.3.21
	Equipment touch points are cleaned frequently and between each groups use.	Yes		7.9.20 5.1.21 4.3.21
	Multiple groups do not use outdoor play equipment at the same time.	Yes		7.9.20 5.1.21 4.3.21

Specialist curriculum considerations

Music and drama	<ul style="list-style-type: none"> Carried out in outside space used wherever possible Where carried out inside, activities are in a well-ventilated space Social distancing of 2 metres is maintained (and consideration given to using screens or barriers in addition to social distancing). Taught in groups of no more than 15 (or less where the space is not available to achieve 2 metre distance between all participants) Limited in duration Not require anyone to face each other, giving preference to back to back or side to side positioning Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly. Avoiding extending main groups outside of curriculum requirements where possible. 	Yes Yes Yes Yes Yes N/A Yes	Singing will only take place outside or in the hall with limited numbers to ensure a 2 metre distance. Children will stand as advised below. <i>Children can return to full assemblies in the Hall facing forwards and singing for no more than 20 minutes.</i>	4.9.20 5.1.21 4.3.21 1.9.21
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	<ul style="list-style-type: none"> Plan appropriate hand hygiene and disinfection arrangements. Musical instruments are not be shared unless thoroughly disinfected between each user 	Yes Yes		
	<p>In addition to the above where applicable, Drama arrangements consider:</p> <ul style="list-style-type: none"> Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones. One-way systems and mapping movements are carried out in order to ensure social distancing Prop handling is limited Costume use is avoided. 	Yes Yes Yes Yes	No drama or performances taking place Drama and performances can return in a ventilated space with lower numbers.	4.9.20 5.1.21 4.3.21 1.9.21
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	P.E. will take place outside whenever possible. Indoor PE returns with ventilation.	14.7.20 5.1.21 4.3.21 1.9.21
	Prioritisation of low impact activities is given over high impact	Yes	Only specified sports as detailed in government guidance will take place Competitive sports can return.	14.7.20 5.1.21 4.3.21 1.9.21
	Contact sports will not take place	Yes	Contact sports can return following guidance.	14.7.20 5.1.21
				4.3.21 1.9.21
	Distance between participants is maximised.	Yes	Restrictions lifted.	14.7.20 5.1.21 4.3.21
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	Not applicable as restrictions lifted. Hand hygiene followed.	14.7.20 5.1.21 4.3.21

				1.9.21
	The use on non-personal kit is avoided.	Yes		14.7.20 5.1.21 4.3.21

Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Yes	Bibs are kept for 72 hours between uses or disinfected and dried.	14.7.20 5.1.21 4.3.21 1.9.21
Pupils are kept in consistent groups	Yes		14.7.20 5.1.21 4.3.21
Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Yes	Equipment is disinfected with a pump sprayer.	14.7.20 5.1.21 4.3.21 1.9.21
External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	N/A		
<p>The following advice has been referred to as part of the risk assessment process:</p> <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	Return to competitive sports between schools has returned in a safe and COVID Secure manner.	1.9.21
Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.	Yes	Clarification to be sought. Guidance updated and procedures in place. As stated above	21.7.20 4.9.20 5.1.21 4.3.21
The use of changing rooms and showering facilities are avoided where possible.	Yes	Children come to school in their P.E. kits	14.7.20 5.1.21 4.3.21
Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.	Yes		14.7.20 5.1.21 4.3.21
Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	Yes		14.7.20 5.1.21 4.3.21
Changing and shower facilities must be used as quickly as			

	possible.	N/A	
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Swimming pools	Guidance is currently being updated and will be provided before the start of term.		Pupils can swim in a COVID Secure manner at GYCA.	1.9.21
Subjects involving practical activities	Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact	N/A		
	Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility	Yes		14.7.20 5.1.21 4.3.21
	Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.	Yes		14.7.20 5.1.21 4.3.21
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p>Guide to doing practical work in Science 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		14.7.20 5.1.21 4.3.21

Supervised toothbrushing programmes	COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.	N/A	Children do not clean their teeth at school.	4.9.20 5.1.21 4.3.21
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Educational visits

	No overnight or international educational visits are carried out	No overnight educational visits are carried out Residential can now return in a COVID Secure manner.	Yes 20.4.21 1.9.21
	<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 has been made with all venues/providers to confirm they are COVID-Secure via a declaration or Good to Go accreditation • Updated visitor information and briefings, including in relation to the providers COVID-19 arrangements have been received and shared with all attending adults and parents/carers • We have reviewed our own arrangements for the visit to ensure that they are appropriate (including relating to travel to and from the venue) applying all the relevant infection control principles we adopt in the setting. • We have reviewed the venues arrangements to ensure that they are appropriate applying infection control principles and are satisfied that: <ul style="list-style-type: none"> ○ They include measures relating to limiting contact between our group and other visitors ○ They support us to maintain distances within our group ○ They support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations ○ Their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ They have appropriate cleaning and disinfection arrangements in place? 	<p>No visits have been organised before 28.5.21. We may plan some day visits after the summer half term, and if we do we shall follow all these measures.</p> <p>All trips must adhere to COVID Secure protocols or they will not take place. Hand hygiene must be built into trip planning.</p>	Yes 20.4.21 1.9.21

	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.		Yes 20.4.21

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

	Activities will take place outdoors as much as possible	Yes		14.7.20 5.1.21 4.3.21 20.4.21
General provisions	Groups are organised to keep pupils within their main school bubble where possible. Where not possible, groups will remain consistent and consider household groups	Yes	From 12.4.21 we will open up our provision to all pupils	21.7.20 4.9.20 5.1.21 4.3.21 20.4.21
	For indoor activities groups will be no larger than 15 and for all activities will be reduced where necessary (dependant on age, ability to maintain distance and hygiene, size of premise, type of activity)	Yes	Groups can now be larger than 15 provided there is ventilation and distancing can be in operation.	20.4.21 1.9.21
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code including: <ul style="list-style-type: none"> • Hand and respiratory hygiene • Cleaning • Provision to use equipment and resources safely • Access to and use of toilet facilities 	Yes		7.9.20 5.1.21 4.3.21 20.4.21

	Activities are organised in line with all of the relevant requirements of this assessment and compliance code including:	Yes		20.4.21
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	<ul style="list-style-type: none"> • Hand and respiratory hygiene • Cleaning • Provision to use equipment and resources safely • Access to and use of toilet facilities 			
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Measures for arriving and leaving

General principles	<p>Consideration has been given to how to reduce the risk of gatherings while arriving and leaving (and particularly during the initial return to school in March)</p> <p>Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.</p>	Yes	<p>Existing arrangements reviewed, agreed and shared with parents.</p> <p>Junior school pupils to come straight into school to be collected from specific bubble waiting areas. This will avoid waiting on the playground and the need for parents to enter the site.</p> <p>Staggered times – details shared with parents</p> <p>No staggered drop-off or collections and pupils at the Junior school are collected by staff off their initial spots on the playground. They are brought back to these spots at the end of the day. Infant children are dropped and collected at their class outside doors.</p>	<p>14.7.20 5.1.21</p> <p>4.3.21 1.9.21</p>
	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	No longer needed.	<p>14.7.20 5.1.21</p> <p>4.3.21 1.9.21</p>
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing	Yes	No longer needed.	<p>14.7.20 5.1.21</p>

	once at the setting and busy transit routes.			4.3.21 1.9.21
	There are hand sanitiser stations outside for pupil and visitor use	Yes		21.7.20 5.1.21 4.3.21
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use			
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Yes	Children able to come into school and wait socially distanced if required. If raining, pupils will be allowed in to their classrooms earlier in an orderly fashion.	14.7.20 5.1.21 4.3.21 1.9.21

	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes		14.7.20 5.1.21 4.3.21
Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes		14.7.20 5.1.21 4.3.21
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Parents frequently reminded about protocols. Since the November lockdown parents asked to wear a mask when coming into the school Building Parents no longer are required to wear a face covering unless this makes them wish to on the premises.	14.7.20 5.1.21 4.3.21 1.9.21
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes		7.9.20 5.1.21 4.3.21
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes	Our procedures will need to be confirmed –this arrangement would not be safe as parents and children would be queuing along a narrow path for some distance. Procedures confirmed and we will do as described in letter to parents.	7.9.20 4.9.20 5.1.21 4.3.21
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	N/A		
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes		14.7.20 5.1.21 4.3.21
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	No staggered times are in	14.7.20 5.1.21

			operation.	4.3.21 1.9.21
	Floor marks have been added to assist with social distancing in outside areas.	Yes		14.7.20 5.1.21

				4.3.21
	Staff and school champions supervise at peak times.	Yes		14.7.20 5.1.21 4.3.21
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	No staggered drop off and collection times are in operation.	14.7.20 5.1.21 4.3.21 1.9.21
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes		14.7.20 5.1.21 4.3.21
	Parents have been advised that only one parent should attend.	Yes		14.7.20 5.1.21 4.3.21
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes	No staggered drop off and collection times are in operation.	14.7.20 5.1.21 4.3.21 1.9.21
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	Yes		14.7.20 5.1.21 4.3.21
	Times of use are supervised and managed.	Yes		14.7.20 5.1.21 4.3.21

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school.	Yes	Consideration has been given but currently staffing is not available Walking bus returns.	14.7.20 5.1.21 4.3.21 1.9.21
	Entrances are supervised to support hand sanitising on arrival.	Yes		7.9.20 5.1.21 4.3.21
General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes		7.9.20 5.1.21 4.3.21

	Carers/parents in clinically vulnerable groups are discouraged	Yes		7.9.20
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	through communications, from dropping off and picking up children			5.1.21 4.3.21
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes		7.9.20 5.1.21 4.3.21
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes		7.9.20 5.1.21 4.3.21
	Parents and staff have been advised that only the same household members should travel together by car	Yes		7.9.20 5.1.21 4.3.21
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes		7.9.20 5.1.21 4.3.21
	Pupils and parents have been advised that they should not walk together in large groups	Yes		7.9.20 5.1.21 4.3.21
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes		7.9.20 5.1.21 4.3.21
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes		7.9.20 5.1.21 4.3.21
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes		7.9.20 5.1.21 4.3.21
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A		
	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	N/A		

	are wiped down with disinfectant wipes after use			
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		14.7.20 5.1.21 4.3.21

Visitors

	The number of visitors has been minimised as much as possible	Yes		14.7.20 5.1.21 4.3.21
	Visitor times are planned to separate visitors from other site users	Yes	No staggered drop off and collection times are in operation. Governors are welcome to visit but are advised to take an LFD test prior to visiting.	14.7.20 5.1.21 4.3.21 1.9.21
	Visits are by appointment only	Yes		14.7.20 5.1.21 4.3.21
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. Action to take if they cannot maintain keep away from others To leave the setting immediately if they develop symptoms, not matter how mild. 	Yes		14.7.20 5.1.21 4.3.21
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes		14.7.20 5.1.21 4.3.21
	Visitors confirm that they do not have symptoms no matter how mild.	Yes		14.7.20 5.1.21 4.3.21
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes		14.7.20 5.1.21 4.3.21

	The reception is operating on a one in and one out basis for essential visitors	Yes	Where possible.	14.7.20 5.1.21 4.3.21 1.9.21
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Yes		14.7.20 5.1.21 4.3.21
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes		14.7.20 5.1.21 4.3.21
	Visitor records are maintained for contact tracing requirements	Yes		14.7.20 5.1.21 4.3.21
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes	Not always possible	14.7.20 5.1.21 4.3.21
	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		14.7.20 5.1.21 4.3.21
Parents and carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Yes		14.7.20 5.1.21 4.3.21

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes		14.7.20 5.1.21 4.3.21
	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes	No staggered drop off and collection times are in operation.	14.7.20 5.1.21 4.3.21 1.9.21
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes		14.7.20 5.1.21 4.3.21
	One way circulation has been introduced where possible	Yes		14.7.20 5.1.21

				4.3.21
	Central dividers have been installed where necessary to avoid group mixing.	N/A	Screens provided for vulnerable staff	14.7.20 5.1.21 4.3.21
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/A		
	Posters have been used to encourage this where required	N/A		
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Children eat in their classrooms with the exception of reception who eat in the hall. Children in two sittings have returned to eating in the Hall as a year group on their own class tables. Space ventilated.	14.7.20 5.1.21 4.3.21 1.9.21
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	This has now been changed with the lifting of restrictions.	14.7.20 5.1.21 4.3.21 1.9.21
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	On pegs in bags	14.7.20 5.1.21 4.3.21
	The use of pre-ordering and trolley services have been considered.	Yes	Packed/hot lunches will be delivered to classrooms on trolleys. Hot lunches are now served from the serving hatches.	14.7.20 5.1.21 4.3.21 1.9.21
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A		
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Yes		14.7.20 5.1.21 4.3.21

	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	Clarification sought on what is meant by social distancing. Hall tables are distanced between classes from the same year.	21.7.20 5.1.21 4.3.21 1.9.21
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	N/A		

	One ways systems are used.	Yes		7.9.20 5.1.21 4.3.21
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Yes	One staff room has been reinstated at both schools	7.9.20 5.1.21 4.3.21 1.9.21
	Staff room area use is staggered to support distancing	Yes		7.9.20 5.1.21 4.3.21
	Additional space has been provided to use as staff rooms.	Yes	At the junior school an additional room has been commissioned. At the infant school an additional room may be able to be commissioned. If not staff room use will be staggered. Playtimes staggered – lunchtime – Y1/Y2 staff to use Base 7 Normal staff room has returned.	4.9.20 5.1.21 4.3.21 1.9.21
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Yes	Furniture remains spaced, but one staff is now used by all.	1.9.21
	Touch points are wiped down between different groups.	Yes		14.7.20 5.1.21 4.3.21
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Yes	Break times are not staggered as children have their own areas to play in. EYFS and KS1 – LKS2 and UKS2.	14.7.20 5.1.21 4.3.21 1.9.21
	equipment use is supervised to ensure that pupils do not gather.	Yes		14.7.20 5.1.21 4.3.21
	Pupils and staff have identified suitable play activities for break times	TBC	This will be in place for September 2020.	7.9.20 5.1.21 4.3.21
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	Classes queue at the end of break	14.7.20 5.1.21

			sensibly and orderly with distancing encouraged.	4.3.21 1.9.21
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes	At the junior school in the front	14.7.20

			playground	5.1.21 4.3.21
	Additional staff supervision is employed to ensure social distancing takes place	No	Additional staff not available without compromising bubbles	14.7.20 5.1.21 4.3.21
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	Norse comply with this.	14.7.20 5.1.21 4.3.21
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes		14.7.20 5.1.21 4.3.21
	The way in which essential food deliveries are received are managed	Yes		14.7.20 5.1.21 4.3.21
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	N/A	Food delivered to pupils by staff. Resumption of children collecting meals necessary following Norse's decision to charge for packaging – children still to eat in their classrooms. Norse serving pupils from the hatches and MSAs clearing and serving drinks.	7.9.20 5.1.21 4.3.21 1.9.21
	Additional meal collection points have been put in place to reduce queuing where necessary	N/A		
	Alternative payment methods are being used to eliminate cash handling	N/A		
	Tills are screened where still in use	N/A		

Increasing ventilation

Using fans	<p>Responsibility for opening and closing windows have been assigned to appropriate staff in all occupied areas of the premises.</p> <p>Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.</p>	<p>Class teachers to be responsible for ensuring ventilation in classroom/ICT suite areas.</p> <p>Yes</p>	<p>14.7.20</p> <p>5.1.21</p> <p>4.3.21</p>
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	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes	14.7.20 5.1.21 4.3.21
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes	14.7.20 5.1.21 4.3.21
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	Yes	14.7.20 5.1.21 4.3.21
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	N/A	
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A	
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	Yes	4.9.20 5.1.21 4.3.21

Toilets and handwashing facilities

	Useage times are staggered where possible.	Yes	Each bubble used one set of toilets	14.7.20 5.1.21 4.3.21
	Distancing for queuing has been introduced e.g. through floor markings	Yes		14.7.20 5.1.21 4.3.21
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes		14.7.20 5.1.21 4.3.21
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	No	Driers are in place but are not quick drying. Paper towels are available	7.9.20 5.1.21 4.3.21
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Yes	This will be considered and pricings obtained	7.9.20 5.1.21 4.3.21

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.	TBC	Clarification to be sought on staff meetings. Some meetings will be held in person, socially distanced, others remotely. Staff can express their preference always to attend a meeting remotely. Teacher meetings to be held jointly in person in well ventilated rooms at Infant and Junior schools.	21.7.20 4.9.20 5.1.21 4.3.21 1.9.21
	Meetings only take place in person where: <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	TBC	As above	21.7.20 5.1.21 4.3.21
	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 	Yes	As above – TBC Some meetings with professionals will take place in school, socially distanced and with the agreement of all	5.1.21 4.3.21

	<p>confidentiality, need to use technology or equipment in a building or weather</p> <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 • No activities are undertaken that require or encourage people to raise their voices or shout • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head 		attending.	
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	teacher, who has satisfied themselves that all reasonable measure have been implemented.			
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	Yes	See above Staff now use one staff room	7.9.20 5.1.21 4.3.21 1.9.21
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes		7.9.20 5.1.21 4.3.21
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes		7.9.20 5.1.21 4.3.21
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		7.9.21 5.1.21 4.3.21
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	With the lifting of restrictions meetings can now be offered in person in a COVID secure manner.	7.9.20 5.1.21 4.3.21 1.9.21
Essential course delivery	Courses are delivered on line and all “in person” training is suspended for both employees and external participants	Yes	Some training in person has resumed.	7.9.20 5.1.21 4.3.21 1.9.21
	Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	Yes		7.9.20 5.1.21 4.3.21
	Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.	Yes		7.9.20 5.1.21 4.3.21
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Yes		7.9.20 5.1.21 4.3.21
	Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.	Yes		7.9.20 5.1.21 4.3.21

	Training protocols are provided, which includes checking in	N/A		7.9.20
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	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.			5.1.21 4.3.21
	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.	Yes		7.9.20 5.1.21 4.3.21
	Delegates will spread out in both outside and inside spaces.	Yes		7.9.20 5.1.21 4.3.21
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Yes		7.9.20 5.1.21 4.3.21
	Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.	Yes		7.9.20 5.1.21 4.3.21
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Yes		7.9.20 5.1.21 4.3.21
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Yes		7.9.20 5.1.21 4.3.21

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes		7.9.20 5.1.21 4.3.21
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		14.7.20 5.1.21 4.3.21
	The setting will need to identify the specific cleaning methods for	Yes		21.7.20

	the items that require cleaning.			5.1.21 4.3.21
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes	Additional cleaning taking place daily at both schools – see premises management Daily COVID toilet cleaning takes place at both schools.	14.7.20 5.1.21 4.3.21 1.9.21
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	N/A		
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	N/A		
	In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day	N/A		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Yes		14.7.20 5.1.21 4.3.21
	Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	Yes		14.7.20 5.1.21 4.3.21
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Yes		14.7.20 5.1.21 4.3.21
	Disinfectant wipes are more generally available for staff to use where they wish to.	TB C	Currently spray is used – we need to determine if wipes can now be purchased. Wipes have been purchased	5.1.21 4.3.21

	All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	Yes		7.9.20 5.1.21 4.3.21
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	More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Yes	Toilets cleaned at lunchtime and at the end of the day	14.7.20 5.1.21 4.3.21
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Equipment such as Ipads not shared between bubbles unless cleaned in between use.	7.9.20 5.1.21 4.3.21
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes		14.7.20 5.1.21 4.3.21
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes	Clarification to be sought on pupils' books. As above	21.7.20 5.1.21 4.3.21
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes		14.7.20 5.1.21 4.3.21
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes		14.7.20 5.1.21 4.3.21
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes		14.7.20 5.1.21 4.3.21
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Yes	This will be put in place for September but there will be a big staffing implication if this has to be supervised. We will encourage children to bring in water bottles but these often need to be filled during the day. One class group at a time to be supervised. Wipes available by water coolers	14.7.20 5.1.21 4.3.21 1.9.21
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types	Yes		14.7.20 5.1.21

	have an increased risk). This is particularly important where larger quantities are in storage			4.3.21
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Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Yes	Play dough can be used, but is made specifically for use within bubbles and children hand sanitize before and after use.	14.7.20 5.1.21 4.3.21 1.9.21
	Toys that are put into children's mouths are cleaned between use	Yes		14.7.20 5.1.21 4.3.21
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	N/A		
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	N/A		
Resources	Children are allocated their own resources e.g. pencils where possible .	Yes		14.7.20 5.1.21 4.3.21
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	N/A		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	Books are quarantined between use for 72 hours	14.7.20 5.1.21 4.3.21
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes		14.7.20 5.1.21 4.3.21
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Yes		21.7.20 5.1.21 4.3.21
	Books and posters checked for visible soiling and disposed of where necessary	Yes		14.7.20 5.1.21 4.3.21
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> • Apply disinfectant and leave for the appropriate contact time applied • Re-apply disinfectant and leave to dry naturally 	Yes	Will ensure caretakers/cleaners are doing this	7.9.20 5.1.21 4.3.21
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes		14.7.20

				5.1.21 4.3.21
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes		14.7.20 5.1.21 4.3.21
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes		14.7.20 5.1.21 4.3.21
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes		14.7.20 5.1.21 4.3.21
	Bins and tissues are provided in the same place.	Yes		14.7.20 5.1.21 4.3.21
	Waste bags for tissues are double bagged for disposal.	Yes		14.7.20 5.1.21 4.3.21

Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes		14.7.20 5.1.21 4.3.21
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.	Yes		14.7.20 5.1.21 4.3.21
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes		14.7.20 5.1.21 4.3.21
	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	Additional points near toilets/entrance doors will be in place by September.	7.9.20 5.1.21 4.3.21

	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	As above	7.9.20 5.1.21 4.3.21
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes	This will be assured for September	7.9.20 5.1.21 4.3.21
	Event related prompts are given to pupils by staff..... <i>after</i> <i>before</i> <i>when</i> as a more effective means of promoting hand hygiene that fixed time prompts.	Yes	To be in place by September 2020	7.9.20 5.1.21 4.3.21
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Yes		14.9.20 5.1.21 4.3.21
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes		14.9.20 5.1.21 4.3.21
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	Particular care to be take in EYFS on storage	7.9.20 5.1.21 4.3.21
	Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	Yes		7.9.20 5.1.21 4.3.21
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes		7.9.20 5.1.21 4.3.21
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes		7.9.20 5.1.21 4.3.21
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes		7.9.20 5.1.21 4.3.21
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		7.9.20 5.1.21 4.3.21
	Staff and pupils have been advised to avoid wearing rings	Yes		7.9.20

	(except for a plain band in order to ensure thorough handwashing.			5.1.21 4.3.21
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Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the <u>template</u> provided is used to record conversations and agreed control measures.	Yes	This will be in place for September 2020	7.9.20 5.1.21 4.3.21
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Norfolk Support Line available for all staff.	7.9.20 5.1.21 4.3.21
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes		7.9.20 5.1.21 4.3.21
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		7.9.20 5.1.21 4.3.21
COVID Testing	Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools The risk assessment templates for LFD testing have been completed as appropriate	Yes	All staff have been invited to participate, given the information, signposted to the video. Risk assessment completed.	7.9.20 5.1.21 4.3.21 1.9.21
	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. Staff who have received a letter advising them to shield do not come to work in setting until the government advise it is safe to do so in line with <i>COVID-19 Your health and your safety when working in educational settings</i>.	Yes	All relevant staff are shielding until 31.3.21 as per government guidance. All staff continuing with twice weekly testing.	

Pupil Health and planned close contact activities

Shielding	Pupils who have received a letter advising them to Shield continue with remote learning until the Government advise it is safe for them to return to setting	Yes	N/A as yet	7.9.20 5.1.21 4.3.21
Symptoms	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	This will be refreshed	7.9.20 5.1.21 4.3.21
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes		7.9.20 5.1.21 4.3.21
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Yes	Regular newsletters	7.9.20 5.1.21 4.3.21
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes		7.9.20 5.1.21 4.3.21
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes		7.9.20 5.1.21 4.3.21
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hnds 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		7.9.20 5.1.21 4.3.21
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes		7.9.20 5.1.21 4.3.21
Pupil well-being,	Arrangements are in place to ensure that mental health and	Yes	Pupils' well-being to be the main	7.9.20

mental health and behaviour	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.		focus on return in September	5.1.21 4.3.21
	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	It will be provided as resources allow	7.9.20 5.1.21 4.3.21
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		14.7.20 5.1.21 4.3.21
	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		14.7.20 5.1.21 4.3.21
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Resources have been shared with staff	14.7.20 5.1.21 4.3.21
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes		7.9.20 5.1.21 4.3.21
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		7.9.20 5.1.21 4.3.21

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		14.7.20 5.1.21 4.3.21
	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 required the setting has added	Yes	Our own letter has been sent which is fully comprehensive Updated letters on this sent out regularly.	21.7.20 5.1.21 4.3.21 1.9.21

	additional information that has been identified in this risk assessment.			
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	To be reviewed termly.	7.9.20 5.1.21 4.3.21
Communicating safety arrangements Self isolation criteria	Site signage has been reviewed, referring to the following: temporary signs for outside space	N/A		7.9.20 5.1.21 4.3.21
	Site changes such as entrances and exits will be identified where required	N/A		14.7.20 5.1.21 4.3.21
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		14.7.20 5.1.21 4.3.21
	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.	TBA	If applicable	14.7.20 5.1.21 4.3.21
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .	Yes	To be refreshed in September 2020	14.7.20 5.1.21 4.3.21
	<p>Close contacts will isolate:</p> <ul style="list-style-type: none"> Where notified by NHS Test and Trace that they are a close contact of a positive case Where they are notified that they are a close contact of a positive case by the School Where a member of their household or support or childcare bubble develops symptoms. <p>Staff and pupils will immediate isolate if they test positive (PCR or LFD) and follow household isolation requirements.</p>	Yes	In place and reminders given to staff and parents. Updated guidance in place shared with stakeholders.	7.9.20 5.1.21 4.3.21 1.9.21

Travelling from abroad	The school will encourage staff and pupils to follow the	Yes	If applicable	4.3.21
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	requirements for Entering the UK			
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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	Staff have been instructed, but this will now be recorded formally from September 2020 Staff instructed on where/how to complete the LA E-learning module on Covid. All completed on the training days in September 2020. Staff briefed with updated COVID guidance since the lifting of restrictions.	30.9.20 4.9.20 5.1.21 4.3.21 1.9.21
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	As above	5.1.21 4.3.21
	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	As above	5.1.21 4.3.21
	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	As above	5.1.21 4.3.21
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	As above	5.1.21 4.3.21
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes		21.7.20 5.1.21 4.3.21
	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		21.7.20 5.1.21 4.3.21
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes		21.7.20 5.1.21 4.3.21

	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional	Yes		30.9.20 5.1.21
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	significant role changes.			4.3.21
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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	This will take place before September. This has taken place.	30.9.20 5.1.21 4.3.21
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes		30.9.20 5.1.21 4.3.21

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	No	This may be possible at the junior school, through the school Council <i>ILT/JLT/School Council can promote COVID Secure measures amongst their peers.</i>	30.9.20 5.1.21 4.3.21 <i>1.9.21</i>
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes		30.9.20 5.1.21 4.3.21
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes	All pupils understand the importance of hygiene measures.	5.1.21
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes		30.9.20 5.1.21 4.3.21

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	This has already happened for pupils who have returned, but will need to be refreshed and introduced in September 2020. <i>COVID expectations in place but all pupils reminded.</i>	30.9.20 5.1.21 4.3.21 <i>1.9.21</i>
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	<p>The following resources are used where appropriate:</p> <ul style="list-style-type: none"> • e-Bug resources to teach pupils about hygiene. 	Yes		<p>14.7.20 5.1.21</p>
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	<ul style="list-style-type: none"> the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 		Shared on website and social media.	4.3.21 1.9.21
	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		30.9.20 5.1.21 4.3.21

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

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Yes		14.7.20 5.1.21 4.3.21
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	Yes		7.9.20 5.1.21 4.3.21
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Yes		7.9.20 5.1.21 4.3.21
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes		14.7.20 5.1.21 4.3.21
	Where possible there is separate use of toilet and handwashing facilities nearby.	No	This is not possible in either school, but toilet would be cleaned after use. Disabled toilet could be used in both schools.	14.7.20 5.1.21 4.3.21
	The room has been emptied of unnecessary items.	No	The only rooms that can be used are used for other purposes	14.7.20 5.1.21 4.3.21
	Tissues and a waste bag have been provided in the room	Yes		7.9.20
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	Yes Yes		7.9.20 7.9.20 5.1.21 4.3.21

	In the unlikely event that a pupil spent a significant amount of	Yes		7.9.20
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	time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.			5.1.21 4.3.21
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes		7.9.20 5.1.21 4.3.21
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes		7.9.20 5.1.21 4.3.21
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes		7.9.20 5.1.21 4.3.21
Cleaning	Surfaces that the symptomatic person has come into come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Yes		7.9.20 5.1.21 4.3.21
	The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Yes		7.9.2 5.1.21 4.3.21
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Yes		7.9.20 5.1.21 4.3.21
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes		7.9.20

				5.1.21 4.3.21
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Yes		7.9.20 5.1.21 4.3.21
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes		7.9.20 5.1.21 4.3.21
	Where test kits have been supplied to the setting they will be offered to the parent/carers at the time of collection to support the test and trace programme.	Yes	As directed	7.9.20 5.1.21 4.3.21
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance.	Yes		7.9.20 5.1.21 4.3.21
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes		7.9.20 5.1.21 4.3.21
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Yes		7.9.20

				5.1.21 4.3.21
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Yes		7.9.20 5.1.21 4.3.21
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Yes		7.9.20 5.1.21 4.3.21
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes		7.9.20 5.1.21 4.3.21
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nnuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Yes	By September 2020. Completed	7.9.20 5.1.21 4.3.21
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes		7.9.20 5.1.21 4.3.21
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or	Yes		7.9.20

	child in a cohort has tested positive.			5.1.21 4.3.21
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes		7.9.20 5.1.21 4.3.21
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes		7.9.20 5.1.21 4.3.21
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes		7.9.20 5.1.21 4.3.21
	The setting will contact the NCC Education Incident Room in the event of a positive test.			7.9.20 5.1.21 4.3.21
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	Yes	To be refined in September 2020. Plans in place Remote access for pupils forced to isolate due to Coronavirus. This will be reviewed and improved.	7.9.20 5.1.21 4.3.21 1.9.21

Returning after isolation (pupils and staff)

Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. Rooms are well ventilated (see section on ventilation) Staff are cohorted in consistent working groups Unnecessary items have been removed to support effective cleaning of the area Hot desking is avoided desks near busy circulation spaces are not used Shared equipment has been moved to reduce group mixing such as printer location 	Yes		14.7.20 5.1.21 4.3.21
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> additional work spaces are be allocated where possible sharing of workspace is minimised and workspaces are thoroughly cleaned between users. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities Screens are installed as a last resort 	Yes		14.7.20 5.1.21 4.3.21

Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term			
	<p>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.</p>	Yes	<p>Took place in both schools during first week of term</p> <p>Fire drill to be conducted termly.</p>	7.9.20 5.1.21 4.3.21 1.9.21
	Fire drills that are carried out encourage social distancing.	Yes		7.9.20

				5.1.21 4.3.21
	Staff and pupils understand that in an emergency they must leave without delay	Yes		7.9.20 5.1.21 4.3.21
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Yes	This took place	By 11.9.20 5.1.21 4.3.21
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes		14.7.20 5.1.21
	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: <ul style="list-style-type: none"> Explain why requalification hasn't been possible Demonstrate the steps taken to access training. 	TBC	Two staff members across the federation have an up to date qualification. The third person will ascertain with the usual provider when requalification can take place. Took place at end of September 2020 Ensure ASC staff member has paediatric first aid certificate or someone in the school does when ASC pupils are on site.	7.9.20 5.1.21 4.3.21 1.9.21
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		14.9.20 5.1.21 4.3.21
	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		14.9.20 5.1.21 4.3.21
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		14.9.20 5.1.21 4.3.21
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes		14.9.20 5.1.21 4.3.21

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		14.9.20 5.1.21 4.3.21
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Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	N/A		
	A policy on wearing of face coverings in setting has been developed in line with the Compliance Code and Government advice	Yes	It has been made clear to parents that children do not need to wear a face mask. Adults are required to wear a mask in all areas apart from outside and in classrooms. Parents are not required to wear a face covering unless they feel more comfortable doing so.	7.9.20 5.1.21 4.3.21 1.9.21
	<p>Where face coverings are worn to or in a setting:</p> <ul style="list-style-type: none"> • Arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission. • A stock of disposable coverings is available to offer to people who are struggling to access them, need a replacement during the day or have forgotten their own. 	Yes	The school has a supply of spare masks. Staff have been signposted to a video showing how to put on/take off a mask.	4.3.21
	<p>Communication about the use of face coverings includes:</p> <ul style="list-style-type: none"> • The settings policy on when face coverings must be worn • Even when a face covering is worn all other measures that are in place to reduce the risk of transmission continue to apply. • Advising that multi-layered face coverings are considered to be the most effective • If you have COVID-19, wearing a face covering does not make it safe to go out in the community, attend school or work • Hygiene measures regarding putting coverings on, taking off, storage and hand hygiene as detailed in the compliance code. 	Yes	Guidance to parents makes clear masks must be worn on site, unless exempt. School masks are of the required variety and procured from recommended supply chain.	

Review of existing assessments

	The setting regularly reviews their arrangements in line with	Yes		September
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	compliance code updates			2020 5.1.21 4.3.21
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Regular reviews take place in light of Government changes.	September 2020 5.1.21 4.3.21 1.9.21

Any other actions that are not listed above

Assessor's Name: Bradley Young	Manager's Name: Bradley Young/Clive Sillitoe
Position: Headteacher 1.9.21	Position: Headteacher 1.9.21/Chair of Governors
Signature: BI Young	Signature: BI Young/C. Sillitoe