

COVID-19 Educational Settings Risk Assessment – implementing the recovery plan

Contents

Management Planning	3
Senior Management Team.....	3
Staffing arrangements.....	8
Cohorting and limiting contact.....	10
Pupil and staff grouping	10
Reducing and managing visitors	12
Travel and parking	13
Arriving at and leaving the setting	14
Educational Activities	16
Lunchtime and breaks.....	18
Movement around the premises	20
Toilets and handwashing facilities.....	21
Meetings and events	23
Breakfast and afterschool clubs	24
Universal Hygiene Arrangements	24
Cleaning and disinfection.....	24
Handwashing arrangements	28
Health Needs	29
Staff health.....	29
Pupil Health.....	32
Communication and Involvement.....	36
General Arrangements.....	36
Staff Instruction	38
Pupil involvement and communication	39
Educational tools.....	40
Other considerations.....	41
Actions if a person develops symptoms	41
Planning for emergencies.....	43
Any other actions that are not listed above.....	45

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 – General Guidance for all Education Settings for implementing the recovery plan.

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	Changes made are shaded grey and in italic font – relate to early years providers and high school cohorts

Setting/Premises:	The Dove Federation (Caston CE VA Primary School and Parker's CE VC Primary School)		
Location:	Caston CE VA Primary School in Caston and Parker's CE VC Primary School in Saham Toney		
Assessment Date:	11 th May (reviewed 28 th May 2020)	Review Date:	3 rd June 2020
Assessment completed by:	Sarah Disney (Executive Headteacher)		

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels.	Yes	Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.	
	An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught.	Yes	Pupils in different classes will have staggered break times and lunch times. Only one parent should attend when dropping their child off at school and collecting at the end of the day. Pupils will not change their shoes to their trainers or wellies at break times or lunch times so as to prevent pupils needing to spend time in the corridors. There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted.	
	Plans have been put in place to address lack of adequate space or available staff to achieve separation of people/cohorting. Class size issues have been escalated to	Yes	-Our smallest classroom at Parker's will not be used unless there are less than 10 children in there. In this case we will use the hall.	

	the Cluster Adviser		<p>-As a result of looking at how we can create social distancing in our classrooms we have made the decision that we are at capacity with 10 children per bubble.</p> <p>-As a result of high levels of key worker children at Parker's a decision has been made that with the exception of the 1st bubble where there are a couple of spaces we will not be able to take any more children into the school unless the Government relaxes social distancing measures or movement between bubbles.</p> <p>-Caston has more availability for pupils and places for key worker children from Parker's who have not yet requested a place may be offered a place at Caston instead if there is space available.</p>	
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	Yes	Unused spaces at both schools will be sealed off and locked if possible.	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period	Yes	-The SBM has ensured that the site is safe to bring into use alongside the caretaking staff	2 nd June 2020
	SMT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Yes	<p>- The site manager ensures the school premises is safe to return to before school activity resumes.</p> <p>-Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to staff and pupils returning to school.</p> <p>-The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</p>	
	SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Yes	<p>-The SBM arranges for the school to be deep cleaned in the event there is a school closure or partial school closure.</p> <p>- The SBM monitors the cleaning</p>	

			<p>standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</p> <ul style="list-style-type: none"> -In each classroom and group room there is a box of cleaning essentials. -The SBM has created a log of all the cleaning that must be undertaken on a daily basis by the cleaners. They must sign this as a record of completing all the jobs each day. -Each caretaker has been provided with guidance on cleaning in non-health care settings and further guidance on what to do should there be a suspected case of Covid. -The Headteacher has created a timetable of what must be cleaned, when and by whom each day during the day -Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy, specific COVID-19 guidance and the Health and Safety Policy. 	
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	<ul style="list-style-type: none"> -We have accessed all information on Infospace and communicated this on to the necessary staff. - The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. 	
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	-This risk assessment has been written by the executive Headteacher, its was shared and discussed with the full governing body, shared and discussed with all teaching members of staff and then shared with parents.	
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account	Yes	-The SBM monitors the cleaning standards of school cleaning contractors	

	feedback, suggestions and concerns		and discusses any additional measures required with regards to managing the spread of coronavirus. -The executive head teacher monitors this risk assessment and plans as needed. I have asked for and welcomed feedback from staff and governors and acted upon this if suitable. -Staff/visitors/pupils and parents are encouraged to share concerns they have regarding whole school and individual health and safety at this point e.g. if a member of staff is not adhering to social distancing or hygiene expectations are not being met. All concerns will be investigated and recorded. Actions against these will be recorded and shared with all stake holders as appropriate.	
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) with staff through online meetings and not face to face.	Partial	-Virtual staff meetings have been held to discuss the risk assessment and plan to re-open and daily plan to ensure health and safety and a cleaning routine. -A social distancing meeting was held with caretakers and MDSAs separately as some were not familiar with or comfortable using Zoom. Staff sat 2m apart to do this and meeting was as short as possible.	
	Senior colleagues will be present at the site and especially during the early part of the recovery plan in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	-There is a head of school present in each school. The executive Headteacher and SBM will be present whilst initially setting up the school. After this they will work at one site each week and will and will work from home where possible.	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	-All staff, pupils, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: (Health and Safety Policy, Infection Control Policy, First Aid	

			<p>Policy)</p> <ul style="list-style-type: none"> -All staff have regard to all relevant guidance and legislation including, but not limited to, the following: (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, The Health Protection (Notification) Regulations 2010, Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities', DfE and PHE (2020) 'COVID-19: guidance for educational settings') -The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. -The school keeps up-to-date with advice issued by, but not limited to, the following: (DfE, NHS, Department for Health and Social Care, PHE , The school's local health protection team (HPT)) 	
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	-Governors have had a virtual meeting to discuss the risk assessment and procedures. They have been given a copy of all paperwork. The designated health and safety governor is doing a health and safety check before the schools re-open to more pupils.	
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	<ul style="list-style-type: none"> -We have updated the schools safeguarding policy using the new model policy. This has been shared with staff and put on the school website. -New procedures will need to be put into place for the reporting of safeguarding concerns at this moment in time. 	2 nd June 2020 to be completed by
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap,	Yes	<ul style="list-style-type: none"> -In each classroom and group room there is a box of cleaning essentials. -Staff have been informed to inform the SBM if cleaning materials are running 	

	paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.		low and need re-stocking in plenty of advance notice.	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	Equipment has been sourced by the SBM. She has checked and distributed all of the stock.	
Out of school childcare	Arrangements have been made with outside childcare providers to limit movements between bubbles	Yes	Childcare providers have agreed that they will keep children within their bubbles at their settings before and after school. Only children in the same bubbles will attend on the same days with the exception of siblings who may be in different bubbles.	

Staffing arrangements

Staffing levels	Reduced staff ratios do not significantly compromise the safety and security of pupils (please note EYFS ratios can also be changed due the current exceptional circumstances)	Yes	-There are 2 teaching members of staff and 1 MDSA per bubble.	
	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Arrangements for the deployment of staff and use of alternative buildings have been drawn up for implementation where appropriate and possible (see pupil and staff cohorting).	Yes	-Staff to communicate with SBM by 7am if they will not be able to attend work. This will be communicated with the Executive Headteacher who will make the decision on whether that class will need to be closed down.	
	Staff from other schools provide cover on a weekly basis and not daily to limit different contacts within groups.	Yes	-We normally share staff between our two sites. During this period teachers and TAs will work at one site unless moved at the start of a new week. The SBM and Executive Headteacher who need to work across both sites will work at one site each week and will only move between sites in the case of absolute emergency.	
	<i>Staff with second jobs have been identified. The manager and member of staff have agreed how this will be managed so as not to compromise the group or cohort the member of staff is assigned to.</i>	Yes	-Two members of staff have a second job. 1 is currently working remotely on this role. This will be reviewed as things change. The 2 nd member of staff is furloughed from his second role. Will notify us if anything changes.	
	Plans are in place for teaching assistants to be allocated to	Yes	-Arrangements have been made for TAs to act as HLTAs to cover PPA and	

	lead a class group under the direction of a teacher if there is a shortage of teachers.		management time during this period	
	Teaching staff have breaks from their group during the day where possible, for example, by alternating between the teacher and teaching assistant, avoiding new staff covering from a different grouping.	Yes	-There are 2 teaching members of staff and 1 MDSA per bubble. -There is an organised rota of who has a break when so as to reduce new staff covering a bubble.	
Business support and premises management staff	Staff work from home where it is possible	Yes	-The Executive Head Teacher and SBM who share an office will work from home when possible.	
	Hot desking is avoided	No	-Where someone needs to use the desk of someone else in an empty office they will wipe down the desk before and after use. They will use their own equipment and laptop/computer during this time.	
	Office spaces are arranged to support social distancing (maintaining 2m distance)	No	-This is the case at Caston but not at Parker's. At Parker's only one person will use the office at one time.	
	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	Yes	-If the executive head teacher and the SBM need to meet they will do so at Caston where they can socially distance.	
Premises and cleaning staff	Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting.	Yes	There is a timetable/rota of who, when and what needs to be cleaned throughout the day.	
	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Yes	-Staff have a cleaning rota and timetable so that they know who, when and what needs to be cleaned throughout the day. -All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets. -The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. -The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the	

			spread of coronavirus.	
	Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.	Yes	-Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy , using PPE at all times. -Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. -If unwell pupils and staff are waiting to go home, then the toilet they use will be cleaned before anybody else uses it.	
Volunteers	Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members.	Yes	- No visitors or volunteers will be permitted into the school building unless pre-arranged and only in cases where it is deemed necessary e.g. safeguarding, health and safety and necessary maintenance that must be carried out.	

Cohorting and limiting contact

Pupil and staff grouping

Primary school classes and early years providers	<i>For early years providers groups are limited to a maximum of 8-16 children depending on the settings ability to maintain EYFS staffing ratios, age of children and individual needs.</i>	Yes	-Only 10 children will be in each classroom and 2 members of staff. If a teacher is not available then a TA will lead the class under the instruction of the class teacher. These will be a consistent bubble. The same MDSA will be assigned to each bubble each day.	
	<i>Where early years provision is on a sessional basis, settings should consider having smaller cohorts to take account of the total number of children members of staff interact with throughout the day.</i>	NA		
	<i>For primary schools outside of early years provision, groups are limited to a maximum of 15 pupils.</i>	Yes	-Only 10 children will be in each classroom and 2 members of staff. If a teacher is not available then a TA will lead the class under the instruction of	

			the class teacher. These will be a consistent bubble. The same MDSA will be assigned to each bubble each day.	
Secondary schools	Actions have been taken to create smaller groups <i>that minimise the need for interaction across groups considering the factors outlined in the compliance code</i> in order to achieve social distancing (as a guide classes should be no bigger than half the normal size).	NA		
	<i>There are no more than ¼ of the year 10 and 12 pupils in the setting at any one time and priority is given to children of key worker families and vulnerable children</i>	NA		
<i>All settings</i>	<i>Cohort groups are kept as small as possible to minimise interactions. The maximum numbers in each group are based on factors such as layout, physical space, staff availability, children and young people needs and in the case of early years provision whether or not sessional attendance is in operation</i>	Yes	-Only 10 children will be in each classroom and 2 members of staff. If a teacher is not available then a TA will lead the class under the instruction of the class teacher. These will be a consistent bubble. The same MDSA will be assigned to each bubble each day.	
Keeping cohorts together (all settings)	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	-Only 10 children will be in each classroom. These will be a consistent bubble.	
	Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days.	Yes	-Classes will use the same space each day where possible and will not use communal areas within the school e.g. library unless this is the space that has been purposed for their class.	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	- 2 members of staff will be paired together in a bubble. The same MDSA will work with a class each day.	
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	-The same 2 members of staff and 1 MDSA will be assigned to the same class each day.	
	Where possible pupils use the same desk <i>and resources</i> each day where they attend on consecutive days.	Yes	-Children will use the same desk every day and will have their own named pencil case and equipment that is only used by themselves.	
	Multiple groups do not use outdoor play equipment at the same time.	Yes	-If pupils are doing PE they will use individual pieces of equipment that can be cleaned afterwards. Ideally PE	

			lessons will not use any equipment e.g. athletics, dance, yoga. -The outdoor play equipment e.g. trim trail will be fenced off.	
--	--	--	--	--

Reducing and managing visitors

Visitors	Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the most senior person on site if they are in doubt about an unplanned visit	Yes	-No visitors or volunteers will be permitted into the school building unless pre-arranged and only in cases where it is deemed necessary e.g. safeguarding, health and safety and necessary maintenance that must be carried out.	
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Yes	Any visitors/contractors who need to be on site will do so at non peak times and social distancing will be adhered to.	
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	NA	-We use a tablet to sign in. Once someone has signed in they will wipe down the tablet with the disposable wipes that have been provided next to it.	
	The reception is operating on a one in and one out basis for essential visitors	Yes	-office staff to be made aware and posters to be displayed outside of the office area.	
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible the installation of screens to protect staff should be considered	NA		
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Yes	-this will be a question on the schools electronic signing device.	
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Yes	-Pupils, staff and visitors are asked to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance .	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	-deliveries are left in the foyer/by the kitchen door for staff to then collect once the delivery driver has left.	
Contracted works are undertaken out of hours where possible	Yes	Any visitors/contractors who need to be		

	and/or specific times for scheduled works are agreed.		on site will do so at non peak times and social distancing will be adhered to.	
	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Yes	Any visitors/contractors who need to be on site will do so at non peak times and social distancing will be adhered to.	
	Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances	Yes	If parents wish to speak to a member of staff this should be arranged via email or telephone and not at drop off or pick up times.	

Travel and parking

General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	NA		
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	-This will be communicated to parents via letter	June 2 nd 2020
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	-This will be communicated to parents via letter	June 2 nd 2020
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	-This will be communicated to parents via letter	June 2 nd 2020
	Parents and staff have been advised that only the same household members should travel together by car	Yes	-This will be communicated to parents via letter	June 2 nd 2020
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	-This will be communicated to parents via letter	June 2 nd 2020
	Pupils and parents have been advised that they should not walk together in large groups	Yes	-This will be communicated to parents via letter	June 2 nd 2020
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	-This will be communicated to parents via letter	June 2 nd 2020
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	-This will be communicated to parents via letter	June 2 nd 2020
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes	-This will be communicated to parents via letter	June 2 nd 2020

	Pupil attendance times have considered reduced numbers associated with public transport where possible.	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.	
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	NA		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	NA		
	Markings are provided where queuing is required for transport services on school premises	NA		
	Windows are opened during journeys where it is safe to do so	NA		
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	NA		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	NA		

Arriving at and leaving the setting

Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	yes	-There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted -Staff will be outside at the allotted drop off and pick up times so as to ensure social distancing measures are in place.	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	yes	-Only one parent should attend when dropping their child off at school and collecting at the end of the day. -If parents wish to speak to a member of staff this should be arranged via email or telephone and not at drop off or pick up times. -There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted	

	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	yes	-Member of staff greeting reception children will ask about the child's health on entry into school.	
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	No	-Due to the layout of our school and our one way system to enter the premises and exit. Parents will walk their child to in-front of the outside door of the classroom where they will be greeted by a member of staff. If we were to greet at the main gate this would cause gatherings of more people on a narrow path.	
	<i>Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible</i>	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.	
Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	-Pupils will enter and leave through their outside classroom doors. -At break times and lunch times they will enter and exit through their outside classroom doors. -Pupils, staff and visitors are asked to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance .	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.	
	Floor marks have been added to assist with social distancing in outside areas.	Yes	Where possible markings will be made on the floor to keep children apart	
	Staff and school champions supervise at peak times.	NA		
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their	

			outside classroom doors.	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes	There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted.	
	Parents have been advised that only one parent should attend.	Yes	Only one parent should attend when dropping their child off at school and collecting at the end of the day.	
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes	- As children will only be going internally into the school to go to the toilet 1 at a time or to the cloakroom 1 at a time there won't be a need for 1 way circulation and this would be hard for young children to adhere to.	
	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.	NA		

Educational Activities

Classrooms and other learning environments.	Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve social distancing measures and this is know to all e.g. through the use of posters	Yes	-We have reviewed the classroom capacity for each classroom and have set this as a maximum of 10 with the exception of class 4 which will not take 10. In this instance the hall will be used. - Classroom desks will be spread apart with 2 metres between each desk where possible and with only 1 child per desk.	
	<i>Early years setting spaces have been reviewed to identify the maximum number of children they can support in the space available in accordance with the below:</i>			
	<ul style="list-style-type: none"> • <i>children under 2 years need 3.5 m² per child</i> • <i>2 year olds need 2.5 m² per child</i> • <i>children aged 3 to 5 years need 2.3 m² per child</i> 			
	Where appropriate, capacity levels are detailed in each room for staff to refer to.	Yes	-Staff have been made aware of the capacity levels for the classrooms.	
	Rooms have been organised to encourage social distancing,	Yes	Whilst the Government acknowledges	

	tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture seats are taped off/marked as not to be used to support social distancing		that primary aged children find it difficult to and cannot be expected to remain 2 meters apart from other children and adults we will actively try and encourage children to do this where possible by teaching children about personal space and how to maintain 2 meters apart. Where possible markings will be made on the floor to keep children apart.	
	<i>Early years settings that host more than one cohorted group in a single room should consider the physical means that can be used to separate each group e.g. utilise furniture or screens</i>	NA		
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Yes	-unnecessary items will be removed from classrooms and other learning environments	
	Classroom based activities have been reviewed and modified to support social distancing	Yes	-EYFS classrooms have considered how they can operate as have other classes.	
	Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	Yes	-The school halls are only to be used by one bubble when this bubble is too large for their usual classroom.	
Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Yes	Where possible pupils will be taught outside where it is considered safest.	
	Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.	yes	Staff and pupil breaks will be staggered so as to limit the number of staff who are having a break at the same time and allowing for social distancing measures of children.	
	Groups will not mix for PE and only non-contact activities will be carried out.	Yes	-If pupils are doing PE they will use individual pieces of equipment that can be cleaned afterwards. Ideally PE lessons will not use any equipment e.g. athletics, dance, yoga.	
Close contact educational activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils.	Yes	-staff will have the flexibility to adapt lesson plans and timetables so as to ensure that close contact can be reduced.	
Resources	Resources and the exchange of resources that are taken home have been limited	Yes	-Equipment from home will not be brought in to school.	

Use of sports halls etc.	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).	Yes	-The hall will only be used by one designated bubble
Use of school swimming pools	Please refer to updated swimming pools guidance.	NA	
Showers	Sport activities have considered associated shower use in order to ensure that social distancing can be applied.	NA	
	Cleaning and disinfection arrangements are in place for showers.	NA	

Lunchtime and breaks

Lunch	The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment.		
	Different groups mixing together is avoided through staggered times with several sittings and/or use of additional areas.	Yes	-Pupils in different classes will have staggered break times and lunch times -lunch will be eaten in the classrooms or outside and not in the school hall
	Times that meals are provided are staggered to reduce queues	Yes	-Pupils in different classes will have staggered break times and lunch times
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Yes	-Pupils in different classes will have staggered break times and lunch times -lunch will be eaten in the classrooms or outside and not in the school hall
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	-pack lunches will be stored in the classroom and if possible separated from each other
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Yes	-All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet. -If a wash basin is not available in the classroom then hand sanitiser will be provided.

	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	-Pupils in different classes will have staggered break times and lunch times -lunch will be eaten in the classrooms or outside and not in the school hall -Lunch will be brought to the pupils by the MDSAs on trolleys	
	Additional meal collection points have been put in place to reduce queuing where necessary	NA		
	Alternative payment methods are being used to eliminate cash handling	NA		
	Tills are screened where still in use	NA		
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	-Pupils in different classes will have staggered break times and lunch times -lunch will be eaten in the classrooms or outside and not in the school hall	
	A different entry and exit route are being used at dinner times where more than one door is available	NA		
	Seeking help at lunch time/break time if required	Yes	A walky talky has been provided to be placed outside that staff can use this to seek help if they require an ice pack or additional emergency adult etc	
Contracted food preparation	The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area.	Yes	At Caston there is only one member of staff in the school kitchen. Parker's only has one kitchen assistant working with the exception of Friday's when someone is coming in to do stock take. They will socially distance.	
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	Yes	-break times and lunch times have been staggered to reduce the number of staff and pupils on break at the same time.	
	Play equipment use is supervised to ensure that pupils do not gather.	Yes	-staff know that the whole school play equipment cannot be used and so will monitor this and ensure children do not use them.	
	Pupils and staff have identified suitable play activities for break times	Yes	-The outside play equipment e.g. trim trail will not be used during this time so as to minimise the risk of spreading infection. -Class groups will have a class set of equipment to use at break time which	

			will be sanitized after use.	
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	-children will be sent out of the classrooms and into classrooms one at a time so as to meet social distancing.	
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes	- Where possible markings will be made on the floor to keep children apart.	
	Additional staff supervision is employed to ensure social distancing takes place	Yes	-at each break time and lunch time there will be one member of staff per 10 pupil bubble. They will be taken to a chosen area of the playground/field where they can be suitably supervised ensuring social distancing.	

Movement around the premises and ventilation

General interactions and movement around the building	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	- Whilst the Government acknowledges that primary aged children find it difficult to and cannot be expected to remain 2 meters apart from other children and adults we will actively try and encourage children to do this where possible by teaching children about personal space and how to maintain 2 meters apart. Where possible markings will be made on the floor to keep children apart.	
	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes	-We will ensure that windows are open in all classrooms and if warm enough outside doors so as to allow for good ventilation.	
	Heating, Ventilation and Air Conditioning systems are operating to encourage ventilation.	NA		
	Interactions take place side to side instead of face to face where it is possible	Yes	-Staff will be told that interactions need to take place side by side and not face to face where possible.	
	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.	NA	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors. -Pupils will not change their shoes to their trainers or wellies at break times or lunch times so as to prevent pupils	

			needing to spend time in the corridors --Pupils will not change for PE. Parents have been asked to send their children in suitable clothing to do sport.	
	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.	NA	-Pupils will not change for PE. Parents have been asked to attend in suitable clothing to do sport.	
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	Yes	Pupils will be supervised at all times.	
	Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	NA	-Pupils in different year groups will have staggered entry and exit times to school and will enter and leave through their outside classroom doors.	
	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	NA		
	Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.	Yes	- As children will only be going internally into the school to go to the toilet 1 at a time or to the cloakroom 1 at a time there won't be a need for 1 way circulation and this would be hard for young children to adhere to.	
	Movements around settings are supervised and school champions support this activity.	Yes	- As children will only be going internally into the school to go to the toilet 1 at a time or to the cloakroom 1 at a time there won't be a need for 1 way circulation and this would be hard for young children to adhere to. -Different toilets are set aside for different year groups as far is possible with the number of facilities available so that there is limited sharing of the same bathroom facilities	

Toilets and handwashing facilities

	Times are staggered where possible and consider the increased handwashing times that have been introduced.	Yes	-All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.	
	Distancing for queuing has been introduced e.g. through floor markings	Yes	- Where possible markings will be made on the floor to keep children apart.	
	Where the setting is in part use, additional toilets are being used in other areas of the building to reduce use and queuing where possible (and balanced with the discouragement movement around non-essential parts of the building)	Yes	-Different toilets are set aside for different year groups as far is possible with the number of facilities available so that there is limited sharing of the same bathroom facilities	
	Every other urinal/basin has been taken out of use in toilets that have high usage	No	-Only one child per year group will be allowed to go to the toilet at any one time. If a class has to share the toilet facility with another class this will be a single toilet where no one else can be in there at the same time.	
	The specific times that handwashing is required has been determined according to all activities and staff are aware of when prompts are needed.	Yes	-All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.	
	Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas, before and after handling books, after using wheeled bikes and trikes, where staff share items such as microwaves and kettles	Yes	-Pupils, staff and visitors are asked to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance . - If a wash basin is not available in the classroom then hand sanitiser will be provided.	

	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Yes	-hand sanitiser is available in every classroom. This will be stored in a suitable place but this will be risk assessed if needed to find a more suitable place due to individual risks	
	<i>Where children are not able to wash their hands due to age or health conditions ensure you have a good supply of skin friendly cleaning wipes such as baby wipes to use as an alternative.</i>	NA	-This will be reviewed if we have any children return who are unable to wash their hands with soap. -Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.	

Meetings and events

Assembly	Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible	Yes	-During this period no whole school collective worships will take place. These will instead be in the classroom.	
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	Yes	-No sports days or plays are planned to take place during this time period	
Staff spaces and meetings	Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings.	Yes	-No face to face staff meetings will take place during this time- virtual meetings will continue to take place.	
	Additional staff room areas have been provided in order to avoid large gatherings at peak times	Yes	-break times and lunch times have been staggered to reduce the number of staff on break at the same time.	
	Furniture has been arranged to encourage distancing	Yes	-chairs have been removed from the staff room to ensure social distancing.	
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	-If parents wish to speak to a member of staff this should be arranged via email or telephone and not at drop off or pick up times.	
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	Yes	-Parents and visitors should not enter the school premises without prior arrangement and only if there is a significant reason e.g. safeguarding meeting, vital health and safety works.	
School clubs and community sports (non curriculum)	The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)	Yes	-no clubs will be running during this time.	

Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	Yes	-there will be no work experience pupils on site or trips out of school.	
Hire and use of school premise	Additional hire and use will not be planned until further notice.	Yes	-We will not be allowing additional hire of the school at this moment in time.	

Breakfast and afterschool clubs

School clubs that are essential	An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment. Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.	Yes	-the governing body have decided that we will not be running a breakfast club at the moment. We may need to consider how we can support parents who have lost this provision in the future.	
---------------------------------	---	-----	---	--

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	-The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP.	
	<i>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</i>	Yes	-All practical equipment that needs to be used will be cleaned after each time it is used. -Class groups will have a class set of equipment to use at break time which will be sanitized after use. All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets. -When a child has finished with a toy it will be put in a box to be cleaned before it is put back into the classroom for the children to enjoy.	
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between	Yes	-All practical equipment that needs to be used will be cleaned after each time it is	

	each group's occupation or use		<p>used.</p> <p>-Class groups will have a class set of equipment to use at break time which will be sanitized after use.</p> <p>-If pupils are doing PE they will use individual pieces of equipment that can be cleaned afterwards. Ideally PE lessons will not use any equipment e.g. athletics, dance, yoga.</p>	
	All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment.	Yes	<p>-All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets.</p> <p>-There is a timetable of what needs to be cleaned and when this needs to be done by each member of staff.</p>	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	<p>-When a child has finished working with a laptop or I-Pad these will be cleaned down afterwards by a member of staff</p> <p>-Phone and photocopy are wiped down after use.</p> <p>-Photocopier out of Parker's moved out of the small main office.</p>	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	<p>-If pupils are doing PE they will use individual pieces of equipment that can be cleaned afterwards. Ideally PE lessons will not use any equipment e.g. athletics, dance, yoga.</p>	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	<p>-Where someone needs to use the desk of someone else in an empty office they will wipe down the desk before and after use. They will use their own equipment and laptop/computer during this time.</p> <p>- Children will use the same desk every day</p> <p>-All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas</p>	

			include tables, door handles, chairs, sinks and toilets	
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes	-All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets.	
	Disinfectant wipes are available for staff to use where required.	Yes	- Each class will have their own box of cleaning materials including disinfectant wipes, sprays and disposable clothes.	
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	-Hand sanitiser not being used will be stored in the locked cleaners 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	Yes	-unnecessary items will be removed from classrooms and other learning environments -soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed.	
	Toys that are put into children's mouths are cleaned between use	Yes	-When a child has finished with a toy it will be put in a box to be cleaned before it is put back into the classroom for the children to enjoy.	
	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.	Yes	-When a child has finished with a toy it will be put in a box to be cleaned before it is put back into the classroom for the children to enjoy. -soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed.	
	Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home <i>or bring toys in from home</i>	Yes	Children will use the same desk every day and will have their own named pencil case and equipment that is only used by themselves. -During this time we will not be sending home any reading books, home school books or home work so as to prevent cross infection. We will continue to post	

			online learning and homework on the apps we have been using and will signpost children to online reading books.	
<i>Laundry</i>	<i>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</i>	NA		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	-Pupils will be provided with a small selection of books each day/week as appropriate to the age of the child. Once a child has used a book these will be removed from circulation for at least 72 hours.	
	Used books are set aside for 72 hours after use to reduce microbial load	Yes	-used books including exercise books will be set aside for a period of at least 72 hours unless they have been left untouched on the child's table in their equipment tray. When anyone other than the child has touched their books they will wash their hands afterwards.	
	Books and posters checked for visible soiling and disposed of where necessary	Yes	-Staff to regularly check posters in their classrooms to make sure that they do not need disposing of. SBM and office staff to check posters located around the school.	
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	-All tables and surfaces that are touched will be cleaned frequently throughout the school day using standard products, such as detergents and bleach- areas include tables, door handles, chairs, sinks and toilets.	
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	-The outside play equipment e.g. trim trail will not be used during this time so as to minimise the risk of spreading infection. -Class groups will have a class set of equipment to use at break time which will be sanitized after use.	
Tissues	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes	-Tissues are provided in each classroom so that good respiratory hygiene can be	

			encouraged - promote the 'catch it, bin it, kill it' approach	
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	-Bins are in every classroom, toilet etc these are emptied throughout the day- at break time, lunch time and the end of the day.	
	Bins and tissues are provided in the same place.	Yes	- Tissues and bins are kept in the same place as one and another	

Handwashing arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class		-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.	
	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) and at other required intervals during the day.		-All children, staff wash their hands on entry in to school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home.	
	Supervision arrangements are in place to support pupils with handwashing where it is needed.		-Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.	
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible		-Pupils, staff and visitors are asked to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's	

			guidance . -Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. -Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.	
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -As appropriate and age dependent staff will use songs and rhymes to help encourage children to wash their hands properly.	
	All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use.	Yes	-Tissues and bins are provided in each classroom so that good respiratory hygiene can be encouraged - promote the 'catch it, bin it, kill it' approach	

Health Needs

Staff health

Specific health considerations	Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. in accordance with the guidance in <i>COVID-19 Your health and your safety when working in educational settings</i> (assessment includes both their work activities and their journey to and from the setting)	Yes	-Children/adults who are classified as clinically extremely vulnerable and have a shielding letter or have been advised not to attend will not attend the school setting.	
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	NA	Will review if made aware that we have any expectant members of staff	

	Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the <i>COVID-19 guidance for all education settings</i> (including their journey to and from the setting)		-Children/adults who live with someone who is classified as clinically extremely vulnerable should not attend school, -If a child/adult lives with someone who is clinically vulnerable then they can attend school.	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	-Staff have been provided with information on how to access well-being support if needed. As further information is provided we will continue to disseminate this to all staff	
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	-additional PPA has been provided to take into consideration the additional burden of home learning as well as having a class. -members of staff who are working from home are going to support the home learning -staff have been consulted about childcare issues and we have tried to work flexibly to help support our staff and reduce the risk of this affecting staff members mental health etc	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	-Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. -Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head of school or head teacher . -The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. -Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become	

			<p>seriously ill or their life is at risk.</p> <ul style="list-style-type: none"> - Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and sense of smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. <p>The school- office reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure.</p> <ul style="list-style-type: none"> -The headteacher contacts the DfE helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. -Schools put into place any actions or precautions advised by their local education authority and the DfE helpline. -Schools contact their local education authority and the DfE helpline for specific recommendations for their school, e.g. boarding schools. 	
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	<ul style="list-style-type: none"> -When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. -All staff and students who are attending an education or childcare setting will be advised that if required they can access a test if they display symptoms of coronavirus. -Where a child, young person or staff member tests positive, the rest of their 	

			class/group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.	
--	--	--	--	--

Pupil Health

Specific health considerations	Pupils who are clinically vulnerable (<i>previously referred to as having an underlying health condition</i>) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i> . (assessment includes both their work activities and they journey to the setting)	Yes	-Children/adults who are classified as clinically extremely vulnerable and have a shielding letter or have been advised not to attend will not attend the school setting. -We recommend that parents of children who are clinically vulnerable seek medical advice before sending their child to school.	
	Pupils who are living in a household with someone who is shielding (extremely vulnerable) or clinically vulnerable. These pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in COVID-19 guidance for all education settings (including their journey to and from the setting)	Yes	-Children/adults who live with someone who is classified as clinically extremely vulnerable should not attend school, -If a child/adult lives with someone who is clinically vulnerable then they can attend school.	
	Arrangements are in place to ensure that the setting has obtained information relating to pupil health conditions and has carried out assessments where required.	Yes	-we routinely collect information on medical conditions as part of our data collection. Care plans are created for those pupils requiring one. -Parents of returning pupils will be contacted to update medical information and risk assessments carried out if necessary. -Parents notify the school office if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. -The school office , in liaison with	

			<p>individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</p> <p>-Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</p>	
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	<p>-children, young people, parents, carers or any visitors, such as suppliers, must not enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <p>-Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>-Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head of school or head teacher.</p> <p>-The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>- Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste and sense of smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>The school- office reports immediately to the headteacher about any cases of</p>	

			<p>suspected coronavirus, even if they are unsure.</p> <ul style="list-style-type: none"> -The headteacher contacts the DfE helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. -Schools put into place any actions or precautions advised by their local education authority and the DfE helpline. -Schools contact their local education authority and the DfE helpline for specific recommendations for their school, e.g. boarding schools. 	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	<ul style="list-style-type: none"> - children, young people, parents, carers or any visitors, such as suppliers, must not enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) -Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. -Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head of school or head teacher. -The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes	<ul style="list-style-type: none"> -Thermometers are available on site to use if staff feel this is necessary. 	
COVID Testing	Parents are encouraged to have testing carried where it is	Yes	<ul style="list-style-type: none"> -When a child, young person or staff 	

	available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.		<p>member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</p> <p>-All staff and students who are attending an education or childcare setting will be advised that if required they can access a test if they display symptoms of coronavirus.</p> <p>-Where a child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p>	
Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff following the guidance available on Norfolk Schools	Yes	-the sendco is completing risk assessments using the model Norfolk template for any child with SEND needs who it is felt is in need of one.	
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	Yes	-staff have been provided with information regarding how to look after children's emotional needs during this period. The 1 st few weeks back at school will focus on this. There will be a lot of PSHE/wellbeing activities taking place.	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	-staff have been provided with information regarding how to look after children's emotional needs during this period. The 1 st few weeks back at school will focus on this. There will be a lot of PSHE/wellbeing activities taking place.	
Pupil well-being and mental health	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.	Yes	-The school counsellor is continuing to support children via the telephone. If needed we will arrange for additional support to be provided through this service.	

	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	-The school counsellor is continuing to support children via the telephone. If needed we will arrange for additional support to be provided through this service. - we will continue to do wishes and feelings with children	
Where the setting is not the 'usual setting' for the pupil	Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant controls put in place on an individual basis.	NA	-Will review if we have to move children within the federation.	

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	-The school communicates with parents via letter as soon as possible about a school closure or partial school closure if there is a confirmed case within a classroom (either pupils or member of staff). -Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.	
	Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	Yes	- Children will be asked to bring their own water bottles to school which will need to be taken home each evening to be cleaned. - We encourage all parents/carers of pupils and staff who attend to wash the clothes that have been worn to school on a daily basis and wear clean clothes to school each day. -If staff are concerned that a child is not wearing clean clothes to school we will contact the parents and ask them to take their child home and bring them back in clean clothes.	

	Communication about the importance of testing has been provided to ensure that isolation only takes place where it is necessary.	Yes	-parents have been informed about the need to test via the risk assessment and letter sent to parents. -If a parent phones up saying that their child or someone in their household has symptoms the school will advise that they are tested and will actively encourage this.	
	Parents and carers have been communicated with about symptoms and household isolation requirements	Yes	-When a child, young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. -Where a child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. This has all been shared with parents and a reminder will be sent next week before pupils return. -Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.	
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -posters regarding social distancing and	

			not attending if showing any symptoms are displayed around the school.	
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	-There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted.	
	Site changes such as entrances and exits will be identified where required	Yes	-There will be a one way entry and exit system on to the school site with parents/carers being asked to come into school using one gate and leave via a different. This will be clearly signposted.	
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -posters regarding social distancing and not attending if showing any symptoms are displayed around the school.	
	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.	NA		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .	Yes	-Staff will be encourage to follow the hyperlink so as to have access to the guidance	
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	-Executive Headteacher to do this after the completion of the health and safety walk and a decision has been made on whether we are ready to re-open.	2 nd June 2020

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.	Yes	-Executive head teacher to send this information to all staff to read	2 nd June 2020
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	-Staff have attended a virtual staff meeting and have all had the opportunity to communicate with me regarding this risk assessment and the listed measures.	

	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes	-Staff have received appropriate instruction including timetables, rotas and re-opening checklist of jobs that need to be completed.	
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	-Staff have attended a virtual staff meeting and have all had the opportunity to communicate with me regarding this risk assessment and the listed measures.	
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	-Staff have attended a virtual staff meeting and have all had the opportunity to communicate with me regarding this risk assessment and the listed measures.	

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.	Yes	-The amended Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely.	
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	-The amended Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. -parents will be contacted on the phone if there are concerns regarding a pupils behaviour or they are consistently and deliberately refusing to follow social distancing guidelines. -Staff will be asked to agree to the amended code of conduct. If there are concerns that a member of staff is not adhering to these it will be reported to the Executive Headteacher to investigate and appropriate actions may be taken as a result of this.	

Pupil involvement and communication

Championing COVID-19	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the	NA		
----------------------	---	----	--	--

measures	requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .			
	Pupils and staff have contributed towards how these new roles will support the schools aims	NA		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	NA		
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. -As appropriate and age dependent staff will use songs and rhymes to help encourage children to wash their hands properly.	

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	Yes	-Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. -Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head of school or head teacher . -The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	
	The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Yes	-These resources are used if appropriate with cohorts of children. These will be used at the discretion of staff.	
	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	Yes	-Information shared with pupils is only ever taken from a trusted source.	

	Health England.		
--	-----------------	--	--

Other considerations

Actions if a person develops symptoms and testing

Actions if a person becomes unwell with COVID-19 symptoms	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	yes	<p>-If a child, young person or other learner becomes unwell with symptoms of coronavirus while school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>-Whilst we are waiting for a parent to collect a child, staff will act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area (group room) of the school, away from others, and are supervised at all times. PPE will be provided for staff if the pupil is not able to be alone whilst they await to be collected.</p>	
	The room has been emptied of unnecessary items.	Yes	-the group room has been emptied of any unnecessary items	
	Tissues and a waste bag have been provided in the room	Yes	-A PPE in box including tissues and rubbish bags are provided in the room.	
	If a pupil develops symptoms they will wait in the room that has been identified as soon as possible	Yes	-If a child, young person or other learner becomes unwell with symptoms of coronavirus while school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2	

			<p>metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>-Whilst we are waiting for a parent to collect a child, staff will act in line with the Infection Control Policy and ensure that any unwell pupils are moved to a quieter area (group room) of the school, away from others, and are supervised at all times. PPE will be provided for staff if the pupil is not able to be alone whilst they await to be collected.</p>	
	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.	Yes	-If this was the case the class teacher would remove the rest of the children to another safe area of the school until the room had been thoroughly cleaned.	
	Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes	<p>-If a child, young person or other learner becomes unwell with symptoms of coronavirus while school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p> <p>-PPE will be provided for staff if the pupil is not able to be alone whilst they</p>	

			await to be collected. -In each group room there is a box of PPE equipment. Inside the box are instructions on how to safely put on PPE and how to remove it and dispose of it.	
	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Yes	-In each classroom and group room there is a box of cleaning essentials.	
	The school have followed the arrangements to refer staff for testing and have confirmed that staff have agreed that the test provider can share results with the school	Yes	-procedures have been made for staff to be referred for testing. These have been shared with all staff via email.	
	Where a person tests positive, the rest of their class or group will self-isolate for 14 days.	Yes	-Where a child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting will be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.	
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes	-This information is provided to staff within the PPE kit and also shared within the managing infections policy.	

Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	-SLT have reviewed the fire assembly points and thought about how we can do this whilst socially distancing.	
	Fire drills that are carried out encourage social distancing.	Yes	-SLT have reviewed the fire assembly points and thought about how we can do this whilst socially distancing.	
	Staff and pupils understand that in an emergency they must leave without delay	Yes	-staff are to be aware that usual procedures occur in regards to leaving the building as quickly as possible.	
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant	Yes	-A fire drill will take place within the 1 st 2 weeks of re-opening.	

	changes to evacuation routes).			
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	-There is a suitably qualified 1 st aider available in each classroom. -Any children with specific health needs will only attend if appropriate care can take place to meet their health needs. -Each class has their own 1 st aid supply including one use ice-packs.	
	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken:	Yes	- The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. -If a child whose care routinely already involves the use of PPE due to their intimate care needs this will continue to be used in the same way.	
	Higher risk activities are avoided where it is possible e.g. use of D & T machinery	Yes	-DT using machinery will not take place. This includes the use of glue guns and saws.	
	The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk.	Yes	-There haven't been any accidents in the past 3 months that warrant further investigation. There aren't any outstanding investigations.	
	There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999.	Yes	-The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. -If it is a medical emergency someone else from a different bubble may be needed to be called upon to support whilst medical assistance is being sought.	
	A member of staff has been nominated to check and maintain first aid kit contents	Yes	-The SBM is in charge of this. She has asked staff to let her know if any stock needs replenishing.	
	First aid boxes are located in prominent places	Yes	-Each class has their own 1 st aid supply including one use ice-packs.	
	The location of the automatic defibrillator is known to all staff	NA		
	Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes	SBM to speak to staff who do not have 1 st aid training and direct them to this resource.	2 nd June 2020

	Changes to first aid arrangements are communicated to all staff	Yes	-Staff have been made aware that these are now provided in their classrooms. Staff and MDSA to be made aware that they must deal with their own 1 st aid unless it is a medical emergency.	June 2 nd 2020
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	NA		
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	- If a child whose care routinely already involves the use of PPE due to their intimate care needs this will continue to be used in the same way.	
Paediatric First Aid	There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered “no”)	Yes	-there are paediatric 1 st aiders in all of the EYFS classrooms.	
Alternative paediatric first aid arrangements)	Every effort has been made to provide a Paediatric First Aider.	NA		
	The above is not possible and there is access to a trained First Aider or emergency PFA on site.	NA		

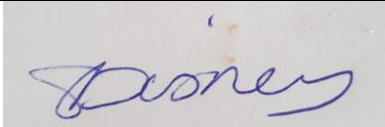
PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	-In each group room there is a box of PPE equipment. Inside the box are instructions on how to safely put on PPE and how to remove it and dispose of it.	
Face coverings	Face coverings will be removed when the wearer arrives at the setting and they will be stored in a plastic bag that the wearer has brought with them.	Yes	This information will need to be shared with parents who had asked about this	2 nd June 2020

Review of existing assessments

	Arrangements are in place to ensure that a review is carried out where change occurs that requires this action, for example increasing pupil numbers, extending curriculum activities.	Yes	-The risk assessment will be reviewed and amended as required as guidance and numbers change	
--	--	-----	--	--

Any other actions that are not listed above

Assessor's Name: Sarah Disney	Manager's Name:
Position: Executive Head Teacher	Position:
Signature: 	Signature: