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

Date of change	**Section, Page and Change**
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow

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Setting/Premises:	St Michaels Aylsham CofE VA Primary and Nursery School		
Location:	926/3004		
Assessment Date:	14th July 2020 (Updated 2nd September)	**Review Date:**	2nd September 2020
Assessment completed by:	John Neenan - Headteacher		

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

N/A	No	Ongoing	Yes

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	.			
	The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that: • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points		Children and Staff will operate in Key Stage Bubbles. This will mean that each Bubble can operate with its own set of toilets and cleaning stations within the building. Hand sanitisers will be present in each classroom and out on each playground. Visitors will also be expected to use hand sanitiser before they enter the building.	By 7th September 2020

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	and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements can be implemented • The whole setting community are engaged with and support the national effort to reduce the spread of the virus			
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.		The building has been operational. Gareth will carry out full checks over the Summer Holidays	
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site		Pre Summer cleaning routines will be continued within classes. We won't be closing early on a Wednesday so time will have to be allowed for cleaning throughout the day.	
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.		This has been previously shared with all staff but as it was heavily updated on the 7th July it will be shared again.	Sent out to all staff on 14th July 20
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions		Approved by Full Governing Body	2nd September 20
	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.		Our H&S Governor and myself will review this document over the August and meet at school on the 2nd September to fully go through, update and amend in line with any recent County guidance.	1st Review: 2nd September 20 2nd Review 18th September 20
	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.		Please see Appendix A regarding training and its delivery. (Taken from the NCC Compliance Code)	

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	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.		All members of the SLT will be present on site at the start of term. JN and FT (No teaching commitment) will be available to manage issues or unforeseen circumstances.	
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together		I am proposing that we continue with our soft opening and closing at the start and end of the day. Opening the doors from 8.40 am to 8.55 am and the 3 pm to 3.15 pm. We will operate like this until the guidance changes.	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.		The playground will be broken down in to sections for the different Key Stages.	
	COVID-19 Case Management Guidance is implemented.		Please see document G646k	To be share with staff before 2nd September 20
	COVID Secure Commitments is signed and displayed		To be signed by all parties concerned	7th September 20
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.		Governors have been involved throughout the whole RA process. With regular meetings being held with the H&S Governor.	
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).		Any arrangements made within the school will take into consideration SG arrangements. Document to be shared with all staff before the start of the year. Full Safeguarding Training will take place on the 3rd September too and we will deliver the full core package via zoom.	3rd September 20 @ 10 am
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and		Supplies have been ordered for the September start. Hand washing stations will be set up inside and we	7th September 20

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	disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.		are look at sanitiser stations or areas in the outdoor classrooms.	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.		All equipment has been ordered from recognised sources and is fit for purpose.	
Premises adaptions	Small adaptions 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.		Hand driers will be turned back on and can now be used to ensure hands are fully dry. All of our doors can be hooked or secured open to allow full ventilation of the premises.	

Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: • Short duration, ad hoc work is avoided where possible • They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) • All infection control requirements are followed.		As and when this occurs we will follow procedures. We currently have no coaches booked in for the start of the year.	
	Temporary staff who work at more than one setting is avoided where it is possible.			
	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.		The only person this will apply to will be our caretaker who can appropriately social distance within his job role.	
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.		Where possible we will cover absence in house with staff already present in that bubble.	

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	Teaching staff breaks are organised in a way that avoids staff covering from a different group		Break areas will be established so staff from different Bubbles are not eating together.	3rd September 20
	Consistent working arrangements are applied to ITT trainees.		No student will be at St Michaels in the coming year.	
	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.		We have the need for one teacher to be in two bubbles over the course of the week. This member of staff will follow hygiene rules. In order to offer a full education to children returning to school this is unavoidable. It will be monitored.	
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit		Any staff needing to cross over into another bubble for whatever reason will remain vigilant and highly conscious of infection control measures.	
	Where volunteers are used the same staff principles are applied.		Volunteers will only operate in one bubble they will not transfer. If they have children in the school then this will need to be taken into consideration when assigning them to a class or bubble.	
Premises and cleaning staff	Normal premises management arrangements have resumed.		In the case of St Michaels they have been ongoing fully since the 1st June 20	
	Where ever possible activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.		We will endeavour to make sure our timetable allows for outdoor PE where possible. Indoor PE will need to be organised so KS1 & 2 have two days assigned to them and EYFS one day.	7th September 20
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.		Cleaning procedure have been and will remain in place.	

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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.		In order to provide the support required for all staff and pupils we need to operate in key stage bubbles.	
	Groups are kept as static as possible including staff assigned to the groups		A lunch plan is being developed so that children will be able to eat in their classes/bubbles.	
	Only where necessary extended groups have been created to accommodate specific activities.		This will only need to happen out of bubble for wrap around care.	
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.		Breakfast and Tea groups will remain as consistent as possible and will operate with the same adults.	
	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		As we are a small school, we will not be able to facilitate this for Breakfast and Tea Clubs. Good hygiene and infection control practices will be in place.	
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.		Distancing will take place as much as possible but we know it is not fully expected between children in school. We also do not have classroom space to ensure each children has their own desk or learning area.	
	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: • some secondary curriculum practical activities • music • With very young children		Children will stay in class groups for the majority of the day but as stated above will operate in key stage bubbles. Activities such as Collective Worship will take place in classes for the foreseeable future.	

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	• Because of health conditions or understanding of the children In order to enable distancing through designing spaces that achieve more separation.		We do not have the capacity to reduce bubbles or classes any further than they currently are. We are lucky this year that classes will be on the smaller side of average across the school.	
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.		There will be no need for pupils to mix outside of their bubbles at any time. This doesn't negate siblings being in different bubbles or the children who partake in breakfast or tea club. It will also not consider the children who go to clubs in the evenings together such as dancing and swimming. We can only endeavour to keep the children apart as much as possible whilst they are in the school setting.	7th September
	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		The playground and areas for lunch will be established before the children return to school. They play areas may rotate every week with a clear 48 hour weekend in between.	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.		This is the reason for operating in key stage bubbles. It allows for appropriate staffing.	
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.		As stated above we have one member of teaching staff who will need to operate in two bubbles. Our nurture lead will work with children from different bubbles but will do this in a room which can be cleaned in-between visits.	

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	Larger spaces are not used by more than one group without partitioning in order to create physical separation.		There should be no need for different bubbles to mix at school. In the event that they do separation will be put in place.	
Contact records	Contact records of groups are maintained in line with Case Management Guidance.		Records will be kept of children mixing but as I have previously stated this will not and does not solve the problem of siblings from separate bubbles mixing. If we did have a confirmed case of Covid-19 the likelihood is we would need to close the school or a large part of it for the required number of days.	

Other general measures

	The use of outdoor spaces has been maximised		Outdoor space will be used as much as possible but as we move through the Autumn, we must be aware that this will become less of an option.	
	Unavoidable queues are managed		These will be managed as they occur.	
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.		There should be no need for members of other bubbles to come within the governments social distancing rules. We will try to maintain a 2m distance with a 1m distance being acceptable. Physical contact will be discouraged.	
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.		Singing assemblies are not going to be taking place and the school choir will be suspended until further notice. We will still listen and learn hymns during collective worship. We will follow guidance in the compliance code.	

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	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.		Marking and feedback will be given to pupils via verbal feedback. This will be marked in the children's books with (VF) This will minimise the need for any work to be taken off-site. Homework will be set using our online platforms of Purple Mash and Sumdog.	
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.		Where resources are shared they will be cleaned as well as possible or not used for 72 hours. All items which require this quarantine will be clearly labelled and stored in the Den. Each bubble should have enough resouces for the majority of lessons. PE is the only real area where items will need to be shared.	
	If this is not possible, the resources will be quarantined for 72 hours between groups.		As stated above	
	Large gatherings such as assemblies with more than one group is avoided.		Collective Worship will take place in classes via Zoom or Teams.	
	Movement around the school is kept to a minimum: • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this • Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering		Each bubble will have its own entrance and exit and set of toilets. There should be little need for cross over. We will need to consider the use of the library.	7th September 20

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	• Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible • Movements around settings are supervised and school champions support this activity. • Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.			
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)			
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.			
	Locker cleaning and disinfection arrangements are in place			

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained		We need to have our hall space for PE and do not have the staffing capacity to be able to set up and use another classroom space.	
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing		Classes will be set up in KS1 and KS2 with desks and chairs facing forward where possible. Children will not directly face each other across a table.	
	Unnecessary furniture and objects are removed where possible		Any extra furniture will be removed.	
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.		Teachers will ensure there is an appropriate distance between them and their learners.	

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	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		Children will come to school with minimal belongings. Children in KS1 & 2 will keep their coats on the back of their chair and any extra bags will be kept under their desks. It will be important to talk to the children about the health and safety aspect of keeping their class free of trips and slips.	
	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support		Teachers will not work face to face directly they will position themselves beside the child.	
	Where close contact is needed this is conducted side by side rather than face to face			
	Pupils are not called to the front of the class		When in the classroom children will be encouraged to remain at their desks to avoid extra movement around.	
	Staff going to a pupils desk to check on their work is avoided		There will be occasions when this needs to happen to move the children forward in their learning. If it does need to happen the teacher will work side to side with the pupil.	
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils		Where possible children will have their own sets of resources, pens, pencils, scissors. If they need to use resources these will be cleaned in between groups.	
	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.		Children will not swap or mark other children's books.	
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly		This is and will continue to be part of our cleaning routine.	

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	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.		Anything brought from home will remain under the child's desk or on their peg.	
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand		All communication will be done via email. Lunches will need to be ordered via the school app or in the event, this is not working email to the office. If children bring in anything to share for birthdays etc. These must be in a sealed packet and will need to be left for 72 hours before they can be given to children. This includes invitations.	
	How pupils enter and exit the classroom is managed to maintain distancing.		Children will be called to leave once we see their adult approaching.	
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use		This is part of our daily cleaning schedule.	

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment		Singage will be created for each area of the school and class.	By 7th September 20
	Equipment use is supervised, and time limited to enable other users to take their turn			
	Seating has been removed or marked off to encourage distancing on individual items of equipment.		This will happen where necessary.	
	A one-way system has been introduced around outdoor gym equipment and trim trails		There will be a start and finish point to the trim trail and activities.	
	Equipment that is positioned close to other equipment has been taken out of the use or repositioned (considering general safety requirements)		This will be managed dynamically during PE lessons and the like.	

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	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.		These stations will be in place for when the children return.	7th September 20
	Bins are installed to encourage use of tissues and appropriate disposal		Bins are in place but we must consider if new and more bins are required across the school.	
	Time is allocated for play equipment for each group/bubble		PE and Outdoor Equipment will be allocated on a rolling rota with cleaning time in between.	
	Equipment touch points are cleaned frequently and between each groups use.		Cleaning schedule in place.	
	Multiple groups do not use outdoor play equipment at the same time.		This will be controlled by the rota.	

Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.		Singing will only take place in class groups of 15 or less, no bigger and certainly not bubbles. Only percussion style instruments can be used and these will need to be clean between groups.	
	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		As above	
	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.		Any singing sessions will be managed following this criterion.	
	Where the music teacher needs to face the group they will maintain 3m distance.			
	Performances with audiences do not take place			

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Drama and performances	Activities that involve raised voices or shouting do not take place.		This will be controlled as much as practicable.	
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management		This is not possible with our current budget, setting and staffing.	
	Outside drama is planned as a first consideration where possible			
	In all cases the following will be applied: • Increasing hand hygiene and surface cleaning • Using back to back or side to side positioning • Maintaining distancing			
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.		In the event activities are not able to take place outside we will move into the Ark but only if it is your bubble's designated day.	
	Prioritisation of low impact activities is given over high impact		This will be managed wherever possible whilst also giving children a broad and balanced curriculum.	
	Contact sports will not take place		Contact will be avoided but cannot be fully prevented.	
	Distance between participants is maximised.		A suitable gap will be maintained wherever practicable.	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.		Good hygiene before and after activities is essential. The equipment will then need to be cleaned between classes and bubbles. This is the same as any other equipment in the school.	
	The use on non-personal kit is avoided.		All children will be required to come to school in their PE kits on their allocated days until further notice.	
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.		Any non-personal kit will be put through the washing machine after use.	

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	Pupils are kept in consistent groups		During PE lessons children will operate in House Team Groups to ensure they remain consistent throughout the session.	
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.		As part of our cleaning schedule	
	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.		When the need arises to use external facilities a full risk assessment will be carried out.	
	The following advice has been referred to as part of the risk assessment process: • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust		The document created by the Association for Physical Education will be used alongside this RA to inform best practice.	
	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.		Any external coach using the premise will be required to provide their own RA which must then comply with this RA. As and when this need arises we will work with coaches.	
	The use of changing rooms and showering facilities are avoided where possible.		Children will come to school with their PE clothes on. This will negate the need for changing.	
	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.		As above.	

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	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.			
	Changing and shower facilities must be used as quickly as possible.			
Swimming pools	Guidance is currently being updated and will be provided before the start of term.		We will still plan on swimming in the Spring and/or Summer term. An RA will be produced at this point if still required.	
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		Equipment required for lessons will be brought in to the classroom setting. This will mean children are not required to congregate or collect the resources themselves.	
	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		We will conduct our Collective Worships, whole staff meetings and any other group activities via Zoom or Microsoft Teams.	
	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.		These activities will take place in groups no bigger than 15 and within that, the groups will be kept as small as possible for the task and the number of resources.	

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	No overnight educational visits are carried out		At the time of writing this RA, we have a residential trip booked in November. We will closely monitor the situation and follow any further guidance. I would expect the setting to provide us with Guidance too regarding their requirements and procedures.	
	Outdoor spaces in the local area are used to support the delivery of the curriculum		We will use whatever space is available to us to support our curriculum delivery.	
	A risk assessment will be carried out for all educational visits and in addition to using Evolve: A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: o Do they include measures relating to limiting contact between your group and other visitors? o Do they support you to maintain distances within your group? o Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? o Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?		Any trip or visit will be properly risk assessed and the appropriate individuals will be informed and consulted.	

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	○ Are appropriate cleaning and disinfection arrangements in place?			
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.		This is standard procedure for all visits.	

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		Where we share nursery children we are suggesting a days gap between settings. There is an ongoing conversation with John Bears and Stepping Stones.	

Extra curricular provision

	Pupils will keep within their main bubble where possible.		Where practicable, yes	
	Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows: • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend ensuring they only attend one setting consistently		This guidance will be followed and records will be kept in accordance with this document and the compliance code.	

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	• Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days • Consideration is given to the types of activities organised in line with the compliance code • 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 • 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 and the provision of waste facilities and tissues • 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.			
	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		The same expectations will be places on after school clubs and extracurricular events.	
	Where parents use childcare providers or out of school activities for their children, the setting has		We will remind parents that if they have professional childcare arrangement outside	

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	encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.		of the provision we offer then they must ask to see the setting's or the provider's RA.	

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.		We will continue with our soft opening and closing to the day as stated above. KS1 and 2 will return fully on the 7th September and Reception will have a staggered transition into the school. They will do part-time hours until the 21st of September. This has been agreed in consultation with parents and two EYs meetings have been held. There will be designated areas of the playground for parents/adults to drop off and collect.	
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour		Opening the doors from 8.40 am to 8.55 am and the 3 pm to 3.15 pm.	
	Where times cannot be altered, for example, due to public transport, plans are in place to prevents groups from mixing once at the setting and busy transit routes.			
	There are hand sanitiser stations outside for pupil and visitor use		Stations are ready for pupil, parent and visitor useage.	
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use		As part of our cleaning schedule.	
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.		There should be minimal need for queuing but this will be managed dynamically on a dayby day basis.	

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	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you		Drop off points have been established but delivery times often cannot be dictated. Once again we will manage this dynamically.	
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.		Where practicable.	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.		Soft opening and closing to the day has so far managed this we will continue to work with parents as more children return to school.	
	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.		Already an ongoing routine. This will be embedded in the routine of children new to the setting.	
	For all other years not including Reception class parents are expected to drop their child on the playground and a member of staff from the bubble will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.		Already an ongoing routine. This will be embedded in the routine of children new to the setting.	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible		This has been communicated to parents as the expectation.	
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)			
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible			
	Floor marks have been added to assist with social distancing in outside areas.		More markings or tape will be added to ensure children see the designated areas and manage to stick to them.	7th September 20

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	The headteacher or Business Manager will be present at drop off and pick up.		Either the HT or the BM will be available on the playground.	
	Parents have been advised that only one parent should attend.		This has been the guidance throughout lockdown but will be communicated to parents whose children have not been attending the setting.	4th September 20
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.			
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.			
	Times of use are supervised and managed.		This will be carried out by Teacher and Teaching Assistants.	

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school.		We are not in a position to be able to offer this.	
	Entrances are supervised to support hand sanitising on arrival.		This will be carried out by Teacher and Teaching Assistants.	
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children		This will be communicated to parents and where required they will be supported to make other drop off and pick up arrangements.	4th September 20
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.		Signage will be in place.	7th September 20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.		This will be communicated again.	4th September 20
	Parents and staff have been advised that only the same household members should travel together by car		This will be communicated again.	4th September 20

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On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible		This will be communicated again.	4th September 20
	Pupils and parents have been advised that they should not walk together in large groups		This will be communicated again.	4th September 20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms			
	Pupils, parents and staff have been advised to wash their hands before and after using transport services		This is part of general infection control guidance.	
	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		This is part of general infection control guidance.	
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.			
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.			
	Markings are provided where queuing is required for transport services on school premises			
	Windows are opened during journeys where it is safe to do so			
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use			
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)			

Visitors

	The number of visitors has been minimised as much as possible		Visitors will be limited. Any visitors will be informed of infection control procedures	

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			before coming to the setting. Once here social distancing rules will apply.	
	Visitor times are planned to separate visitors from other site users			
	Visits are by appointment only		Any visitor who arrives at the setting without a pre-arranged appointment will either be asked to return or will be allowed in if it is convenient.	
	Visitors are advised of the following in advance: • Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety • Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. • Action to take if they cannot maintain keep away from others • To leave the setting immediately if they develop symptoms, no matter how mild.			
	Visitors are provided with further information on arrival and asked to perform hand hygiene		Hand Sanitiser and/or washing station will be available for visitors.	
	Visitors confirm that they do not have symptoms no matter how mild.		We will create a signing in form which requires visitors to confirm they understand the Safeguarding arrangements and that they do not have any COVID symptoms.	7th September 20
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.			
	The reception is operating on a one in and one out basis for essential visitors		Signage is in place but will be updated if required.	
	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			

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	not possible screens have been installed to protect staff			
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)			
	Visitor records are maintained for contact tracing requirements		All records will be kept as a matter of course.	
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.			
	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.		This has and will continue to be communicated to parents and visitors. Where possible meetings will take place via phone, Zoom or Teams.	
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.			

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing		This is covered in the above sections.	
	Staggered movement times have been introduced to reduce the number of movements at the same time			
	Alternative routes have been provided, such as outside areas, alternative entrances and exits			
	One way circulation has been introduced where possible		This is not going to be possible within our setting.	
	Central dividers have been installed where necessary to avoid group mixing.		Our school has natural sections but movable barriers will be used where required.	

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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			
	Posters have been used to encourage this where required			
	Hand sanitiser is provided for use before and after touching lift controls.			

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.		Lunches will be eaten in classes with the food being brought to the children.	
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.			
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing		Lunches will be stored on a separate trolly or box for each class.	
	The use of pre-ordering and trolley services have been considered.		Lunches will need to be pre-ordered via the school app or email.	
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.			
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.			
	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.		Children will sit in their normal places within the classroom and will not be facing eachother.	
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible		The same entrances and exits will be used at lunch time as the will for start and the end of the day.	
	One ways systems are used.			

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	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.			
	Staff room area use is staggered to support distancing		Yes and other area will be provided if required.	7th September 20
	Additional space has been provided to use as staff rooms.			
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.		Staff are aware of the requirement and manage the risk accordingly.	
	Touch points are wiped down between different groups.		As part of the cleaning schedule.	
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.		Break rota to be established but the play areas will also be divided.	
	equipment use is supervised to ensure that pupils do not gather.			
	Pupils and staff have identified suitable play activities for break times		No equipment to be used at play or lunch times.	
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting			
	Markings have been added to outside spaces to assist with queues when coming back into the building.		Children will be reminded of the need to stay apart. We will reduce the need to queue and a flow of children entering the school is better than ququeing.	
	Additional staff supervision is employed to ensure social distancing takes place			
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19).		This will be shared with all staff who prepare of serve food who don't work for Norse. (Breakfast Club, Nurture)	
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.		This has been checked with Norse.	

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	The way in which essential food deliveries are received are managed		Good communication between the school and the kitchen is in place and will continue.	
	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		School staff and kitchen staff will not mix. If they are required to meet this will be done following social distancing rules.	
	Additional meal collection points have been put in place to reduce queuing where necessary			
	Alternative payment methods are being used to eliminate cash handling		Cash will only be taken as a last resort. It will be placed in an envelope and locked in the afe for 72 hours before it is processed.	
	Tills are screened where still in use			

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.			
	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.			
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.			
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.		We do not have these or the money to install them but staff are well practised at closing doors during fire drills.	
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.			

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	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.		Over head canopy in the kitchen will not be used as we are not preparing food which will require the extractor fans to be on.	

Toilets and handwashing facilities

	Useage times are staggered where possible.		Each bubble will have their own set of toilets. These will need to be separated into boys and girls for the older children. Sanitary bins may need to be provided for these cubicals.	7th September 20
	Distancing for queuing has been introduced e.g. through floor markings		Queues will be managed by staff and only a few children will be sent at a time.	
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.			
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.		Hand dryers are suitable for use.	
	Consideration has been given to replacing traditional taps with easy operating lever taps.		Our taps are etiher lever or push button taps for easy use.	

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.		Zoom or Teams will be used.	
	Meetings only take place in person where: • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal			
	The following measures have been implemented for in person meetings:			

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	• They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • No activities are undertaken that require or encourage people to raise their voices or shout • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented.			

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Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.		Any staff meetings conducted remotely will require staff to sit with their KS bubble partner. They will sit side by side.	
	Times of use for staff breaks are staggered to prevent staff groups from mixing		Rota will be put in place to minimise the use of break areas.	
	Furniture has been arranged to encourage distancing and not sitting face to face			
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged			
Parents evenings	Meetings are undertaken by telephone or internet.		We will work with parents to either use phone, Zoom or Teams. Parents evenings wont take place until October at the earliest and my be pushed back into the second part of the Autumn term depending.	
Essential course delivery	Courses are delivered on line and all "in person" training is suspended for both employees and external participants			
	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.		PE training will need to take place in person for our inset in September. This will be conducted following strict social distancing rules. Staff are welcome to wear face coverings if they feel the need to.	
	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.		This RA will be shared with the company due to deliver or staff CPD. They will also be required to share their COVID RA.	
	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			

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	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.			
	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.			
	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.			
	Delegates will spread out in both outside and inside spaces.			
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.			
	Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.			
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.			
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.			

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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.		Inline with our cleaning practices.	
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.		Each bubble has its own range of cleaning products appropriate to the area.	
	The setting will need to identify the specific cleaning methods for the items that require cleaning.		A cleaning schedule has been created and will be updated for changes to the setting over the summer. Each member of the Teaching Staff will be required to provide a cleaning schedule for their classroom.	
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.		Extra time will be spent to do an enhanced clean on a Wednesday afternoon alongside the enhanced cleaning schedule already in place. This will continue for the first half term.	
	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		Cleaning schedule in place	
	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.		Cleaning schedule in place	
	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			

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	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.			
	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.			
	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			
	Disinfectant wipes are more generally available for staff to use where they wish to.			
	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),			
	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		Cleaning schedule in place	
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.		Each bubble has its own cleaning equipment and products to ensure they are not shared between bubbles.	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.			
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.			

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	Handheld and frequently touched sports/PE equipment is disinfected prior to use		It will be cleaned or left for 72 hours.	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use		See previous PE guidance	
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.			
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.			
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		These are all stored in a locked cupboard.	
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		These are stored in a room for quarantine purposes.	
	Toys that are put into children's mouths are cleaned between use			
	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.			
	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			

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Resources	Children are allocated their own resources e.g. pencils where possible .			
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			
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis			
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.			
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.			
	Books and posters checked for visible soiling and disposed of where necessary			
Wooden desks and wooden work surfaces	The following process is followed: • Apply disinfectant and leave for the appropriate contact time applied • Re-apply disinfectant and leave to dry naturally			
Lunchtime	Trays, tables and chair touch points are disinfected after use			
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use			
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.		Children will have their own pack of tissues for use.	
	Bins are provided *in classrooms and other key locations such as dining areas* for pupils and staff to dispose of used tissues and are emptied regularly throughout the day		Children are encouraged to flush white tissues down the toilet after use. Blue and Green towels will block the systems so these will need to be placed in the bins provided.	
	Bins and tissues are provided in the same place.			
	Waste bags for tissues are double bagged for disposal.			

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Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of *COVID-19 guidance for all education settings* and NHS guidance in an age-appropriate way e.g. observing young pupils, instructing in the class		Children will wash their hands at transition points throughout the day.	
	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.			
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.			
	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.		Hand sanitiser stations will be provided around the school.	
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.		Our stations will be on tables which can be moved inside at the end of the day.	
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)			
	Event related prompts are given to pupils by staff.....*after*..... *before*.... *when* as a more effective means of promoting hand hygiene that fixed time prompts.			

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	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.		This will be included in our school's guidance for parents document.	4th September 20
	Supervision arrangements are in place to support pupils with handwashing where it is needed.			
	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)			
	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.			
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible		We feel that the best method of cleaning hands is soap and water.	
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.			
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.			
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.		This will be part of the transition back into school.	
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.			

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Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with *COVID-19 Your health and your safety when working in educational settings* and the template provided is used to record conversations and agreed control measures.		Any staff members requiring an individual risk assessment will meet with the HT on the 3rd September to write this.	3rd September 20
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support			
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.		This will be considered but is not always possible when staff are needed and required to be in school.	
Symptoms	Staff will go home as soon as possible if they develop symptoms		Staff will be sent straight home and we will find a way of covering.	
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.		Staff must have testing and isolate until they receive the results.	

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		This will be discussed during transition in a sensitive way with the children.	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day			
	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		Staff are aware of these arrangements. The Nurture room will be used as a quarantine area.	

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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.		Parents must have testing carried out before their child returns to school. If they refuse to have their child tested then their absence will be unauthorised until they can return.	
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.		This will be shared with the staff.	3rd September 20
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).		These will be reviewed with staff in early September before the children return.	4th September 20
	Support plans include: • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code.		PPE is required for the changing of children in Nursery.	
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.		Staff are aware of how to Don and Doff PPE	
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.		Nurture provision will be in place for these pupils.	

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	This may particularly be the case for vulnerable children, including those with a social worker and young carers.			
	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.		As above	
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.			
	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.		This will be discussed during early PSHE sessions.	
	Available resources are used to identify and support students and staff who exhibit signs of distress.			
	The training module on teaching about mental wellbeing, will be completed by those staff who require this.		This will be completed by all staff where practically possible.	
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.			

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		The advice of unions has been taken into consideration and will continue to be	

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	parents. Communication routes are publicised and have been formally planned.		taken into consideration when RAs are written and procedures are developed.	
	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.			10th August 20
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.		Suitable signage will be considered.	4th September 20
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space		Suitable signage will be considered.	4th September 20
	Site changes such as entrances and exits will be identified where required		Suitable signage will be considered.	4th September 20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices		Suitable signage will be considered.	4th September 20
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.		If the need arises this will be put in place.	
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub.		Training will take place for children on their first day back.	4th September 20

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	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.			4th September 20 (After RA has been agreed by the Governing Body)

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.		Staff will have been given the compliance code before returning to school.	3rd September 20
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.		Staff will be asked to sign to confirm they understand the compliance code and this RA	3rd September 20
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.		This assessment will be shared with all staff and adopted by Governors all being well on the 2nd of September	3rd September 20
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.			
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).		Conversations have been ongoing and this guidance will be sent out for staff consultation.	
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).		As above	

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	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.			
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.			
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.		All guidance will be shared with new and existing staff. This will then be part of our Safeguarding training on the 3rd September.	3rd September 20

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.		The behaviour policy will be updated for the start of the year. This will be discussed with all staff and those pupils requiring an individual behaviour plan will be discussed and a new plan created.	3rd September 20
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.		This is part of our standard practice.	

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 *COVID-19 guidance for all education settings*.		These children will be appointed in the first few days of term.	
	Pupils and staff have contributed towards how these new roles will support the schools aims			

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

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: • become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. • encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses			
	The following resources are used where appropriate: • e-Bug resources to teach pupils about hygiene. • the Educational Settings poster • the Coronavirus Toolkit for Professionals which contains campaign materials.			
	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.			

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			

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	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,		This will need updating for Governor discussion on the 2nd September.	2nd September 20
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing			
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)		The Nurture Room will be used as a quarantine area. It is next to a toilet and has its own sink. Windows can also be opened for ventilation.	
	Where possible there is separate use of toilet and handwashing facilities nearby.			
	The room has been emptied of unnecessary items.			
	Tissues and a waste bag have been provided in the room			
	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.			
	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.			
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.			

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	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.			
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.			
Cleaning	Surfaces that the symptomatic person has come into come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.			
	The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.			
	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.			
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.			
	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.			
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided		These are already in place.	
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time			

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	of collection to support the test and trace programme.			
	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		These will be provided for parents as part of our introduction to September letter.	10th August 20
	Parents/carers will be advised to notify the setting as soon as the test result is known.			
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.		This document has been shared with all staff previously and will be shared again.	3rd September 20
	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.			
	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.		This will be carried out by the Business Manager and the Headteacher.	
	The employer referral process for testing information will be provided to the employee in order to obtain a test.		Your booking reference is: S0105 You or your staff can now request tests via covidtesting@nnuh.nhs.uk or by phoning 01603 647900. Please ensure you provide the booking reference, name and contact number of who requires testing.	

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	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nnuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.		Details above	
	The employee will be asked to provide their test result to the setting as soon as it is known.			
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.			
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.			
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.			
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.			
	The setting will contact the NCC Education Incident Room in the event of a positive test.			
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.			

Returning after isolation (pupils and staff)

Offices and other work spaces

	The following measures are applied where staff cannot work from home:			

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	• Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. • Rooms are well ventilated (see section on ventilation) • Staff are cohorted in consistent working groups • Unnecessary items have been removed to support effective cleaning of the area • Hot desking is avoided • desks near busy circulation spaces are not used • Shared equipment has been moved to reduce group mixing such as printer location			
	The following measures are implemented where the above measures cannot be followed: • additional work spaces are be allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort			

Planning for emergencies

Fire evacuation	A fire drill is planned for the first few weeks of term		This will take place on the 18th September As this is when all the new Reception children will be in.	18th September 20
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been		Where we normally gather is a suitable point with children able to spread out.	

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	introduced in order to prevent large gatherings in one place.			
	Fire drills that are carried out encourage social distancing.		Where possible but in the event of a fire the evacuation is the real concern and this will be the priority.	
	Staff and pupils understand that in an emergency they must leave without delay			
	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).			
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided			
	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: • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training.		Mr John Neenan and Mrs Julie Phillps both need Paediatric first aid training. We have agreed in the SLT that in the event of an emergency and not other first aider being available these people can and will administer first aid to children including those 0-5 years.	
	Normal first aid cover identified in the First Aid Risk Assessment is provided.			
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.			
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate			
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance			

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PPE and face coverings

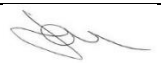
PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.			
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,			
	Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including: • The wearer must not touch the front of their face during use or when removing the face covering. • They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. • They must perform hand hygiene on arrival at the setting and after removing their face covering.		Face coverings will not be worn in the setting by adults or children unless there is a specific reason.	

Review of existing assessments

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

Any other actions that are not listed above

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Assessor's Name: **John Neenan**	**Manager's Name:**
Position: Headteacher	**Position:**
Signature: 	**Signature:**

Appendix A

Staff training courses

Managers must ensure that training meets this essential criteria before planning staff training in person, training that meets this essential criteria would include the practical elements of restrictive physical intervention and first aid:

- Only provide the essential elements that are required in person and provide all other elements through online training meetings or e-learning.
- Develop training protocols including checking participant symptoms each day on arrival, communicating actions to take if a person becomes ill, universal hygiene expectations, how to move around the training space, in and out of the room etc in order to maintain distances.
- Reduce the number of people per course / training activity to enable social distancing within the space used to deliver the training
- Ensure everyone washes their hands before the course / training activity and regularly during the day including before and after breaks
- Consider delivering the training in outside space, or rooms much larger than is normally used to enable maximum spacing

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- For any classroom based activity spread out the seating to maintain distancing
- Review the course content and make alterations to stop close working and group activities.
- Remaining face to face and close contact tasks are only carried out where the activity can be kept to a minimum time and social distancing applied at all other times.
- Even when you are doing activities outside get people to be spread out and not congregate in groups.
- Equipment that is an essential part of training is disinfected between users.
- When on breaks maintain separation and remind people to do this.
- Consider where breaks will be taken to reduce mixing with other site users
- Ask participants to bring their own food.
- Provide tissues and bins in training areas.
- Consider additional cleaning needs such as equipment or tools used during the training
- Ensure good ventilation

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