

## **COVID-19 Educational Settings Risk Assessment**

---

### **Contents**

Management Planning .....	3
Senior Management Team .....	3
Staffing arrangements .....	5
Minimise contact maintain social distance and activity risk reduction.....	6
Pupil and staff grouping – main groups and extended groups .....	6
Other general measures .....	7
Measures within the classroom.....	9
Playgrounds .....	10
Specialist curriculum considerations .....	11
Educational visits .....	14
Where a pupil attends more than one setting .....	15
Extra curricular provision.....	15
Measures for arriving and leaving.....	16
Transport and travel.....	17
Visitors and reception area .....	18
Lunchtime and breaks .....	19
Increasing ventilation.....	20
Toilets and handwashing facilities .....	21
Meetings and events.....	21
Universal Hygiene Arrangements .....	24
Cleaning and disinfection.....	24
Handwashing and respiratory hygiene arrangements .....	25
Health Needs .....	27
Staff health .....	27
Pupil Health and planned close contact activities .....	28
Communication and Involvement.....	29
General Arrangements.....	29
Staff Instruction.....	30
Behaviour policy .....	31
Pupil involvement and communication.....	31
Educational tools .....	32
Offices and other work spaces.....	32
Planning for emergencies .....	33
PPE and face coverings.....	34

---

Review of existing assessments ..... 34

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

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

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

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

<b>Date of change</b>	<b>Section, Page and Change</b>
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording
21-08-2020	Page 4 – COVID-19 Secure contractor arrangements Page 10 and 11 updated Music and Drama Page 13 – New links to CLEAPSS guidance Page 14 – Supervised toothbrushing programmes Page 21 – New information for spaces without direct outside air

<b>Setting/Premises:</b>	Highgate Infant School and Kings Lynn Nursery school. Arrangements are aligned . where specific actions occur at only one site this is clear in document	
<b>Location:</b>	Highgate Infant School Gaywood rd Kings Lynn King Lynn Nursery School St James Park London Rd	
<b>Assessment Date:</b>	30/8/2020	<b>Review Date:</b> 21/12/2020
<b>Assessment completed by:</b>	Cheryl Kirby	

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

## Management Planning

### Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> <li>• The number of contacts that pupils and staff have during the school day are minimised</li> <li>• The distance between people in the setting is maximised as much as possible,</li> <li>• 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</li> <li>• Enhanced cleaning arrangements are in place</li> <li>• There is a plan in place to manage the first day back to reduce the risk of groups gathering together</li> <li>• The whole setting community are engaged with and support the national effort to reduce the spread of the virus</li> </ul>	y	<p>Return to school plan discussed with staff 14/7/2020 September update 3/9/2020</p> <p>See attached</p>	

	This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).			
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Y		
	HSW information provided on Infospace or Norfolk School is followed and communicated	Y		
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	y	RA to be shared with all staff via email and hard copies available on first INSET. KLN Gov emailed sept 1st QA director emailed copy by Sept 1st. LIT members to be ccd.	
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	y	Incorporated in training day info sessions.	
	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.	y	CK to be across sites. Always accessible via teams. KWEST QA and CEO available to support in case of absence of CK Holly Clements (DH) at KLN every other week.	
	COVID-19 Case Management Guidance is implemented.	y		
	COVID Secure Commitments is signed and displayed	y		To be updated Wk com 1/9
<b>Contractor activities</b>	Contractors who provide services on school premises have confirmed they are COVID-19 secure	y	Ensure conformation recorded	
<b>Governor engagement</b>	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	y	Trustees to approve RA by 3/9	
<b>Safeguarding</b>	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).	Y		
<b>Supply chain</b>	Business management teams will ensure that arrangements are in place to ensure:	y		



	<ul style="list-style-type: none"> <li>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.</li> <li>that equipment purchased is fit for purpose e.g. meets with required standards</li> </ul>			
Premises adaptations	Small adaptations identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	y	All rooms have windows/doors that open and can be sufficiently ventilated. Hand driers in use and paper towels to be dispensed by staff to support children as needed at times of high usage	

**Staffing arrangements**

Staffing levels	<p>Temporary staff, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that:</p> <ul style="list-style-type: none"> <li>Short duration, ad hoc and working at more than one setting is avoided</li> <li>They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary)</li> <li>A space of 48 hours between site visits is applied</li> <li>Longer assignments with supply teachers are agreed</li> </ul>	y	None planned in autumn term at present	
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	y		
	Consistent working arrangements are applied to ITT trainees.	y		
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	y		

	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	y		
	Where volunteers are used the same staff principles are applied.	y		
Premises and cleaning staff	Normal premises management arrangements have resumed.	y		
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	y		
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	y		

### **Minimise contact maintain social distance and activity risk reduction**

#### ***Pupil and staff grouping – main groups and extended groups***

Developing groups	Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible: <ul style="list-style-type: none"> <li>• Groups are kept static</li> <li>• Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements.</li> <li>• Contact within groups is minimised through measures outlined in this assessment.</li> <li>• Pupils will stay in their class/group throughout the day, or on subsequent days</li> </ul>	y		
	Any extended groups created remain as small and consistent as possible	Y		
	Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:	y		

	<ul style="list-style-type: none"> <li>• some secondary curriculum practical activities</li> <li>• some music activities</li> <li>• With very young children</li> <li>• Because of health conditions or understanding of the children</li> </ul>			
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	y		
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	y		
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	y		

### ***Other general measures***

	The use of outdoor spaces has been maximised	y		
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	y	Staggering start and breaktimes at HG should reduce need for queuing of children KLN parents queue to enter to be signed and marked on premises Staff to monitor and support new arrangements at both schools	
	Gatherings involving more than one group is avoided e.g. assemblies,	y		
	Activities involving invited audiences do not take place	y		
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	y	Interactions between same bubbles will occur. Corridor and staff shared area interactions reduced through staggered use and additional areas designated for staff.	
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	y		



	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	y		
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	y		
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	n	Resources shared within bubble and washed regularly	
	<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> <li>• Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this.</li> <li>• Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks)</li> </ul> <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> <li>• Staggered times for using stairs and corridors</li> <li>• Utilisation of alternative external routes</li> <li>• One-way systems introduced</li> <li>• Supervision of movements around settings</li> <li>• Central dividers placed in the middle of wide corridors to keep groups apart</li> <li>• The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other</li> </ul>	y		
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	y		
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	y		



Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	n/a		
	Posters have been used to encourage this where required	n/a		
	Hand sanitiser is provided for use before and after touching lift controls.	n/a		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	n/a		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	n/a		
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	y	Year 1 and 2 coat pegs swapped. Additional pegs to be added.	

### ***Measures within the classroom***

	<ul style="list-style-type: none"> <li>Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to</li> <li>Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks</li> <li>Seats are forward facing</li> <li>The position of the teachers space/desk is considered as part of the configuration to support distancing from the class</li> </ul>	y	Classrooms remain in groups. For Nursery and infants emphasis on bubbles, infection risk is low and group seating essential for curriculum delivery and learning.	
	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	n/a		
	The teaching approach is modified where possible in order to:	n		



	<ul style="list-style-type: none"> <li>• Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk</li> <li>• Where close contact is needed, interact side to side with pupils and not face to face</li> <li>• Not require pupils to share or swap resources, including no marking each others books</li> <li>• Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand</li> </ul>			
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	y		

**Playgrounds**

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	n/a	1 bubble only	
	Equipment use is supervised, and time limited to enable other users to take their turn	y		
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	n	1 bubble only	
	A one-way system has been introduced around outdoor gym equipment and trim trails	n/a		
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	n/a		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	y		
	Bins are installed to encourage use of tissues and appropriate disposal	y		



	Time is allocated for play equipment for each group/bubble	Y		
	Multiple groups do not use outdoor play equipment at the same time.	y		

**Specialist curriculum considerations**

Music and drama	<ul style="list-style-type: none"> <li>Carried out in outside space used wherever possible</li> <li>Where carried out inside, activities are in a well-ventilated space</li> <li>Social distancing of 2 metres is maintained (and consideration given to using screens or barriers in addition to social distancing).</li> <li>Taught in groups of no more than 15 (or less where the space is not available to achieve 2 metre distance between all participants)</li> <li>Limited in duration</li> <li>Not require anyone to face each other, giving preference to back to back or side to side positioning</li> <li>Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly.</li> <li>Avoiding extending main groups outside of curriculum requirements where possible.</li> <li>Plan appropriate hand hygiene and disinfection arrangements.</li> <li>Musical instruments are not be shared unless thoroughly disinfected between each user</li> </ul>	y		
	<p>In addition to the above where applicable, Drama arrangements consider:</p> <ul style="list-style-type: none"> <li>Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones.</li> </ul>	n/a		

	<ul style="list-style-type: none"> <li>One-way systems and mapping movements are carried out in order to ensure social distancing</li> <li>Prop handling is limited</li> <li>Costume use is avoided.</li> </ul>			
	Audiences are not invited.	y		
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.	y		
	Prioritisation of low impact activities is given over high impact	y		
	Contact sports will not take place	y		
	Distance between participants is maximised.	Y		
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	Y		
	External facilities are used in line with Educational Visits arrangements.	Y		
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> <li><a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>advice from organisation such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	Y		
	The use of changing rooms and showering facilities are avoided where possible. Where used: <ul style="list-style-type: none"> <li>their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.</li> <li>Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings,</li> </ul>	n/a		



	<p>planning movement around the space and cleaning arrangements.</p> <ul style="list-style-type: none"> <li>Facilities will be used as quickly as possible</li> </ul>			
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	n/a		
Subjects involving practical activities	<ul style="list-style-type: none"> <li>Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other.</li> <li>Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility</li> <li>Where it is not safe to maintain social distancing such as D &amp; T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.</li> <li>Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact</li> </ul>	n	Learning of young children is very much practical. Strict adherence to bubbles will be employed.	
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p><a href="#">Guide to doing practical work in Science</a></p> <p><a href="#">Guide for science departments returning to school after an extended period of closure</a></p> <p><a href="#">Guide for managing practical work in non-lab environments</a></p> <p><a href="#">Guidance for schools where pupils spend all day in a lab</a></p>	Y		



Supervised toothbrushing programmes	<a href="#">Guidance for schools where pupils spend all day in a D&amp;T, food or art room</a> Relevant primary schools guidance for example, <a href="#">Practical activities in a bubble</a>			
	<a href="#">COVID-19: guidance for supervised toothbrushing programmes in early years and school settings</a> has been followed and procedure documented.	n/a		

**Educational visits**

	No overnight educational visits are carried out	Y		
	Outdoor spaces in the local area are used to support delivery of the curriculum	Y		
	A risk assessment will be carried out for all educational visits and in addition to using Evolve: <ul style="list-style-type: none"> <li>• A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</li> <li>• The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</li> <li>• The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ul style="list-style-type: none"> <li>○ Do they include measures relating to limiting contact between your group and other visitors?</li> <li>○ Do they support you to maintain distances within your group?</li> <li>○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?</li> </ul> </li> </ul>	y		



	<ul style="list-style-type: none"> <li>○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?</li> <li>○ Are appropriate cleaning and disinfection arrangements in place?</li> </ul>			
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Y		

**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	y		
--	--	---	--	--

**Extra curricular provision**

	Pupils will keep within their main bubble where possible.	Y		
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> <li>• Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups</li> <li>• Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently</li> <li>• Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity</li> <li>• Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members.</li> <li>• Records are maintained of all bubbles or groups for 21 days</li> </ul>	y		



	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	y		
--	---	---	--	--

**Measures for arriving and leaving**

General principles	<ul style="list-style-type: none"> <li>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.</li> </ul>	Y		
	<ul style="list-style-type: none"> <li>Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour</li> <li>Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting</li> </ul>	Y		
	There are hand sanitiser stations outside for pupil and visitor use	Y		
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Y		
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Y		
	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.	Y	
Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.		Y		
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.		Y		
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.		n	HG - Main road with narrow path would create a risk to children. Year 1 and 2 parents to also bring children onto site.	
Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible		Y		



	Where parents/carers need to enter the setting only one parent will accompany their child	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	y		
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	n/a		
	Staff and school champions supervise at peak times.	y		

### ***Transport and travel***

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	n/a		
	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Y		
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Y		
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y		
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Y		
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	Y		
	Pupils and parents have been advised that they should not walk together in large groups	Y		
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	n/a		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Y		

	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	Y		
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.			
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	n/a		
	Markings are provided where queuing is required for transport services on school premises	n/a		
	Windows are opened during journeys where it is safe to do so	n/a		
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	n/a		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	n/a		

### ***Visitors and reception area***

	The number of visitors is minimised as much as possible	Y		
	Visitor times are planned and by appointment only	Y		
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> <li>• Site rules, which entrances and exits to use, vehicle movement and parking</li> <li>• Specific arrangements such as areas of the premises that are and are not suitable for use</li> <li>• Action to take if they cannot keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, no matter how mild.</li> </ul>	y		
	On arrival visitors will be: <ul style="list-style-type: none"> <li>• Provided with relevant site information</li> <li>• Asked to perform hand hygiene</li> <li>• Asked to confirm that they do not have symptoms no matter how mild</li> </ul>	Y		

	Visitors will use their own pen or will be provided with a pen that they take with them.	n	Pens wiped after use	
	The reception operates on a one in and one out basis	Y		
	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	n/a		
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y		
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Y		
	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.	Y		
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment	Y		
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Y		

### ***Lunchtime and breaks***

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Y		
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	y		
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	n	HG – yr R lunches stored in room. Ks1 - Very few pack lunches – trolley forming barrier in ks1	

			KLN caterpillars store lunchbox in class	
	The use of pre-ordering and trolley services have been considered.	Y		
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	y		
	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.	y		
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Y		
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Y		
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Y		
	The way in which essential food deliveries are received are managed	Y		
	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	y		
	Additional meal collection points have been put in place to reduce queuing where necessary	Y		
	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	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	n/a		
------------	---	-----	--	--



	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	y	Use of fans will be at the discretion of headteacher and only employed when pupil and staff wellbeing is at risk	
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	y		
	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.	y		

**Toilets and handwashing facilities**

	Times of use are staggered where possible.	Y		
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Y		
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Y		
	Consideration has been given to replacing traditional taps with easy operating lever taps	n/a		

**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	Y		
	Meetings only take place in person where: <ul style="list-style-type: none"> <li>There is a need to be in person for safeguarding, well-being or statutory reasons or</li> </ul>	Y		



	<ul style="list-style-type: none"> <li>• Limitations of technology, poor or unstable signal</li> </ul> <p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> <li>• They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</li> <li>• All other participants will connect to the meeting remotely.</li> <li>• The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</li> <li>• Use separate spaces or rooms where possible to limit the number of people in the same area</li> <li>• Ensure 2 distance is maintained at all times, not sitting face to face</li> <li>• Paperwork is shared electronically where possible</li> <li>• Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first.</li> <li>• People do not shake hands.</li> <li>• Participants practice good hand and respiratory hygiene before after and during the meeting.</li> <li>• Where held indoors they are held in well ventilated spaces.</li> <li>• All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented.</li> </ul>	y		
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> <li>• Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online.</li> </ul>	y		

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

## 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.	Y		
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	y		
	The setting has identified the specific cleaning methods for the items that require cleaning.	Y		
	All Staff who under take cleaning: <ul style="list-style-type: none"> <li>Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</li> <li>Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them.</li> </ul>	Y		
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: <ul style="list-style-type: none"> <li>Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group</li> <li><b>Secondary settings</b> -, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes.</li> <li><b>Early years settings and settings where pupils may find it difficult to maintain personal hygiene</b> – the frequency of cleaning hand contact surfaces is increased</li> </ul>	Y		



	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	Y		
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	y		
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.	y		
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	y		
Tissues and waste from bins provided	<ul style="list-style-type: none"> <li>• Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>• Waste bins are provided in classroom and other key locations such as dining areas</li> <li>• Bins are emptied regularly throughout the day</li> <li>• Bins and tissues are provided in the same place</li> <li>• Waste bags for tissues are double bagged for disposal</li> </ul>	y		

### ***Handwashing and respiratory hygiene arrangements***

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> <li>• Staff are ensuring that 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 <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class</li> </ul>	y		
-------------	--	---	--	--



	<ul style="list-style-type: none"> <li>• Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.</li> <li>• Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>• Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.</li> <li>• Hand washing frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</li> <li>• Entrances are supervised on arrival in the morning to support hand sanitising on arrival.</li> <li>• Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home</li> </ul>			
	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.	Y		
	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.	y		
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Y		



	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)	Y		
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use and handwashing is carried out after.	Y		
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Y		
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	y		

**Health Needs**

**Staff health**

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the <a href="#">template provided</a> is used to record conversations and agreed control measures.		4 meetings booked for September 3 <sup>rd</sup> .	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y		
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Y		
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y		
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	y		

***Pupil Health and planned close contact activities***

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Y		
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y		
	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	Y		
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Y		
	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).	y		
	Support plans include: <ul style="list-style-type: none"> <li>• Specific cleaning and disinfection requirements such as changing beds and wheelchairs.</li> <li>• Ensuring that staff increase their level of self protection,</li> <li>• Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> <li>• Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>	Y		
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Y		
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Y		

	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.	Y		
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Y		
	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.	Y		
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y		
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	Y		
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Y		

## 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.	Y		
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Y	Initial summary 1 page letter sent out followed by template letter	
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.	y		

	Where possible this information is also shared on the setting website or directly with visitors in advance.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Y		
	Site changes such as entrances and exits will be identified where required	Y		
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y		
	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.	Y		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub</a> .	Y		
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	y		

### 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.	Y	<i>Training PPT to be introduced 3/9/2020</i>	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	y		
	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.	Y		

	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.	Y		
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Y		
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Y		
	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.	Y		
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Y		
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y		

### ***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.	Y		
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y		

### ***Pupil involvement and communication***

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	n	All staff to take this role	
	Pupils and staff have contributed towards how these new roles will support the schools aims	y		

	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	y		
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	y		

### **Educational tools**

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> <li>• 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.</li> <li>• encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>	y		
	The following resources are used where appropriate: <ul style="list-style-type: none"> <li>• <a href="#">e-Bug</a> resources to teach pupils about hygiene.</li> <li>• <a href="#">the Educational Settings poster</a></li> <li>• the <a href="#">Coronavirus Toolkit for Professionals</a> which contains campaign materials.</li> </ul>	y		
	Additional information used to educate pupils is taken from trusted sources such as <a href="#">InfoSpace</a> or <a href="#">Norfolk Schools</a> (which both contain the same COVID-19 information) and <a href="#">Public Health England</a> .	y		

### **Offices and other work spaces**

	The following measures are applied where staff cannot work from home: <ul style="list-style-type: none"> <li>• Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.</li> <li>• Rooms are well ventilated (see section on ventilation)</li> <li>• Staff are cohorted in consistent working groups</li> <li>• Unnecessary items have been removed to support effective cleaning of the area</li> </ul>	y	HG - Desk swap occurs on Monday. Both staff members and cleaners to be vigilant when leaving Monday cleaning Monday and on arrival on Tuesday	
--	---	---	---	--



	<ul style="list-style-type: none"> <li>Hot desking is avoided</li> <li>desks near busy circulation spaces are not used</li> <li>Shared equipment has been moved to reduce group mixing such as printer location</li> </ul>			
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> <li>additional work spaces are be allocated where possible</li> <li>sharing of workspace is minimised and workspaces are thoroughly cleaned between users.</li> <li>Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities</li> <li>Screens are installed as a last resort</li> </ul>	y		

### ***Planning for emergencies***

Fire evacuation	A fire drill is planned for the first week of term	Y		
	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.	Y		
	Fire drills that are carried out encourage social distancing.	Y		
	Staff and pupils understand that in an emergency they must leave without delay	Y		
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y		
	<p>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:</p> <ul style="list-style-type: none"> <li>Explain why requalification hasn't been possible</li> <li>Demonstrate the steps taken to access training.</li> </ul>	Yy		

	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Y		
	Staff who require refresher training use <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.	Y		
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y		
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y		

### ***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.	Y		
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	Y		
	Where face coverings are worn to or in a setting, arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission.			

### ***Review of existing assessments***

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

### ***Any other actions that are not listed above***





<b>Assessor's Name: Cheryl Kirby</b>	<b>Manager's Name: Cheryl Kirby</b>
<b>Position: Headteacher</b>	<b>Position: Headteacher</b>
<b>Signature: <i>C Kirby</i></b>	<b>Signature: <i>c Kirby</i></b>