

## Colkirk CE Primary Academy: September Opening Risk Assessment Plan

---

### Updates and Changes to the Risk Assessment

Date	Section	Update / Changes
27.11.2020	NO further updates	NA
20.11.2020	Second Addendum added based on updates from 20.10.2020 from NCC	<ul style="list-style-type: none"> <li>Update on temp staff - refer to page 4 of the Risk Assessment</li> <li>Update on Performing arts - refer to page 9 of the Risk Assessment</li> <li>Update on Ventilation - refer to page 21 of the Risk Assessment</li> <li>Update on pupils shielding - refer to page 29 of the Risk Assessment</li> </ul>
13.11.2020	Individual Risk Assessments  Staffing	<p>Pupil Individual RA have been reviewed in light of national lockdown measures and clinically vulnerable amendments to guidance by DFE.</p> <p>Discussions with vulnerable and extremely vulnerable staff have been undertaken to ensure they are satisfied with the RA measures to protect their specific needs.</p> <p><b>No changes were required to be made to this document.</b></p>

<p>16.10.2020</p> <p>See Addendum at the end of this Risk Assessment Based on the NCC template update of 27.09.2020</p>	<p>Changes made are shaded in grey text:</p> <p>Page 4 – contactors are aware of schools expectations in advance of making a site visit</p> <p>Page 5 – peripatetic teachers and invigilators added to staffing arrangements</p> <p>Page 7 – Additional information for where resources are taken home.</p> <p>Page 10 – reference to updated COVID-19 Cleaning and Disinfection supplementary checklist</p> <p>Page 11 – Updated Music, dance and drama</p> <p>Page 13 – Updated Physical Activity</p> <p>Page 17 – Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed</p> <p>Page 20 – Updated Public and School transport.</p> <p>Page 20 – Visitor section updated to including familiarisation and parents evenings</p> <p>Page 28 – Hand hygiene update to confirm that where hand washing is carried out, running water must be used.</p> <p>Page 32 – Parent communications updated regarding external wraparound care and extra curricular providers where necessary.</p> <p>Page 37 – First aid section updated.</p>
---	--

Date	Section	Update / Changes
02.10.2020	Individual Risk Assessments  Staffing	Individual RA for behaviour children have been reviewed and updated since start of term and shared with parents.  1 additional hour is being paid per week to ensure maximum staff cover at the end of the day to enable safe exit from the school following covid measures.  1 additional morning is being funded to ensure greater support in EYFS to enable covid measures to be firmly embedded with our EYFS pupils.
25.09.2020	No updates this week	Outdoor learning resumes for KS1 and EYFS children at the local forest school but maintaining covid measures.
18.09.2020	No updates this week	
11.09.2020	No section	Individual RA for children with medical needs or behaviour needs have been completed and shared with parents and staff using the NCC Templates. HOS maintains these within the academy.
	P14	Lunches will be taken in the hall in two sittings and start slightly early (11.45am) for first sitting to give time to clean between sittings and allow for younger children to have enough time to eat.
	P20	Children's individual resources will be securely stored in their own tray and sharing will be discouraged within their own bubble.
	P31/ 32	Drop off is at the same time for Seashells and SeaTurtles/ Horses as the school is one extended bubble.

**Context:** 51 pupils, 2.2 FTE teachers, 5 TAs/HLTAs, 1 Music instructor (shared), 1 PE Instructor (shared), 1 Caretaker, 1 admin staff, 1 cook and a shared Executive Head and Head of Federation.

Colkirk will have ONE WHOLE SCHOOL EXTENDED BUBBLE (due to reduced staffing, a high percentage of siblings in KS1 and KS2) but this will divide into CLASS Bubbles for the majority of the day:

- (1) Sea Shells Bubble = 24 (26) children YrR/1/2
- (2) Sea Horses Bubble = 27 (29) children Yr3/4/5/6

Class	Drop off	Break time	Lunch		Afternoon begins	Pick up
			eat	playtime		
Sea Shells (EYFS/Y1/Y2) 24	8.45	10.15-10.30	12.00-12.30	12.30-1.00	1.00	3.15
1 hour 30 mins 1 hour 25 mins		Tamsin/ Lucy 1:1 Sharon general MSA (Cheryl)			2 hours + 15 MINS break	
Sea Horses (Y3-6) 27	8.45	10.15-10.30	12.30-12.50	12.00-12.30	12.50	3.15
1 hour 30 mins 1 hour 30 mins		Tracey general MSA			2 hours 25 mins	

## Collective Worship

no whole school gatherings allowed so will need to do digitally

Monday	Tuesday	Wednesday	Thursday	Friday
Zoom or Teams 2.55pm	Zoom or Teams 1.15pm		Zoom or Teams	Zoom or Teams 2.55pm
Whole School BIF assembly	Class Worship	Music	Whole school worship or in own class	Celebration worship
HoS	Class Teacher	Sung Worship OUTSIDE	EHT/ HoF Video	Class teacher and any TAs that are not having lunch.

Video of Harvest Festival – class contributions of songs / readings etc

Video play for Christmas – each class to produce a short 20 minute (max) video

Remembrance Day and Advent Services – digital versions for federation led by EHT/ HoF / Incumbent

---

## Use of climbing frame

One class has use for a week (not Fridays to allow 72 hours break)

	WB 7th Sept	WB 14th Sept	WB 21st Sept	WB 28th Sept	WB 5th Oct	WB 12th Oct	WB 19th Oct
Sea Horses							
Sea Shells							

### PE Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Sea Horses	1.00-2.55pm				
Sea Shells					1.00-2.55pm

- Staff meetings will be held as far as possible through TEAMS (unless we need to meet to physically do things e.g. book looks then this will be at a social distance).
- SLT meetings will be held as far as possible through TEAMS (unless we need to meet to physically do things e.g. book looks then this will be at a social distance).

### Clubs

	Monday	Tuesday	Wednesday	Thursday	Friday
Before school	Breakfast Club	Breakfast Club	Breakfast Club	Breakfast Club	Breakfast Club
After school	After School Care + PE	After School Care	After School Care	After School Care	After School Care + PE



COVID-19 Educational Settings Risk Assessment

Contents

Management Planning ..... 11
Senior Management Team..... 11
Staffing arrangements ..... 15
Minimise contact maintain social distance and activity risk reduction ..... 17
Pupil and staff grouping – main groups and extended groups ..... 17
Other general measures ..... 19
Measures within the classroom ..... 22
Playgrounds..... 24
Specialist curriculum considerations ..... 26
Educational visits ..... 29
Where a pupil attends more than one setting ..... 31
Extra curricular provision ..... 31
Measures for arriving and leaving ..... 32
Transport and travel ..... 35
Visitors ..... 36
Movement around premises ..... 39
Lunchtime and breaks ..... 39
Increasing ventilation ..... 42
Toilets and handwashing facilities ..... 42
Meetings and events ..... 43
Universal Hygiene Arrangements ..... 46
Cleaning and disinfection ..... 46
Handwashing and respiratory hygiene arrangements ..... 49
Health Needs ..... 52
Staff health ..... 52
Pupil Health and planned close contact activities ..... 53
Communication and Involvement ..... 55
General Arrangements ..... 55
Staff Instruction ..... 56
Behaviour policy ..... 57
Pupil involvement and communication ..... 57
Educational tools ..... 58
Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance ..... 58
Returning after isolation (pupils and staff) ..... 62
Offices and other work spaces ..... 62
Planning for emergencies ..... 63
PPE and face coverings ..... 65
Review of existing assessments ..... 65
Any other actions that are not listed above ..... Error! Bookmark not defined.

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 – Autumn Term

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





<b>Setting/Premises:</b>	Colkirk CE Primary Academy	
<b>Location:</b>	School Road, Colkirk, Fakenham NR21 7NW	
<b>Assessment Date:</b>	14 July 2020	<b>Review Date:</b>
<b>Assessment completed by:</b>	<a href="#">Christopher J Allen (Exec Head Teacher)</a>	

**Senior Management Team**

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<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 can be implemented</li> <li>The whole setting community are engaged with and support the national effort to reduce the spread of the virus</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Bubble Plans discussed and agreed as to format.</li> <li>No new staff returning who have been shielding.</li> <li>Shielding staff consulted on risk assessment to ensure any additions are added. None suggested.</li> <li>Hand drying not an option in class rooms (toilets only) classroom hand washing stations will continue to use paper towels.</li> <li>Parent Guide distributed for September.</li> <li>Staff compliance code shared at training day on 3<sup>rd</sup> September 2020.</li> </ul>	13.07.2020
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Y	Asbestos- NA Legionella check completed each month (1 <sup>st</sup> of month or as close as by Caretaker checked by FBM) Fire check completed – as per guidance with weekly point checks, half termly drills and annual servicing (Aut 2019)	18/05/2020 Last reviewed 10/07/2020
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Y	Liaison with caretakers by FBM to clean all class areas and general corridor areas, door,	18/05/2020

			handles, window latches etc. Staff trained to ensure surfaces are cleared of work packs and children's books/work to allow surfaces to be cleaned during school day. Cleaning station in each bubble, toilets have disposable toilet cleaning wipes to sanitise after each use.	25/05/2020 22/07/2020
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Y	All staff to have clear printed guidance in bubble spaces – full training to be provided on 4 <sup>th</sup> June 2020 – EHT prepared powerpoint and training session.	1/06/2020 Updated CPD on 03/09/2020
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Y	Use of this document and sections transferred into clear printed checklist for class and general areas in school. FBM, HoS and class teachers and support staff have all had input – through site visits to each academy by EHT and FBM during week of 18/05/2020 and then again 13/07/2020 with new RA form.	01/06/2020 13/07/2020
	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.	Y	All staff briefed to have daily feedback at the end of day. Risk assessment and practices adjusted as soon as required. Full weekly review by all staff involved lead by HoS on Thursdays. Any NCC updates added to RA as addendums and staff sign to say they have read and understood changes.	01/06/2020 13/07/2020
	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.	Y	All staff to be rebriefed on 03/09/2020 with the latest RA and guidance. Copies of compliance code shared and PowerPoint provided. Staff sign to say they have received training, read documents and understood them.	03/09/2020
	Senior colleagues will be present at the site and especially during	Y	Each academy will have the HoS	03/09/2020

	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.		present from start of term. EHT & HoF will rotate around the federation, with a minimum of 24 hrs between schools wherever practicably possible (but this may not always be the case) They will NOT cross academies in a day unless no other option e.g. an emergency arises. FBM will also be on hand to support each academy and visit each during the first week back.	
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Y	Refer to Bubble Plans at start of this document. Extended bubble for entry and exit then split to class bubbles. Note both bubbles enter / exit at same time (different places) as they share the most siblings and this reduces congestion outside of school with parents waiting for different bubbles.	03/09/2020
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Y	Parents will have clear guidance provided prior to starting. Behaviour policy has been amended to include new practices and expectations where appropriate. EHT / HOS will liaise with classes and parents on a daily basis. Letter to parents 13/07/2020 explains expectations clearly – logistical letter for each bubble arrangement shared before start of term.	13/07/2020
	COVID-19 Case Management Guidance is implemented.	Y	Flow chart is displayed in staff areas.	
	COVID Secure Commitments is signed and displayed	Y	See appendix 1 at end of this	03/09/2020

			document for the Unity Model Covid Secure Commitments Code. This is signed by the EHT / HoF and CoG and displayed by 03/09/2020 in all public spaces in each academy.	
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.	Y	LGB meeting completed 21/05/2020 to discuss re-opening plans and 02/07/2020 for full reopening in September 2020.  Weekly telephone call to CofGs and fortnightly written review to LGB by EHT.	21/05/2020 03/07/2020 15/07/2020
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).	Y	DSL's will continue to be on site daily and PSA will continue to work remotely with families and children and via doorstep if required / be in schools for 16 hours per week. Continued liaison with social workers and Early Help. CURA will continue to be used to alert DSL's to safeguarding concerns from children within school setting.	18/05/2020
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.	Y	Orders of supplies undertaken 14/05/2020 and regularly thereafter. Use central supplies from LA or DNEAT if required. Working in collaboration with Hope federation to source all PPE at best price. Full suite of PPE resources received – 26/05/2020 and regularly maintained thereafter.	01/06/2020 03/09/2020
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Y	Check at order point with suppliers. Upon delivery check information supplied with equipment. Open and check equipment is BSI standard and marked as such. This continues to be checked when stocks or replenished regularly.	14/05/2020

Premises adaptations	Small adaptations 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.	Y	No changes or installations required, good ventilation is maintained without changes. Hand driers in classrooms not practical paper towels will continue. Efficient hand driers are in all toilets.	13/07/2020
----------------------	--	---	---	------------

### 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"> <li>Short duration, ad hoc work is avoided where possible</li> <li>They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary)</li> <li>All infection control requirements are followed.</li> </ul>	Y	Sports coach works Mon / Fri each week. Have attended briefing with staff and the same coach is timetabled to work with each class bubble. All infection control requirements are followed and staff PE coach will aspire to maintain PE outdoor as much as possible otherwise it will not happen.	03/09/2020
	Temporary staff who work at more than one setting is avoided where it is possible.	Y	No temporary staff used in any UNITY site. All supply cover is managed internally by each academy having HLTA / Cover Supervisors.	03/09/2020
	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.	Y	EHT will visit two academy sites on the days he is at Unity – this will be at least 48 hours apart.  From 16.10.2020 a minimum of 24 hrs between schools wherever practicably possible (but this may not always be the case). They will NOT cross academies in a day unless	03/09/2020  16/10/2020

			<p>no other option e.g. an emergency arises.</p> <p>HoF &amp; EHT will rotate visits but limit contact with bubble and remain in leadership office in each academy as far as practically possible, unless monitoring lesson visits etc are scheduled to take place.</p> <p>Music instructor will follow 3m distancing rule as she works in each Unity / Hope academy over the school week. Instructor aware of guidance around music lessons.</p>	16/10/2020
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	NA	NA at the moment but will be used if required in the future.	13/07/2020
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Y	See bubble plan at the start of this documents staff are restricted to own class bubbles wherever possible.	03/09/2020
	Consistent working arrangements are applied to ITT trainees.	NA	NA	NA
	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.	Y	<p>No shared staff across bubbles as far as practically possible.</p> <p>Staff meeting will be held remotely as far as possible.</p>	03/09/2020
	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	Y	Only Sea Horses will have the teacher job share split otherwise no compromises are being applied (HOS 0.6 FTE and SF 0.4 FTE) This room	03/09/2020



	for the virus to transmit		will be deep cleaned in line with other cleaning routines but teaching staff will be monitored weekly to ensure well-being is maintained.	
	Where volunteers are used the same staff principles are applied.	NA	No volunteers will be coming into school during the Autumn Term 2020 to reduce infection risk.	03/09/2020
Premises and cleaning staff	Normal premises management arrangements have resumed. 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	See timetables and activities plans at start of this document – all logistical planning has been completed to ensure each bubbles integrity is maintained and not compromised.	03/09/2020
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Y	Caretaking staff have continual updates and briefings from FBM. Checklists are completed daily. FBM will spot check academy to ensure standards are being met. Cook will also support deep clean on a Friday as she is working reduced hours. Again full cleaning training has been provided by FBM on 18.05.2020 & 03.09.2020	20/03/2020 03/09/2020

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

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

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Y	As per Bubble plan at the start of this document – there will be whole school extended bubble with class bubbles within this which enable the school to function fully and reduces staff moving around.	03/09/2020
-------------------	--	---	---	------------

Groups are kept as static as possible including staff assigned to the groups	Y	Each bubble will be based in their own classroom and this is where they will also eat lunch. The hall will be used for lunches. Toilets are allocated as they have been during reopening in June 2020 – each bubble to use one set of toilets only (sign posted).	03/09/2020
Only where necessary extended groups have been created to accommodate specific activities.	NA	The school will act as an extended bubble for the start / end of the day and for break times (but in allocated zones) to allow most efficient use of staff. Also to enable easier entry and exit to school as high number of siblings in KS1 / KS2.	03/09/2020
Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Y	Wrap around care will use extended bubble bit with distancing between class bubbles within it.	03/09/2020
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	Y	Wrap around care only as above.	03/09/2020
Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Y	See Bubble Plan at the start of this document – all entry / exit/ breaks and lunchtimes are separate to maintain extended bubble distancing and reduce any contact between bubbles. All deployment of staff is such that only the PE coach and Music instructor will move between bubbles.	03/09/2020
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:	Y	Class bubbles are the minimum we can work at – in Sea Shells the bubble is reduced across two spaces	03/09/2020

	<ul style="list-style-type: none"> <li>• some secondary curriculum practical activities</li> <li>• music</li> <li>• With very young children</li> <li>• Because of health conditions or understanding of the children</li> </ul> <p>In order to enable distancing through designing spaces that achieve more separation.</p>		<p>(one for EYFS and one for Yr1/2 children) with the same 3-4 adults to allow for greater space and reduction of risk by social distancing.</p> <p>Music will be undertaken outside if dry enough to allow for greater distancing – if in class spaces then the instructor will follow the 3m rule.</p>	
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Y	As per Bubble plan at the start of this document.	03/09/2020
	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	Y	As per Bubble plan at the start of this document.	03/09/2020
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Y	Each Bubble has 3-4 adults working in it – 1 or 2 x Teachers and 2 x support staff	03/09/2020
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y	As per Bubble plan at the start of this document.	03/09/2020
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Y	Breakfast club / after school club will operate as extended bubble but with social distancing of the two classes.	03/09/2020
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Y	Hall not in use for multiple Bubbles only for lunches (2 sittings)	03/09/2020
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Y	Log kept in school office to maintain any contact between bubbles /staff and checked weekly by EHT/HoF/FBM.	03/09/2020

### Other general measures

	The use of outdoor spaces has been maximised	Y	Climbing frame and playground rotas agreed as per the start of this document.	03/09/2020
--	--	---	---	------------

	Unavoidable queues are managed	Y	Queues will be managed by staggering toilets etc. classrooms used for lunches etc. to ensure no queues as children will use their own table spaces.	
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Y	One way system for KS2 using main corridor to access toilets, hall and playground. Markings on the carpet in classroom shows lines to adhere to maximise distance where appropriate.	01/06/2020 03/09/2020
	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	No whole school collective worship or singing assemblies as a school. Worship will happen in class / outside if possible. Staff aware of keeping voices lower to prevent aerosol contamination.	03/09/2020
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Y	Bubble resources only NO shared resources between bubbles reduces contamination risks. Reading books follow same system set up in June with books per bubble and 72 hour break between reuse. Homework will remain on remote learning platform to reduce movement of resources between home and school.	03/09/2020
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Y	Cleaning requirements and materials made available in classroom areas.	20/03/2020
	If this is not possible, the resources will be quarantined for 72 hours between groups.	y	NO resources will be shared	03/09/2020

			between groups. Separate PE resources, playtime resources etc.	
	Large gatherings such as assemblies with more than one group is avoided.	Y	As per the collective worship plan at the start of this document.	03/09/2020
	<p>Movement around the school is kept to a minimum:</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. 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 pupil movement around the premises cannot be eliminated e.g. for D&amp;T, sport.</li> <li>• Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering</li> <li>• 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</li> <li>• Movements around settings are supervised and school champions support this activity.</li> <li>• Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.</li> </ul>	Y	Bubble are allocated spaces as identified in this risk assessment – there will be no need to move about the school as a group other than for staggered break times.	18/05/2020 03/09/2020
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	Y	As per the bubble plan at the start of this document.	03/09/2020
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	NA	Children do not have lockers in school	
	Locker cleaning and disinfection arrangements are in place	Y	For staff lockers – sanitisation cleaning equipment are left for staff to sanitise their won lockers.	01/06/2020

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Y	Sea Shells bubble is reduced across two spaces (one for EYFS and one for Yr1/2 children) with the same 3-4 adults to allow for greater space and reduction of risk by social distancing. This is so a class of 25 can be split into 10 EYFS / 15 Yr1/2	03/09/2020
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Y	Classrooms whilst will have many of the normal resources in the environment that you would expect, this will be reduced in terms of storage and general clutter to ensure clear surfaces and maximum circulation spaces are available in each room. Each bubble space will be signed off by the EHT/ HoF/ FBM on 4 <sup>th</sup> Sept 2020 for full reopening.	03/09/2020
	Unnecessary furniture and objects are removed where possible	Y	Classrooms whilst will have many of the normal resources in the environment that you would expect, this will be reduced in terms of storage and general clutter to ensure clear surfaces and maximum circulation spaces are available in each room. Each bubble space will be signed off by the EHT/ HoF/ FBM on 4 <sup>th</sup> Sept 2020 for full reopening.	03/09/2020
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Y	Staff desks and spaces will be demarcated in each room. These spaces will be checked in each bubble space will be signed off by the EHT/ HoF/ FBM on 4 <sup>th</sup> Sept 2020 for full	03/09/2020

			reopening.	
	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	Y	Bags will be not be permitted in school. PE days will see children coming to school in PE kit. Books will be sent home in plastic pouches and not in book bags.  As inclement weather persists then coats and bags will be introduced and reviewed in how this will be practically done.	03/09/2020
	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Y	As per training and guidance in June 2020, guidance will be revisited on training day on 3/09/2020.	03/09/2020
	Where close contact is needed this is conducted side by side rather than face to face	Y	As per training and guidance in June 2020, guidance will be revisited on training day on 3/09/2020.	03/09/2020
	Pupils are not called to the front of the class	Y	As per training and guidance in June 2020, guidance will be revisited on training day on 3/09/2020.	03/09/2020
	Staff going to a pupils desk to check on their work is avoided	Y	As per training and guidance in June 2020, guidance will be revisited on training day on 3/09/2020.	03/09/2020
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Y	Each child will have named packs with core resources in to reduce contamination and spread of infections as approach since June 2020.	01/06/2020
	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Y	As per training and guidance in June 2020, guidance will be revisited on	03/09/2020

			training day on 3/09/2020.	
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Y	As per training and guidance in June 2020, guidance will be revisited on training day on 3/09/2020.	03/09/2020
	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	This will continue to be discouraged and any pupils bringing items into school will be asked to hand them back to parents on entry to school each day.	03/09/2020
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Y	Class resources box.	03/09/2020
	How pupils enter and exit the classroom is managed to maintain distancing.	Y	As per bubble plan at the start of this document.	03/09/2020
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	NA	No room will be used by multiple bubbles.	03/09/2020

### **Playgrounds**

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Y	As per bubble plan for use of playgrounds / each bubble has their own box of resources as they have since 01/06/2020.	01/06/2020 03/09/2020
	Equipment use is supervised, and time limited to enable other users to take their turn	Y	As per bubble plan for use of playgrounds / each bubble has their own box of resources as they have since 01/06/2020.	01/06/2020 03/09/2020
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Y	As per bubble plan for use of playgrounds / each bubble has their own box of resources as they have since 01/06/2020.	01/06/2020 03/09/2020
	A one-way system has been introduced around outdoor gym equipment and trim trails	NA	Equipment is spread out and not in a trail type format.	03/09/2020



			These resources will only be used as per the agreed timetable at the start of this document.	
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Y	As per bubble plan for use of playgrounds / each bubble has their own box of resources as they have since 01/06/2020.	01/06/2020 03/09/2020
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Y	As per bubble plan for use of playgrounds / each bubble has their own box of resources as they have since 01/06/2020. Hand washing will happen on entry back to bubble space.	01/06/2020 03/09/2020
	Bins are installed to encourage use of tissues and appropriate disposal	Y	As per bubble plan for use of playgrounds / each bubble has their own box of resources as they have since 01/06/2020. Bubble bins will be used inside / outside.	01/06/2020 03/09/2020
	Time is allocated for play equipment for each group/bubble	Y	As per bubble plan for use of playgrounds / each bubble has their own box of resources as they have since 01/06/2020.	01/06/2020 03/09/2020
	Equipment touch points are cleaned frequently and between each groups use.	Y	As per bubble plan for use of playgrounds / each bubble has their own box of resources as they have since 01/06/2020. This reduces cleaning needs and allows for sanitisation each day with a 72 hour break for trim trails etc. from Fri-Mon each week.	01/06/2020 03/09/2020
	Multiple groups do not use outdoor play equipment at the same	Y	As per bubble plan for use of	01/06/2020

	time.		playgrounds / each bubble has their own box of resources as they have since 01/06/2020.	03/09/2020
--	-------	--	---	------------

**Specialist curriculum considerations**

<b>Music</b>	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	Y	No collective worship as a school will be undertaken. Music instructor and EHT met 13/07/2020 to discuss music curriculum teaching within the guidance in this document.	13/07/2020
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Y	Music instructor and EHT met 13/07/2020 to discuss music curriculum teaching within the guidance in this document.	13/07/2020
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	Y	Music instructor and EHT met 13/07/2020 to discuss music curriculum teaching within the guidance in this document. 3m distancing will be maintained at all times.	13/07/2020
	Where the music teacher needs to face the group they will maintain 3m distance.	Y	Music instructor and EHT met 13/07/2020 to discuss music curriculum teaching within the guidance in this document. 3m distancing will be maintained at all times.	13/07/2020
<b>Drama and performances</b>	Performances with audiences do not take place	Y	Harvest/ Christmas/ Remembrance & Advent will happen in a virtual format as outlined at the start of this document.	03/09/2020
	Activities that involve raised voices or shouting do not take place.	Y	As per arrangements in this document.	03/09/2020

	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Y	This is not possible to reduce beyond the class size bubble – EYFS and Yr1/2 may have 30 minute session each rather than 1 hour session together. This may also happen for Yr3/4 and Yr5/6.	03/09/2020
	Outside drama is planned as a first consideration where possible	Y	As part of the arrangements explained at the start of this document.	03/09/2020
	In all cases the following will be applied: <ul style="list-style-type: none"> <li>Increasing hand hygiene and surface cleaning</li> <li>Using back to back or side to side positioning</li> <li>Maintaining distancing</li> </ul>	Y	Guidance will be shared with staff at CPD on 3/9/2020	03/09/2020
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	Sports coaches work Mon / Fri each week. Have attended briefing with staff and the same coach is timetabled to work with each class bubble. All infection control requirements are followed and staff PE coach will aspire to maintain PE outdoor as much as possible otherwise it will not happen.	03/09/2020
	Prioritisation of low impact activities is given over high impact	Y	Discussion with PE providers to adapt curriculum to ensure maximum and appropriate teaching will take place in sessions but with minimum threat of virus spread.	03/09/2020
	Contact sports will not take place	Y	Discussion with PE providers to adapt curriculum to ensure maximum and appropriate teaching will take place in sessions but with minimum threat of virus spread.	03/09/2020
	Distance between participants is maximised.	Y	Discussion with PE providers to adapt curriculum to ensure maximum and appropriate teaching will take place in	03/09/2020

			sessions but with minimum threat of virus spread.	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	NA	Each bubble will have its own PE equipment and this will be sanitised regularly as per guidance.	03/09/2020
	The use on non-personal kit is avoided.	Y	PE days will see children coming to school in PE kit.	03/09/2020
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	NA	Bibs etc will not be used.	03/09/2020
	Pupils are kept in consistent groups	Y	As per Bubble Plan at the start of this document	03/09/2020
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Y	As per DFE Guidance – shared with PE providers and staff on CPD day 03/09/2020	03/09/2020
	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.	NA	No external facilities are being used by the schools for PE	03/09/2020
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisation such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	Y	Shared with PE providers and staff on CPD day 03/09/2020	03/09/2020
	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.	Y	As per Bubble plans at the start of this document – PE coaches included in staff CPD in September.	03/09/2020
	The use of changing rooms and showering facilities are avoided where possible.	NA		
	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.	NA		

	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.	NA		
	Changing and shower facilities must be used as quickly as possible.	NA		
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	Y	All swimming will be scheduled for Spring 2021 onwards to allow for guidance to be digested and assessed.	13/07/2020
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	NA		
	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	NA	Any sharing will be done using virtual technologies or visualisers so children can remain at desks to see it on the interactive screens in each room.	03/09/2020
	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.	NA	Curriculum will be adapted to ensure children can maintain social distancing for all activities.	13/07/2020
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:  <a href="#">Guide to doing practical work in Science</a> <a href="#">Guide to doing practical work in DT</a>	Y	Shared with staff on CPD day 03/09/2020	03/09/2020

### **Educational visits**

	No overnight educational visits are carried out	NA	None planned for Autumn / Spring Terms – Summer possible residential	13/07/2020
--	---	----	--	------------

			Y5/6 = Northumberland / Yr3/4 Norfolk Broads (Both visits have been undertaken many time sint he past) – these will be reviewed as guidance is updated in the Autumn Term 2020.	
	Outdoor spaces in the local area are used to support delivery of the curriculum	Y	See playground rota for maximising outdoor space usage.	01/06/2020
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> <li>o Do they include measures relating to limiting contact between your group and other visitors?</li> <li>o Do they support you to maintain distances within your group?</li> <li>o Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?</li> <li>o Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?</li> <li>o Are appropriate cleaning and disinfection arrangements in place?</li> </ul>	Y	Shared with staff on CPD day 03/09/2020	03/09/2020
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Y	Shared with staff on CPD day 03/09/2020	03/09/2020

**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	NA		
--	--	----	--	--

**Extra curricular provision**

	Pupils will keep within their main bubble where possible.	Y	As per bubble plan at start of this document	03/09/2020
	<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> <li>• Consideration is given to the types of activities organised in line with the compliance code</li> <li>• The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups</li> <li>• Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations</li> </ul>	NA		

	<p>and the provision of waste facilities and tissues</p> <ul style="list-style-type: none"> <li>Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided.</li> </ul>			
	As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided	Y	Shared with staff on CPD day 03/09/2020	03/09/2020
	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	NA		

### Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. 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.	Y	See bubble plan at the start of this document FBM on hand to support this.  Shared with staff on CPD day 03/09/2020	03/09/2020
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Y	See bubble plan at the start of this document FBM on hand to support this.  Shared with staff on CPD day 03/09/2020	03/09/2020
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	NA		
	There are hand sanitiser stations outside for pupil and visitor use	Y	In place since reopening 1 June 2020	01/06/2020
	Disinfection arrangements are in place for potential points of contact	Y	In place since reopening 1 June 2020	01/06/2020



	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.	Y	This will be reviewed once inclement weather becomes persistent. On the occasions this has already happened – parents are encouraged to wait in cars etc. There isn't space or capacity to provide shelter but bubbles if staffed may admit early – within 5 mins of normal time only (as per normal school policy on wet days)	03/09/2020
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Y	In place since reopening 1 June 2020	01/06/2020
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	As per bubble plan at start of this document	03/09/2020
	Parent/carer pick up and drop off protocols have been developed to minimise adult to adult contact and avoid gatherings.	Y	Shared with parents on 13/07/2020 but will be reshared on 01/09/2020 to remind all parents.	13/07/2020
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Y	In place since reopening 1 June 2020 EYFS children not accompanied by parents in school as three adults available to support this bubble.	01/06/2020
	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.	Y	In place since reopening 1 June 2020	01/06/2020
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	NA	As per bubble plan at start of this document	13/07/2020
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)	Y	As per bubble plan at start of this document  2 bubbles to drop at same time but	03/09/2020

			at different entrances (side entrance for younger children, seashells classroom door for older NONE to use main entrance) as these bubble have a high proportion of siblings and this reduces congestion outside if parents are waiting to drop for multiple times / bubbles.	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Y	As per bubble plan at start of this document	03/09/2020
	Floor marks have been added to assist with social distancing in outside areas.	Y	As per bubble plan at start of this document	03/09/2020
	Staff and school champions supervise at peak times.	Y	As per bubble plan at start of this document	03/09/2020
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.	Y	As per bubble plan at start of this document  Shared with parents on 13/07/2020 but will be reshared on 01/09/2020 to remind all parents.	03/09/2020
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Y	As per bubble plan at start of this document	03/09/2020
	Parents have been advised that only one parent should attend.	Y	Shared with parents on 13/07/2020 but will be reshared on 01/09/2020 to remind all parents.	03/09/2020
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Y	No bags permitted, labelled drinks bottle only. Book bags reduced as per guidance earlier in this document.	03/09/2020
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	NA		

	Times of use are supervised and managed.	Y	As per bubble plan at start of this document	03/09/2020
--	--	---	--	------------

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

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	NA	Due to the number of families who live outside of a walking distance to school.	03/09/2020
	Entrances are supervised to support hand sanitising on arrival.	Y	As per bubble plan at start of this document	03/09/2020
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)	NA		
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Y	As per bubble plan at start of this document  Shared with parents on 13/07/2020 but will be reshared on 01/09/2020 to remind all parents.	03/09/2020
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Y	As per bubble plan	03/09/2020
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y	Shared with parents on 13/07/2020 but will be reshared on 01/09/2020 to remind all parents.	03/09/2020
	Parents and staff have been advised that only the same household members should travel together by car	Y	Shared with parents on 13/07/2020 but will be reshared on 01/09/2020 to remind all parents.  Reshared at staff CPD 03/09/2020	03/09/2020
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	Shared with parents on 13/07/2020 but will be reshared on 01/09/2020 to remind all parents.	03/09/2020

	Pupils and parents have been advised that they should not walk together in large groups	Y	Shared with parents on 13/07/2020 but will be reshared on 01/09/2020 to remind all parents.	03/09/2020
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	NA		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	NA		
	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	NA		
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	NA		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	NA		
	Markings are provided where queuing is required for transport services on school premises	NA		
	Windows are opened during journeys where it is safe to do so	NA		
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	NA		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	NA		

### Visitors

	The number of visitors has been minimised as much as possible	Y	Only essential visitors will be allowed access to site e.g. maintenance etc no reader volunteers etc will be permitted.	03/09/2020
	Visitor times are planned to separate visitors from other site users	Y	Not between bubble drop off or collection times but yes to rest of time school is open. Current arrangements continue	01/06/2020

			from 01/06/2020	
	Visits are by appointment only	Y	Remote meetings will take place where required. Timings of meetings avoid drop off and pick up times. Any meetings on site will involve attendees sitting 2m apart. Windows/doors should be open to provide ventilation. Room where meeting held must be cleaned after use by person after using.	01/06/2020
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> <li>• Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety</li> <li>• Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied.</li> <li>• Action to take if they cannot maintain keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, not matter how mild.</li> </ul>	Y	Updated guidance and posters for September 2020`	03/09/2020
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Y	Updated guidance and posters for September 2020`	03/09/2020
	Visitors confirm that they do not have symptoms no matter how mild.	Y	Office staff must verbally ask and confirm with visitors and parents. Guidance has been provided for parents that they must not send children to school or attend the premises with symptoms.	20/03/2020
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Y	Preference to use own pen. Stock of pens to allocate for this task in office.	20/03/2020

	The reception is operating on a one in and one out basis for essential visitors	Y	Gates / Doors locked so visitors accessing area can be controlled. Social distancing can take place within area. Public entrance locked – seating will not need to be used.	20/03/2020
	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	Y	Allocation of floor markings. Staff to move back to 2m distance or ask visitor to step back if required.	20/03/2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y	Food deliveries undertaken at a part of the academy where children will not be housed for bubble therefore NO interference.	
	Visitor records are maintained for contact tracing requirements	Y	Shared with admin staff on 03/09/2020	03/09/2020
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Y	Prior arrangements made and communicated to all staff via noticeboard in staffrooms.	01/06/2020
	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	Ensure handwashing on arrival as per guidance for visitors. Ensure agreed entrances/areas/doors are used (for cleaning purposes). Supervision into school areas if necessary. Any repairs and IT support needing to be done onsite. Prior arrangements made and communicated to all staff via noticeboard and daily briefings.	01/06/2020
Parents an 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.	Y	Parents provided with clear expectations and information. Signs at gates and entrance display	20/03/2020

			information. Agreed pick up areas used in office area and at doorways. Limited access through use of front door and holding area.	
--	--	--	---	--

### ***Movement around premises***

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Y	As per bubble plan at the start of this document.	03/09/2020
	Staggered movement times have been introduced to reduce the number of movements at the same time	Y	As per bubble plan at the start of this document.	03/09/2020
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Y	As per bubble plan at the start of this document.	03/09/2020
	One way circulation has been introduced where possible	NA		
	Central dividers have been installed where necessary to avoid group mixing.	NA		
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	NA		
	Posters have been used to encourage this where required	NA		
	Hand sanitiser is provided for use before and after touching lift controls.	NA		

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

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Y	As per bubble plan at the start of this document. Each bubble will eat in the hall with sanitisation between sittings (hot lunches first).	03/09/2020
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Y	As per bubble plan at the start of this document. Each bubble will eat in the hall with sanitisation between sittings (hot	03/09/2020

			lunches first).	
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Y	As per bubble plan at the start of this document. Each bubble will store packed lunches in packed lunch fridge.	03/09/2020
	The use of pre-ordering and trolley services have been considered.	NA		
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	NA		
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Y	Seashells through the main corridor door and out through the sunshine door. Sea Horses through lobby door and right hand door to playground (sign posted)	
	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	2 sittings mean a maximum of 25 children per sitting which allows for greater distancing and no children sitting facing one another on a table.	
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Y	Seashells through the main corridor door and out through the sunshine door. Sea Horses through lobby door and right hand door to playground (sign posted)	
	One ways systems are used.	NA		
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Y	Shared with staff on CPD day 03/09/2020	03/09/2020
	Staff room area use is staggered to support distancing	Y	Shared with staff on CPD day 03/09/2020 Staff take breaks as per the bubble plan and a maximum of adults per break in the staff room is 4 adults.	03/09/2020



	Additional space has been provided to use as staff rooms.	NA		
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Y	Shared with staff on CPD day 03/09/2020 Staff take breaks as per the bubble plan and a maximum of adults per break in the staff room is 4 adults.	03/09/2020
	Touch points are wiped down between different groups.	Y	Shared with staff on CPD day 03/09/2020 As per cleaning routines established in reopening	01/06/2020
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Y	As per bubble plan at the start of this document.	03/09/2020
	Equipment use is supervised to ensure that pupils do not gather.	Y	As per bubble plan at the start of this document.	03/09/2020
	Pupils and staff have identified suitable play activities for break times	Y	As per bubble plan at the start of this document.	03/09/2020
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y	Shared with staff on CPD day 03/09/2020	03/09/2020
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Y	As per reopening plans on 01/06/2020	03/09/2020
	Additional staff supervision is employed to ensure social distancing takes place	Y	As per reopening plans on 01/06/2020	03/09/2020
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Y	Liaison taking place regularly with catering staff. Expectations of cleanliness will be explained to all kitchen staff.	01/06/2020
	Where catering services are contracted, the setting has ensured	NA		

	that the service is COVID-19 secure.			
	The way in which essential food deliveries are received are managed	NA	School receives a pre booked time slot TESCO delivery each Monday between 10-11am.	03/09/2020
	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	NA	Meals delivered to extended bubble in hall served to each child – packed lunch or reduced hot menu of jacket potatoes.	03/09/2020
	Additional meal collection points have been put in place to reduce queuing where necessary	NA		
	Alternative payment methods are being used to eliminate cash handling	Y	All systems electronic	01/06/2020
	Tills are screened where still in use	NA		

### ***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.	NA		
	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.	NA		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Y	Ensuring latches and handles are cleaned regularly as part of deep clean process.	03/09/2020
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	NA		
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	NA		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	NA		

### ***Toilets and handwashing facilities***

	Useage times are staggered where possible.	Y	Limited to 2 children at a time on entry and exit to cloakrooms.	01/06/2020
	Distancing for queuing has been introduced e.g. through floor markings	Y	On entry to classrooms	01/06/2020
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Y	Pupil training and update 7/09/2020	07/09/2020
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Y	Toilets only	01/06/2020
	Consideration has been given to replacing traditional taps with easy operating lever taps.	NA	Not appropriate or cost effective for school. Taps and sinks are adequate for children's use.	13/07/2020

### 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	Use of TEAMS / ZOOM for identified training sessions as per OOP Aut 2020	03/09/2020
	Meetings only take place in person where: <ul style="list-style-type: none"> <li>There is a need to be in person for safeguarding, well-being or statutory reasons or</li> <li>Limitations of technology, poor or unstable signal</li> </ul>	Y	Shared with staff at CPD on 3/09/2020	03/09/2020
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> <li>They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</li> <li>All other participants will connect to the meeting remotely.</li> <li>The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</li> <li>Use separate spaces or rooms where possible to limit the number of people in the same area</li> <li>Ensure 2 distance is maintained at all times, not sitting face to face</li> </ul>	Y	Shared with staff at CPD on 3/09/2020	03/09/2020

	<ul style="list-style-type: none"> <li>No activities are undertaken that require or encourage people to raise their voices or shout</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>			
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	NA		
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Y	As per bubble plan at start of this document	03/09/2020
	Furniture has been arranged to encourage distancing and not sitting face to face	Y	Chairs removed to maintain this.	01/06/2020
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Y	Continue to review and update guidance.	01/06/2020
Parents evenings	Meetings are undertaken by telephone or internet.	Y	Meeting room available if needed face to face.	01/06/2020
Essential course delivery	Courses are delivered on line and all “in person” training is suspended for both employees and external participants	Y	As per JPD 2020-21 Use of TEAMS / ZOOM for identified training sessions as per OOP Aut 2020	13/07/2020
	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.	Y	As per JPD 2020-21 Use of TEAMS / ZOOM for identified training sessions as per OOP Aut 2020	13/07/2020

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.	Y	As per JPD 2020-21 Use of TEAMS / ZOOM for identified training sessions as per OOP Aut 2020	13/07/2020
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	Y	As per JPD 2020-21 Use of TEAMS / ZOOM for identified training sessions as per OOP Aut 2020	13/07/2020
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.	NA		
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.	Y	Await further guidance from DNEAT	13/07/2020
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.	Y	For identified training sessions as per OOP Aut 2020	13/07/2020
Delegates will spread out in both outside and inside spaces.	Y		13/07/2020
Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Y		13/07/2020
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.	Y		13/07/2020
Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Y		13/07/2020
Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Y		13/07/2020

**Universal Hygiene Arrangements**
**Cleaning and disinfection**

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Y	As per cleaning checklists shared with all staff at CPD 3/9/2020	03/09/2020
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Y	Business manager to continue to liaise with caretakers. Cleaning requirements and materials made available in all areas.	20/03/2020 03/09/2020
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Y	As per cleaning checklists shared with all staff at CPD 3/9/2020	03/09/2020
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Y	Business manager to continue to liaise with caretakers. Cleaning requirements and materials made available in all areas. Acting on latest guidance and updates.	20/03/2020 03/09/2020
	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	Y	As part of prior planning and risk assessment for the bubble area.	w/b 18 <sup>th</sup> May
	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.	Y	As per bubble timetables and using cleaning checklist shared with staff at CPD day 3/9/2020	03/09/2020
	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	NA		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Y	Each class has cleaning stations with sanitiser/ wipes / gloves / disposable clothes	01/06/2020

Staff who under take 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.	Y	As per cleaning checklists shared with all staff at CPD 3/9/2020	03/09/2020
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	NA		
Disinfectant wipes are more generally available for staff to use where they wish to.	Y	Each class has cleaning stations with sanitiser/ wipes / gloves / disposable clothes	01/06/2020
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),	Y	As per cleaning checklists shared with all staff at CPD 3/9/2020 reviewed from 01/06/2020	03/09/2020
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	Y	As per cleaning checklists shared with all staff at CPD 3/9/2020	03/09/2020
A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Y	Use of single use gloves to do this. Rubbish into black bin bags to be collected at end of the day.	01.06.2020
Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y	As per cleaning checklists shared with all staff at CPD 3/9/2020 reviewed from 01/06/2020	03/09/2020
Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Y	As per cleaning checklists shared with all staff at CPD 3/9/2020 reviewed from 01/06/2020	03/09/2020
Handheld and frequently touched sports/PE equipment is disinfected prior to use	Y	Each bubble has own set of equipment to reduce spread of infection.	01/06/2020
Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Y	As per cleaning checklists shared with all staff at CPD 3/9/2020 reviewed from 01/06/2020	03/09/2020

	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	NA	No shared usage as per bubble plan at start of this document.	
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.	NA	Individual water bottles named will be used for each child no shared drinking sources.	01/06/2020
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	Stored in EHT / FBM office detached from rest of school reducing risk of fire.	01/06/2020
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	Y	As part of prior planning and risk assessment for the bubble area.	w/b 18 <sup>th</sup> May
	Toys that are put into children's mouths are cleaned between use	Y	As part of prior planning and risk assessment for the bubble area.	w/b 18 <sup>th</sup> May 01/06/2020
	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.	Y	As part of prior planning and risk assessment for the bubble area.	w/b 18 <sup>th</sup> May
	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	Y	As part of prior planning and risk assessment for the bubble area.	w/b 18 <sup>th</sup> May
Resources	Children are allocated their own resources e.g. pencils where possible.	Y	As per reopening in June 2020	01/06/2020
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	NA		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Y	As part of prior planning and risk assessment for the bubble area. Books for individual pupil are kept on their tables. 72 hours gaps between books being swapped from	w/b 18 <sup>th</sup> May



			child to child or home and school. Returning books dated on front for when they are can be used again.	
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Y	Return boxes for books in each bubble, gloves worn by staff to handle returned books.	01/06/2020
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Y	i.e. reading books are rotated. Returning books dated on front for when they can be used again.	01/06/2020
	Books and posters checked for visible soiling and disposed of where necessary	Y	As part of prior planning and risk assessment for the bubble area.	w/b 18 <sup>th</sup> May ad daily.
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> <li>Apply disinfectant and leave for the appropriate contact time applied</li> <li>Re-apply disinfectant and leave to dry naturally</li> </ul>	NA	No wooden desk surfaces on furniture	
Lunchtime	Trays, tables and chair touch points are disinfected after use	Y	As part of prior planning and risk assessment for the bubble area.	w/b 18 <sup>th</sup> May
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Y	As part of prior planning and risk assessment for the bubble area. Wooden apparatus not used.	w/b 18 <sup>th</sup> May
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Y	Yes clean it, bin it, kill it stations in each bubble.	01.06.2020
	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	Y	Yes clean it, bin it, kill it stations in each bubble.	01.06.2020
	Bins and tissues are provided in the same place.	Y	Yes clean it, bin it, kill it stations in each bubble.	01.06.2020
	Waste bags for tissues are double bagged for disposal.	Y	As per cleaning checklist	01.06.2020

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

<b>Handwashing</b>	Staff are ensuring that handwashing is carried out more frequently	Y	On entry Prior to break	01.06.2020
--------------------	--	---	----------------------------	------------

	<p>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</p>		<p>After break After use of toilet Prior to lunch After lunch After any activity requiring handwashing. Teachers to show their children the link for the NHS hand washing video if needed. <a href="https://www.youtube.com/watch?v=S9VjeIWLnEq">https://www.youtube.com/watch?v=S9VjeIWLnEq</a> <a href="https://www.youtube.com/watch?v=bQCP7waTRWU&amp;feature=youtu.be">*NEWEST handwashing video May 2020</a> <a href="https://www.youtube.com/watch?v=bQCP7waTRWU&amp;feature=youtu.be">https://www.youtube.com/watch?v=bQCP7waTRWU&amp;feature=youtu.be</a></p>	
	<p>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.</p>	Y	<p>On entry Prior to break After break After use of toilet Prior to lunch After lunch After any activity requiring handwashing.</p>	01.06.2020
	<p>The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.</p>	Y	<p>As per bubble plan at start of this document</p>	03/09/2020
	<p>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.</p>	Y	<p>Hand washing and sanitisation stations are provided in each bubble and in each toilet.</p>	01/06/2020
	<p>Consideration has been 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.</p>	NA		
	<p>Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)</p>	NA	<p>Pump action dispensers in sink areas.</p>	

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.	Y	Children are trained to follow prompts for handwashing	01/06/2020
Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Y	Adult to supervise in toileting area within 2 m distance.	01/06/2020
Supervision arrangements are in place to support pupils with handwashing where it is needed.	Y	Adult to supervise in toileting area within 2 m distance.	01/06/2020
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	This is in the hand washing station areas and is supervised usage with younger children.	01/06/2020
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.	Y	Specific arrangements are in place for children with sensitive skin i.e. medical cleaning products provided by parents. Staff know who these children are.	01/06/2020
Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Y	On entry Prior to break After break After use of toilet Prior to lunch After lunch After any activity requiring handwashing.	01.06.2020
Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Y	This is in the hand washing station areas and is supervised usage with younger children.	01/06/2020
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	Yes clean it, bin it, kill it stations in each bubble.	01.06.2020
Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Y	CPD staff training 01/06/2020 and 03/09/2020 and with children on 4/06/2020 and 7/09/2020	01/06/2020 03/09/2020

				04/06/2020 07/09/2020
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	Y	CPD staff training 01/06/2020 and 03/09/2020	01/06/2020 03/09/2020

## 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.	Y	1:1 conversations with staff returning and any specific amendments to the RA annotated on this document.	03 & 04/09/2020
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	Information sent to staff in April.	01/04/2020
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Y	Staff to leave school within 1 hour of it finishing to ensure caretaker can deep clean (he is in a shielding group)	03/09/2020
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y	See DfE guidance for procedures and testing guidance. Staff members / pupils or visitors are to stay at home if they have a raised temperature or persistent cough. Self – isolation recommended and to only contact 111 if symptoms continue/worsen. Staff to access testing facility through QEH / NNUH and local drop in provision e.g. Fakenham	20/03/2020
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.			Refreshed 03/09/2020

			Tues/Thurs	
--	--	--	------------	--

***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	Shared with pupils 07/09/2020	07/09/2020
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y	Daily check -morning and lunchtime	07/09/2020
	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	Symptoms checked with parent. Isolation of child in EHT office. Follow DfE guidance for staff/ child with symptoms. Staff to use PPE to check and support pupil.	07/09/2020
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.	Y	Letter to parents 13/07/2020 and reminder 01/09/2020	13/07/2020
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Y	Shared with staff on 01/06/2020 and reminded 03/09/2020	03/09/2020
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	NA		
	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 hnds before and after</li> </ul>	NA		

	<p>where able to or use skin friendly handwipes before and after</p> <ul style="list-style-type: none"> <li>Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>			
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Y	Staff CPD 03/09/2020	03/09/2020
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	Recovery Curriculum BIF outlines in detail this for Autumn 2020  Shared with staff on CPD day 3/9/2020	03/09/2020
	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	Recovery Curriculum BIF outlines in detail this for Autumn 2020  Shared with staff on CPD day 3/9/2020  Includes PSA / Talking and Drawing Therapy and specialist support from our SEN provider – Verbatim	03/09/2020
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Y	As per Safeguarding Policy updated in light of Covid June 2020	01/06/2020
	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	Recovery Curriculum BIF outlines in detail this for Autumn 2020  Shared with staff on CPD day 3/9/2020	03/09/2020
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y	Recovery Curriculum BIF outlines in detail this for Autumn 2020  Shared with staff on CPD day 3/9/2020	03/09/2020

			Includes PSA / Talking and Drawing Therapy and specialist support from our SEN provider – Verbatim	
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	Y	Completed remotely by all staff during lockdown	01/06/2020
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Y	As per revised Behaviour and Discipline Policy June 2020	01/06/2020

## 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	Staff shared risk assessments, PPE and Bubble Plans. 03/09/2020  Liaison with unions via DNEAT rep.	03/09/2020
	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	Staff shared risk assessments, PPE and Bubble Plans. Initial letter sent to parents with latest guidance on 13/07/2020 Detailed letter to go out to parents on 1 <sup>st</sup> September with final details.	13/07/2020
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.	Y	Poster at main entrance	03/09/2020
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Y	Signage at entrances and office areas.	06/01/2020
	Site changes such as entrances and exits will be identified where	Y	Signage at entrances and office	06/01/2020

	required		areas. Letter sent to parents prior to start.	
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y	Signage at entrances and office areas. Clear signs and posters in each classroom area/staff room/toilet area/office.	06/01/2020
	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	As required.	06/01/2020
	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	Signage at entrances and office areas. Clear signs and posters in each classroom area/staff room/toilet area/office.	06/01/2020
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	Y	Signage at entrances and office areas.	06/01/2020

### Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. <b>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.</b>			
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	Copy of risk assessment for all staff	Renewed 03/09/2020
	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 CPD 03/09/2020	03/09/2020



	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 CPD 03/09/2020	03/09/2020
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Y	Staff CPD 03/09/2020	03/09/2020
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Y	Staff CPD 03/09/2020	03/09/2020
	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 CPD 03/09/2020	03/09/2020
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Y	Staff CPD 03/09/2020 Resign sheet to state they have received training, understood and will implement it.	03/09/2020
	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	As part of the induction of new staff JC & GY	03/09/2020

### ***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	Reviewed and amended in June 2020	01/06/2020
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y	Staff CPD 03/09/2020	03/09/2020

### ***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> .	Y	Staff CPD 03/09/2020  HoS to identify these and inform EHT / HoF/ FBM	03/09/2020
-------------------------------	---	---	---	------------

	Pupils and staff have contributed towards how these new roles will support the schools aims	Y		03/09/2020
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Y	Staff CPD 03/09/2020	03/09/2020
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Y	Staff CPD 03/09/2020	03/09/2020

### **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	Staff to plan level of information and how to share with children visually and practically in demonstrations.	01/06/2020
	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>the Educational Settings poster</li> <li>the Coronavirus Toolkit for Professionals which contains campaign materials.</li> </ul>	Y	Staff to plan level of information and how to share with children visually and practically in demonstrations.	01/06/2020
	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.	Y	Staff to plan level of information and how to share with children visually and practically in demonstrations.	01/06/2020

### **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	Y	Record maintained in each academy office and reviewed weekly by EHT/ FBM/ HoF	03/09/2020
---------------------	---	---	---	------------

	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,	Y	DNEAT have addressed this centrally (as per S Money communication 14.07.2020)	14.07.2020
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Y	As per guidance – admin staff and SLT aware	03.09.2020
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)	Y	EHT Office Sign required to tell other staff on site why room in use and no entry. Windows opened for ventilation and PPE to be worn (including face shield)	01/06/2020
	Where possible there is separate use of toilet and handwashing facilities nearby.	Y	EHT Office has no unnecessary items in it.	01/06/2020
	The room has been emptied of unnecessary items.	Y	Signage required to identify resources for specific purpose. Additionally PPE resources in room also.	01/06/2020
	Tissues and a waste bag have been provided in the room	Y	DfE guidance to be followed	01/06/2020
	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.	Y	DfE guidance to be followed to ensure pupils and staff are removed and incident is communicated to parents.	01/06/2020
	In the unlikely event that a pupil spent a significant amount of 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.	Y	DfE guidance to be followed to ensure pupils and staff are removed and incident is communicated to parents.	01/06/2020
	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	Y	Copy of Unity PPE guidance for all staff and displayed in key rooms. Guidance in how to wear PPE supplied in poster form.	01/06/2020

	after they have left.			
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Y	Staff CPD 03/09/2020	03/09/2020
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.	Y	Use of identified bins for Bio waste and lockable area to keep in – cleaning cupboard.	01/06/2020
Cleaning	Surfaces that the symptomatic person has 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.	Y	As per cleaning checklists shared with staff at CPD 03.09.2020	03/09/2020
	The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Y	Yes outdoor areas used where possible to allow cleaning to happen.	03/09/2020
	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.	Y	Copy of Unity PPE guidance for all staff and displayed in key rooms. Guidance in how to wear PPE supplied in poster form.	01/06/2020
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	NA	No soft surfaces used in restricted areas.	01/06/2020
	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.	Y	As per cleaning checklist and cpd 03/09/2020	03/09/2020
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Y	SLT meeting 20.07.2020 planned to send out letter by 01.09.2020	20/07/2020
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	NA		

	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Y	As and when needed this will be shared	20/07/2020
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Y	SLT meeting 20.07.2020 planned to send out letter by 01.09.2020	20/07/2020
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.	Y	Staff email in June 2020 and reminder at CPD day 03.09.2020	03/09/2020
	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.	Y		03/09/2020
	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.	Y		03/09/2020
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Y		03/09/2020
	The setting will register with the local testing service to receive their unique employer code by emailing: <a href="mailto:NorfolkRegistercovidtesting@nnuh.nhs.uk">NorfolkRegistercovidtesting@nnuh.nhs.uk</a> providing the name of the employing organisation, their job title and a contact telephone number.	Y	DNEAT have provided this	01/06/2020
	The employee will be asked to provide their test result to the setting as soon as it is known.	Y	As per the arrangements since 01/06/2020 – reminded at CPD on 03/09/2020	03/09/2020
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 child in a cohort has tested positive.	Y	As per the arrangements since 01/06/2020 – reminded at CPD on 03/09/2020	03/09/2020

PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Y	As per the arrangements since 01/06/2020 – reminded at CPD on 03/09/2020	03/09/2020
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Y	As per the arrangements since 01/06/2020 – reminded at CPD on 03/09/2020	03/09/2020
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Y	As per the arrangements since 01/06/2020 – reminded at CPD on 03/09/2020	03/09/2020
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Y	As per the arrangements since 01/06/2020 – reminded at CPD on 03/09/2020	03/09/2020
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.	Y	As per the arrangements since 23/03/2020 – reminded at CPD on 03/09/2020	03/09/2020

### ***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"> <li>Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.</li> <li>Rooms are well ventilated (see section on ventilation)</li> <li>Staff are cohorted in consistent working groups</li> </ul>	NA	All staff will be back in work from 01/09/2020	01/09/2020
--	---	----	--	------------

	<ul style="list-style-type: none"> <li>• Unnecessary items have been removed to support effective cleaning of the area</li> <li>• Hot desking is avoided</li> <li>• desks near busy circulation spaces are not used</li> <li>• Shared equipment has been moved to reduce group mixing such as printer location</li> </ul>			
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> <li>• additional work spaces are be allocated where possible</li> <li>• sharing of workspace is minimised and workspaces are thoroughly cleaned between users.</li> <li>• Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities</li> <li>• Screens are installed as a last resort</li> </ul>	NA	Other work spaces are not required for staff to be in school setting.	01/09/2020

### Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Y	There will be regular drills as per our OOP Aut 2020	03/09/2020
	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	As per now but with social distancing on each site – drill practice undertaken to ensure routine is followed. Fire drill on first day of reopening and weekly to try different scenarios/ timings. Recorded in fire drill record and checked by FBM.	01/06/2020
	Fire drills that are carried out encourage social distancing.	Y	Ensure supervision before and during drill. Enforce same approach as normal drill i.e. calmness but with 2m social distancing.	01/06/2020

			If planned drill ensure children are prepared and briefed.	
	Staff and pupils understand that in an emergency they must leave without delay	Y	Ensure supervision before and during drill. If planned drill ensure children are prepared and briefed.	01/06/2020
	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).	Y	There will be regular drills as per our OOP Aut 2020	03/09/2020
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y	Ensure risk assessments made against known medical conditions in consultation with parents.	01/06/2020
	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"> <li>• Explain why requalification hasn't been possible</li> <li>• Demonstrate the steps taken to access training.</li> </ul>	Y	All staff have first aid at work training in date. Staff who have full first aid are all in date. Full time TA on site has paediatric first aid (CG).	01/06/2020
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Y	Staff timetabled as per normal routines in school.	01/06/2020
	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	REVIEW ACCIDENT BOOK Staff CPD 03/09/2020	01/06/2020
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y	Staff CPD 03/09/2020	03/09/2020
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y	First aiders on site. Ensure use of PPE guidance followed as required and follow LA guidance on specific first aid situations.	01/06/2020




**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	Ensure use of PPE guidance followed as required and follow LA guidance on specific first aid situations.	01/06/2020
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	NA		
	Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including: <ul style="list-style-type: none"> <li>• The wearer must not touch the front of their face during use or when removing the face covering.</li> <li>• They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin.</li> <li>• They must perform hand hygiene on arrival at the setting and after removing their face covering.</li> </ul>	NA		

**Review of existing assessments**

	The setting regularly reviews their arrangements in line with compliance code updates	Y	As per DNEAT guidance the RA is reviewed with staff on a weekly basis and the latest version marked 'current' and uploaded to GovernorHub.	01/06/2020
	Review arrangements ensure that the control measures are effective and working as planned.	Y	As per DNEAT guidance the RA is reviewed with staff on a weekly basis and the latest version marked 'current' and uploaded to GovernorHub.	01/06/2020



<b>Assessor's Name:</b> Christopher J Allen	<b>Manager's Name:</b>
<b>Position:</b> Executive Head Teacher	<b>Position:</b>
 <b>Signature:</b> _____	<b>Signature:</b>



## Our Health and Safety Commitments, COVID-19 Secure – Unity Federation

Unity Federation remains committed to its vision and that of DNEAT. Despite these difficult and uncertain times we continue to work to ensure every child *Has Faith, Flourishes and Flies High. Where the unimaginable is imaginable in education.*

We are committed to doing this in a way that protects the safety and security of everyone, our employees, pupils, parents and carers, governors, visitors and our whole school community. Therefore, we will follow the Government's phased approach to implementing the recovery plan by:

- Employees continuing to work flexibly wherever possible
- Following the UK Government and Public Health England Guidance for schools
- Only reopening services and activities where we are certain this can be done safely, a risk assessment has been completed, signed off by our Federation Business Manager and the control measures implemented
- Managing the risk of COVID-19 through 4 key mechanisms of infection control: physical distancing and limiting contact, environmental hygiene, personal hygiene and where appropriate Personal, Protective Equipment (PPE)

When school is fully open we will ensure risk management by:

- Making changes to our building environments to encourage social distancing for adults only
- Considering how we can welcome visitors safely
- Making changes to how we travel both in our commute and whilst at work
- Cohorting smaller groups of employees and pupils to limit contact with others (Class / School Bubbles)
- Ensuring our buildings are well ventilated
- Making changes to the way we carry out activities to limit person to person contact
- Ensuring we have the facilities available to encourage excellent personal and respiratory hygiene (bins, tissues, hand sanitiser and wash hand basins)
- Ensuring we maintain excellent environmental cleaning across our buildings and sites
- Encouraging all adults that use our sites to maintain social distancing and personal hygiene through information, signage and visual cues
- Where appropriate our employees wearing the PPE required to keep them and others safe (e.g. medical care or for suspected covid cases)

We will:

- Follow Government guidelines on infection control
- Consult with our recognised unions and engage with our employees when planning to reopen more services
- Work with our multi academy trust - DNEAT to ensure our employees are safe wherever they work
- Consider the individual health needs and personal circumstances of our employees and pupils in our risk assessment processes
- Provide our employees and pupils with the information, instruction and training they need to carry out their roles for everyone's good and safety

Signed: \_\_\_\_\_ Executive Head \_\_\_\_\_ Head of Federation \_\_\_\_\_ Chair of Governors

**Contact Record – Trace Sheet**

Date	Person	Contact details (address, telephone number and email)	Adult / class/ nature of visit	Length of time	Description of contact e.g. class observation / working with a child etc.

Checked by: \_\_\_\_\_

## Addendum added 16 October 2020 to reflect RA update 27-09-2020

**Signed and agreed by all staff on the CPD day 22.10.2020 (record in school)**

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
<b>Senior Management Team responsibilities and ensuring compliance</b>	COVID-19 Autumn Exam s Checklist is complete	NA		16.10.2020
<b>Contractor Activities</b>	Contractors are aware of the schools expectations and arrangements are in place to discuss their activities in advance of making a site visit.	Yes	All visitors are informed of our Covid arrangements on entry, complete a Track and Trace Form and are reminded by signage around the academy.	16.10.2020
<b>Staffing levels</b>	Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that: <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>	NA	No peripatetic teachers or invigilators used.	
<b>General Measures</b>	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	Yes	Any items sent home are in a plastic wallet, when returned to school are sanitised and placed in a plastic storage box for 72 hours before being accessed by staff.	16.10.2020
<b>All activities</b>	• The cleaning and disinfection requirements outlined in the	Yes	Touch points are cleaned regularly	16.10.2020

	supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities.		throughout the day using anti- bacterial products as recommended by the supplementary cleaning guidance.	
<b>Music, dance and drama – general principles</b>	<ul style="list-style-type: none"> <li>Care is taken to observe 2m social distancing, reducing the number of contacts and mixing as much as possible and activities are organised to support this</li> <li>The available space is considered, and group activity has been limited where necessary due to space available</li> <li>Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed</li> </ul> <p>Drama activities are planned to map movements to ensure social distancing, including one way systems</p>	Yes	<p>Music is undertaken socially distant if inside or outside of the weather is fine.</p> <p>Drama is limited to outdoors if appropriate.</p> <p>No physical correction is undertaken in these lessons by staff.</p>	16.10.2020
	<ul style="list-style-type: none"> <li>Background and accompanying music sound levels discourage raised voices</li> </ul>	Yes	Little music is played.	16.10.2020
<b>Handling items, equipment and instruments</b>	Equipment sharing is avoided wherever it is possible including limiting handling music scores, parts and scripts by issuing them for individual use.	Yes	No sharing of music equipment takes place and curriculum lesson have been adapted to allow for this.	16.10.2020
	Drop off points and transfer zones are provided where required.	NA		
	Where equipment is assigned to an individual for sole use, it is labelled to identify the user.	NA		
	The use of costumes are avoided in drama	NA		
	Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment	NA		
	Consideration has been given to limiting the number of suppliers when hiring equipment.	NA		
	Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this	NA		

	risk assessments).			
	Hand hygiene is always followed before and after handling shared items	NA		
	Items and equipment are stored in a clean location when not in use	Yes	Sanitised storage cupboards and boxes for all music equipment – accessed only by the music teacher.	16.10.2020
	Playing instruments and singing in small groups takes place outdoors where possible. Whether indoors or outdoors the measures below are also applied	Yes		16.10.2020
<b>Music including singing, playing wind and brass instruments</b>	<ul style="list-style-type: none"> <li>• Face to face positioning is avoided, giving preference to back to back or side to side positioning.</li> <li>• The numbers take account of ventilation requirements outlined in this risk assessment.</li> <li>• Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission.</li> <li>• Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly.</li> <li>• Microphones are not shared where possible.</li> <li>• Where they are, the cleaning and hygiene requirements for shared equipment are in place</li> </ul>	Yes	If indoor use then doors and windows are opened, children face the same direction with social distance.	16.10.2020
	Wind and brass players are positioned so that air from their instrument does not blow into another player.	NA		
	<ul style="list-style-type: none"> <li>• Extending main groups outside of curriculum requirements is avoided where possible.</li> <li>• Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person</li> </ul>	NA		



	for all present, including audiences) and strict social distancing is maintained.			
<b>Physical activity</b>	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.	Yes	Each bubble has its own PE equipment that is sanitised before and after use.	16.10.2020
	Team sports are only provided in line with the <a href="#">return to recreational team sport framework</a> .	NA		
	The means to collect, pass on and return shared resources and equipment to prevent close contact is arranged	Yes	This is only done in each bubble and NOT between bubbles. All equipment is sanitised and stored in labelled bubble resource boxes.	16.10.2020
<b>Autumn Examinations</b>	The requirements for autumn examinations have been implemented and the checklist completed	NA		
<b>Extra Curricular Provision and Wrap Around Care</b>	We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.	Yes	Separate extra-curricular clubs are timetabled for each bubble to prevent mixing. Staff linked to a bubble only provide extra-curricular clubs for that bubble and no other in school.  Each bubble only undertakes extra-curricular activities in their bubble space or timetables outdoor space.	16.10.2020
	Pupils will keep within their main bubble where possible for the schools provision.	Yes	No bubble is compromised or works with another bubble or in a shared space at all.	16.10.2020
	Where groupings cannot be consistent or static only outside provision is offered and the group limited to up to 6 people including staff members.	NA		
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	NA		
<b>Public and school</b>	Pupils, parents and staff have been advised of the government	Yes	Only school transport is West Raynham.	16.10.2020

<b>transport</b>	advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so		All other academies have provided written guidance on wearing face coverings.	
	School groups/bubbles are maintained as far as is possible in school vehicles	Yes	West Raynham only has school transport and siblings are paired on the bus, KS1 / KS2 children sit in socially distanced bubble spaces even though they are one extended bubble.	16.10.2020
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	Yes	Bus company for West Raynham follows cleaning procedures as per NCC guidance.	16.10.2020
<b>Visitors (including familiarisation and parents evenings) and reception area</b>	Visitors are advised of the following in advance: <ul style="list-style-type: none"> <li>How you will maintain social distancing during the visit</li> </ul>	Yes	All visitors are informed of our Covid arrangements on entry, complete a Track and Trace Form and are reminded by signage around the academy.	16.10.2020
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Yes	All visitors are informed of our Covid arrangements on entry, complete a Track and Trace Form and are reminded by signage around the academy.	16.10.2020
<b>Parents and carers (including parent evenings)</b>	<ul style="list-style-type: none"> <li>All meetings are carried out remotely where possible.</li> <li>Parents and carers should only attend the setting where they have a pre-arranged appointment</li> <li>Where possible, only one parent/carer attend.</li> <li>Visits are planned and organised to ensure distancing and hygiene measures can be maintained</li> <li>Information is provided in advance to ensure arrangements are communicated</li> </ul>	Yes	No face to face meetings for parent's evenings etc, EHCP reviews and safeguarding reviews online.  Only essential face –to-face meetings where appropriate happen in covid safe spaces NOT bubble spaces with socially distancing rules applied.	16.10.2020
<b>Pupil familiarisation visits</b>	Visits are provided virtually where possible.	Yes	Videos are used	16.10.2020
	The visitor arrangements in this section are applied where in person visits are planned.	Yes		16.10.2020
	Visits will take place outside the school day where it is not	Yes	On the rare occasion we have to meet face-to-face these are outside of	16.10.2020

	detrimental to the purpose of the visit.		school hours and happen in covid safe spaces NOT bubble spaces with socially distancing rules applied.	
	Visitor numbers are limited and appointments are staggered	Yes		16.10.2020
<b>Pupil lesson attendance for familiarisation</b>	Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include: <ul style="list-style-type: none"> <li>Limiting visiting pupils mixing between additional groups</li> <li>Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining)</li> <li>Avoiding compromising the existing social distancing arrangements within the class</li> <li>The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented</li> <li>Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.</li> </ul>	Yes	We have had very few children join during school reopening and would insist that all measured described in this section are adhered to.	16.10.2020
<b>Handwashing</b>	Hand washing is carried out using running water (static bowls are not used)	Yes	No static bowls are used.	16.10.2020
<b>General Arrangements</b>	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the <a href="#">guidance for parents and carers has been shared to support their decision making</a>	Yes	Colkirk / Little Snoring only offer wrap around care provision and clear measures have been communicated to ensure bubbles are kept separate and only one external provider is used per bubble once per week where necessary.	16.10.2020
<b>Fire evacuation</b>	Fire drills have resumed as normal	Yes	As per our OOP for Autumn 2020	16.10.2020
<b>First aid – all settings</b>	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting has reviewed arrangements and is able to: <ul style="list-style-type: none"> <li>Explain why requalification hasn't been possible</li> </ul>	NA	Socially distanced 1 <sup>st</sup> aid training has taken place for appropriate staff following covid measures.	16.10.2020

	<ul style="list-style-type: none"> <li>Demonstrate the steps taken to access training.</li> </ul>			
	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code	NA		
<b>Face coverings</b>	Pupils have been advised that it is mandatory to wear face coverings on public and school transport and where the exemptions to this apply	Yes	Only school transport is West Raynham.	16.10.2020
	Where face coverings are required within the premises either due to local restrictions or by educational setting decision these requirements and information relation to hygiene measures have been clearly communicated to all concerned	NA	NA for pupils  Staff wear face shields when working in closer proximity to children in bubbles e.g. for marking purposes, listening to readers etc.	16.10.2020
<b>Assessor's Name: Christopher J Allen</b>		<b>Manager's Name: Cheryl Melton</b>		
<b>Position: Executive Head</b>		<b>Position: Federation Business Manager</b>		
<b>Signature: C J Allen</b>		<b>Signature: C Melton</b>		

## Addendum added 20<sup>th</sup> November 2020 to reflect RA update 21-10-2020

Staffing levels page 9 of original document	<p>Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches work is arranged where possible so that:</p> <ul style="list-style-type: none"> <li>The number of such staff are kept as low and consistent as possible</li> <li>They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with</li> </ul>	Y	<p>ALL additional/temporary staff are kept to a minimum and as consistent as possible.</p> <p>Any supply staff are kept to a minimum and requests are made of the same teacher each time to keep</p>	20/11/2020
---	---	---	--	------------



	<ul style="list-style-type: none"> <li>• Hand hygiene and disinfection arrangements are in place</li> <li>• Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission.</li> <li>• Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained.</li> </ul>			
Ventilation Page 41/42 of original document	Windows and doors are open to increase ventilation where it is safe and appropriate	Y	Windows and doors are open within the classrooms – safety is monitored and where there is a risk, these doors are NOT open	20/11/2020
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	NA		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	NA		
	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	Only room is the caretaker cupboard and also the stock cupboards	20/11/2020
General Arrangements Page 54 of original document	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	Exec HT communicates through the HoS and secretary who then pass on information as requested to staff and parents	20/11/2020
	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	Exec HT has copies of all the letters ready to send out if and when required. In collaboration with DNEAT, PEH, NOMT and NCC.	20/11/2020

