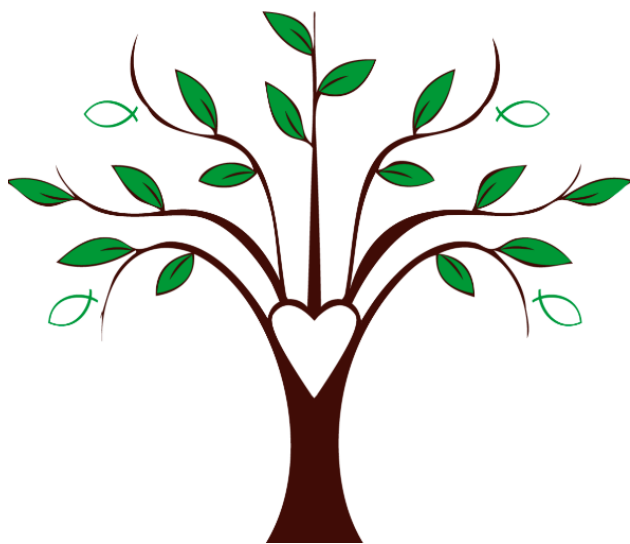

Moorlands CE Primary Academy
Covid-19 September Reopening Risk
Assessment
July 2020



Moorlands CE Primary Academy COVID-19 Educational Settings Risk Assessment

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

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

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

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

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

Setting/Premises:	Moorlands Primary Academy		
Location:	Belton, Great Yarmouth		
Assessment Date:	22nd July 2020	Review Date:	4th September 2020
Assessment completed by:	Kevin Lee and John Siddles		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements can be implemented 	Yes	<p>Government guidelines have been followed as closely as possible. All staff are aware of their responsibilities and school set up to follow these guidelines.</p> <ul style="list-style-type: none"> • Physically staggered entry at the beginning and end of the day • Staggered break and lunch times • Virtual assemblies • Additional hand sanitisers throughout the school 	7th September 2020

	<ul style="list-style-type: none"> The whole setting community are engaged with and support the national effort to reduce the spread of the virus 			
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Yes	All checks have been completed and recorded by TB. Contractors will still be visiting the site to complete contractual duties adhering to social distancing and public health guidelines.	Completed
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	Extra hours if required. Extra hours from cleaners enables TB to focus on the safe operation of setting. TB & Cleaning staff will be on site for all hours the school is open.	Completed
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	Ongoing. This includes e learning module on Covid 19 for staff on INSET day	
	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	Risk assessment has taken account of questions and concerns raised by staff. All staff will have seen and agreed the risk assessment. Risk assessment will be shared again with staff in August	Distribution to all staff August 2020
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Yes	Staff reporting system in operation for fast response. DNEAT have put in system of weekly review in addition, with latest RA on GovernorHub website.	Ongoing
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Yes	Full staff training on the September RA will be given during INSET on 2nd, 3 rd and 4 th Sep 2020. A staff handbook will be prepared to cover the main points of importance – this will be updated on the server as the RA is updated.	4.9.20 To be completed 4.9.20 To be completed
	Senior colleagues will be present at the site and especially during the early part of return in September in order to	Y	SLT consists of 8 members – SLT presence at all times.	Complete

	provide additional support and reassurance and to pick up on any issues and review arrangements.		All DNEAT training will be virtual, meaning staff remaining on site.	
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Y	Plans in place for the return of children. <ul style="list-style-type: none"> Basic guide sent to parents 15/7/2020 Full details and risk assessment to be shared with parents before 7/9/20 	21.7.20 - 4.9.20 To be completed
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	Additional behaviour requirements need to be in place. NCC inclusion team are formulating this advice. Children deliberately not following the protocols and behaving in an unsafe manner will be subject to the school behaviour policy and may be asked not to attend school until they can. (New home/school pupil agreement needed for restart.) 12/06: New home school agreement in place 7/9/20 New behaviour contract will be shared with children and then a copy sent home for parents to see	Completed
	COVID-19 Case Management Guidance is implemented.	Yes	Guidance in place To be shared with staff during INSET on 3 rd and 4 th Sep 2020	4.9.20 To be completed
	COVID Secure Commitments is signed and displayed	Yes	Signage in place around the school	Complete
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	All governors and Trust representatives will be involved in risk assessment decisions. The RA will be reviewed weekly by SLT with staff giving input and minor changes may be made accordingly. Any major changes will be reviewed with the AGEP.	Ongoing
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	Safeguarding procedures remain in place. DSL on site every day. Safeguarding policy reviewed	Completed

Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Yes	SF has ordered increased and new stocks from Able cleaning. This will be kept under constant review.	Completed
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	All purchasing has followed government advice e.g. Milton, bacterial handwash, 70% minimum alcohol sanitiser. Appropriate PPE will be issued. TB/SF to check PPE on arrival.	Ongoing
Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	Small changes identified and acted upon. Foxes class window replaced to allow flow of air.	Complete

Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: <ul style="list-style-type: none"> • Short duration, ad hoc work is avoided where possible • They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) • All infection control requirements are followed. 	Yes	No temporary staff in school from September: No sports coaches, no supply. Supply will only be used as a last resort in the first half-term if there is no alternative (TA/HLTA)	07.09.2020
	Temporary staff who work at more than one setting is avoided where it is possible.	Yes	Supply will only be used as a last resort in the first half-term if there is no alternative (TA/HLTA)	
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	Yes	This will be looked into by SF and applied where possible – safeguards listed above remain in place regardless.	Ongoing
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Y	No supply teachers used during Autumn 1 where possible. TAs, HLTAs cover all absence.	Complete
	Teaching staff breaks are organised in a way that, where possible, avoids staff covering from a different group	Y	PPA cover prearranged and consistent.	By 4th September

	Consistent working arrangements are applied to ITT trainees.	Y	Any Students to be placed in consistent groups Alternative staff room arrangements made unless they are on longer placements.	13.7.20 Complete
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are, where possible, assigned consistently in line with wider principles of bubbles.	Y	See above	Complete
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Y	Staff fully trained in the infection control requirements for a full curriculum to take place. Full social distancing, where possible, in place for any staff crossing a bubble Consistent groups Increased hygiene routines	September INSET
	Where volunteers are used the same staff principles are applied.	No	Volunteers to be kept to a minimum and will be fully briefed on this risk assessment	17th July Complete
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	Full time site team in place	17th July Complete
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	TB to coordinate site activity and arrange all visitors for times outside the school day where possible.	17th July Complete
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	All training completed for previous RA.	Complete

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Y	Nursery - 1 Group (30) Reception/1 – 1 Group (60) Year 1/2 -1 Group (60) Y3/4 - 3 class groups (30 each) Y 5/6 - 1 Group (90) The above groupings allow for phonics and freeflow provision, as well as taking into	Introduced on 4th September
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			account severely limited staffing numbers. This is the only way to ensure a full curriculum is taught with the staffing that we have.	
	Groups are kept as static as possible including staff assigned to the groups	Y	Groups to remain in their set classes with mainly set staff. Where staff to move between groups for PPA cover, music tuition etc. the safeguards set out above and in the compliance code will be followed.	By 4th September
	Only where necessary extended groups have been created to accommodate specific activities.	Y	See above	Complete
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Y	Breakfast club and after school clubs will be introduced gradually in Autumn 1. There is a clearly identified need by parents for this.	By September
	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	N	N/A	
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Y	Measures for break, lunch, entrance and exit are outlined in this RA and have been reviewed by the SLT.	
	<p>Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include:</p> <ul style="list-style-type: none"> ● some secondary curriculum practical activities ● music ● With very young children ● Because of health conditions or understanding of the children <p>In order to enable distancing through designing spaces that achieve more separation.</p>	N	Full classes back in school throughout. Limited support staff have been focused on youngest children and where teacher is classed as critically extremely vulnerable.	
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	Groups will remain in classes with their set staff. Breaks and lunch will be staggered to allow for distancing, no large gatherings will take place (assembly etc)	Complete

	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Y	KS1 / KS 2 break time staggered allowing for classes to spread out Y1/2: 10.15 (KS1 Playground) Y3/4 10.00-10.15, 10.20 - 10.35, 10.40 - 10.55 (3 classes separately) Y5/6: 11.00 - 11.15 Lunch times staggered and shortened time in hall to allow classes to remain separate: EYFS/1 – 11.30 – 12.15 Y1/2 – 12.15 – 12.45 Y3/4: 12.45 - 1.15 Y4, 5, 6 – 1.15 - 1.45 15 minutes play in addition	Communicated to staff by 4th September
	Staff are paired consistently, where possible, for two person activities e.g. supervision, teaching, personal care.	Y	Each class has a set teacher, MSAs will be distributed consistently. It is not possible to have more than one member of staff for every activity due to limited numbers of staff. Floating TA will need to provide cover for comfort breaks etc.	13.7.20 Complete
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y		
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Y	Breakfast and after school clubs will be set up with small, consistent groups.	Arrangements to be in place by 21.9.2020
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Y	Every group has its own rooms that will not be used by others. KS1 and EYFS have identified outdoor spaces.	13.7.20 Complete
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Y	Teachers will keep contact records for their group – training to be provided during INSET (3 rd and 4 th Sep 2020)	4.9.20 To be completed

Other general measures

	The use of outdoor spaces has been maximised	Y	Teachers encouraged to use outdoor spaces for learning wherever possible – 2 metre distance from any other group at all times.	Complete
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			Outdoor areas are being developed	Reinforced at September INSET
	Unavoidable queues are managed	Y	Social distance wardens out at start and end of every day – wearing orange vests.	13.7.20 Complete
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Y	Staff to keep 2m distance from children where possible and to avoid contact under 1m for more than 15 minutes. Face to face contact with children to be avoided where possible. Contact games to be avoided in PE	13.7.20 Complete
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Y	No assembly – virtual assembly streamed to classes daily – no singing. Quiet corridors throughout school – basic sign language greetings to be taught to all staff and children.	13.7.20 Complete 4.9.20 To be completed
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Y	Teachers to avoid taking work home where possible. In the moment marking encouraged. Teachers to be advised of rotation marking during INSET on 3 rd and 4 th Sep 2020	13.7.20 Complete 4.9.20 To be completed
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Y	Resource quarantine buckets available at key points	13.7.20 Complete
	If this is not possible, the resources will be quarantined for 72 hours between groups.		As above	
	Large gatherings such as assemblies with more than one group is avoided.	Y	Virtual assembly via Zoom in class daily	13.7.20 Complete
	Movement around the school is kept to a minimum: <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different 	Y	Classes to remain in class for the majority of the day:	13.7.20 Complete

	<p>classes instead. Rooms used have been selected to enable this</p> <ul style="list-style-type: none"> • Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering • Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible • Movements around settings are supervised • Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart. 		<p>Intervention only in small groups or 1:1. Intervention spaces cleaned after used by a group.</p> <p>Arrival times not staggered due to large number of siblings but arrival window in place 8.40 – 9.00 to spread crowds.</p> <p>2 gates in use for arrival and exit.</p> <p>Playtimes and lunchtimes staggered – see above.</p>	
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)	Y	Class entry points considered and spread through the school – external classroom doors used where possible.	
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N	N/A	
	Locker cleaning and disinfection arrangements are in place			

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	N	N/A	
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Y	All classrooms reconfigured to ensure desks are front facing	
	Unnecessary furniture and objects are removed where possible	Y	Unnecessary furniture to be stored in changing rooms.	13.7.20 Complete
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Y	Teachers advised to set as much space as possible at the front of the class – 2m where possible.	13.7.20 Complete

Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Y	Cloakroom use is staggered and each class has a different space. This will be closely monitored and kept under review.	13.7.20 Complete
The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Y	Teaching guidance given during INSET and in teacher handbook	4.9.20 To be completed
Where close contact is needed this is conducted side by side rather than face to face	Y	Teaching guidance given during INSET and in teacher handbook	4.9.20 To be completed
Pupils are not called to the front of the class	Y	Teaching guidance given during INSET and in teacher handbook	4.9.20 To be completed
Staff going to a pupils desk to check on their work is avoided	Y		
Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Y	Each child has their own basic equipment to be stored at their desk. Shared resources are kept within classes and regularly cleaned. Any resources being used across different groups will be quarantined for 72 hours or cleaned thoroughly.	14.7.20 Complete
Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Y	See above Guidance given in handbook	4.9.20 To be completed
Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Y	See above Guidance given in handbook	4.9.20 To be completed
The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Y	Parent guidance to be issued covering all guidance during the summer holiday with enough time for parents to get prepared for September start.	1.8.20 To be completed
There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Y	Resources will be stored in trays and children will collect themselves. Including shared class resources and reward stickers etc. Guidance to be given in handbook	4.9.20 To be completed

	How pupils enter and exit the classroom is managed to maintain distancing.	Y	Guidance given in handbook: Teachers to advise and manage the entry and exit to class, leaving a line at a time etc.	4.9.20 To be completed
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	N	N/A	

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	N	Trim trail not in use first half term	17.7.20 Complete
	Equipment use is supervised, and time limited to enable other users to take their turn	N	Trim trail not in use first half term	17.7.20 Complete
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	N	Trim trail not in use first half term	17.7.20 Complete
	A one-way system has been introduced around outdoor gym equipment and trim trails	N	Trim trail not in use first half term	17.7.20 Complete
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	N	Trim trail not in use first half term. Hand washing/cleaning– children encouraged to clean hands before and after playtime.	17.7.20 Complete
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Y	Bins positioned around all playgrounds	17.7.20 Complete
	Bins are installed to encourage use of tissues and appropriate disposal	Y	Each class has their own allocated collection of small equipment to use at	17.7.20 Complete

			break times. This is stored in class and wiped down daily.	
	Time is allocated for play equipment for each group/bubble	Y	Trim trail not in use first half term	17.7.20 Complete
	Equipment touch points are cleaned frequently and between each groups use.	N	Trim trail not in use Aut 1.	17.7.20 Complete
	Multiple groups do not use outdoor play equipment at the same time.	N	Trim trail not in use, Aut 1	17.7.20

Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	Yes	No singing to take place in large groups unless outside, appropriately socially distanced. No indoor choir. Socially distanced music tuition only in a COVID secure manner.	By 4th September
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Yes	Individual music lessons to start at end of September. No wind or brass instruments taught in groups.	
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	Yes	As above	
	Where the music teacher needs to face the group they will maintain 3m distance.	Yes	As above, guidance shared with music teacher	

Drama and performances	Performances with audiences do not take place	N/A		
	Activities that involve raised voices or shouting do not take place.	N/A		
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	N/A		
	Outside drama is planned as a first consideration where possible	N/A		
	In all cases the following will be applied: <ul style="list-style-type: none"> Increasing hand hygiene and surface cleaning Using back to back or side to side positioning Maintaining distancing 			
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Y	All PE to be outside during Aut 1 where possible. If inclement weather, hall can be used but teachers must arrange to clean any resources used after lesson before they are re-used Missed PE can be made up for later in the year where possible.	14.7.20 Complete
	Prioritisation of low impact activities is given over high impact	Y	AfPE guidance followed and provided to all staff during INSET	4.9.20 To be completed
	Contact sports will not take place	Y	No contact sport in PE lessons – see above. Guidance to be given in INSET	4.9.20 To be completed

	Distance between participants is maximised.	Y	See above	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Y	PE equipment quarantine stations remain operational in the main hall – to be managed by the site staff throughout Aut 1.	14.7.20 Complete
	The use on non-personal kit is avoided.		No non personal kit to be used (bibs etc)	14.7.20 Complete
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.			
	Pupils are kept in consistent groups	Y	PE delivered in class groups – no combined lessons or activities. Where two classes have PE at the same time, maximum distance must be given between groups – i.e. different end of the field, different playgrounds.	14.7.20 Complete
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	N	No external facilities in use	
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	Y	All guidance has been read and will be stored in the PE folder on drive All staff delivering PE will be updated during INSET	4.9.20 To be completed

	<p>The following advice has been referred to as part of the risk assessment process:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	N	No external coaches used in Autumn 1 – no clubs in operation.	14.7.20 Complete
	<p>Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.</p>	N	<p>Changing rooms not in use</p> <p>All KS2 children to wear PE kit all day on their PE day. KS1 children to change in classrooms.</p>	14.7.20 Complete
	The use of changing rooms and showering facilities are avoided where possible.			
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.			
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.			
	Changing and shower facilities must be used as quickly as possible.	N/A		
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	Yes	No Swimming until further notice	
Subjects involving practical activities	Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other	Y	Teachers to review science planning to ensure that main practical elements are later in the year and under review.	17.7.20 Complete

	shared equipment/spaces can be managed to prevent close contact		Guidance given in staff handbook	4.9.20 To be completed
	Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility	Y	Visualizers and cameras used with interactive whiteboards.	14.7.20 Complete
	Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.	N	Teachers to plan topics and lessons to avoid such activities, where possible these activities can be re-planned for later in the school year. Guidance to be given in handbook	14.7.20 Complete 4.9.20 To be completed
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: Guide to doing practical work in Science Guide to doing practical work in DT		To be included in September INSET.	4.9.20 To be completed

Educational visits

	No overnight educational visits are carried out	N		
	Outdoor spaces in the local area are used to support delivery of the curriculum			

	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 		<p>No educational visits to take place for any year group during Autumn 1 – to be reviewed at half term.</p> <p>Trips for future topics cannot be booked in advance without direct permission from the Headteacher.</p>	
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</p>			

Where a pupil attends more than one setting

	<p>Schools work together to ensure that the approach is consistent and does not compromise the group/bubble</p>	<p>N</p>	<p>No children attend more than one setting at the moment – review if changes</p>	
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Extra curricular provision

	Pupils will keep within their main bubble where possible.			
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> ● Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups ● Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently ● Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity <ul style="list-style-type: none"> ● Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. ● Records are maintained of all bubbles or groups for 21 days ● Consideration is given to the types of activities organised in line with the compliance code ● The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups ● Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues 	N	<p>No extra-curricular clubs to run during Autumn 1.</p> <p>Exception to this is Breakfast & After School Club. This will be reviewed in first two weeks of Autumn term based on needs analysis and arrangements made in accordance with Government guidance.</p> <p>Extra-Curricular clubs to be reviewed at half term</p>	<p>17.7.20</p> <p>Complete</p>

	<ul style="list-style-type: none"> Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided. 			
	As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided	Y	Will be communicated during September INSET	By 4.09.2020
	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Y	Communicated to parents in September	By 7.09.2020

Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Y	<p>Parent guidance and videos to be provided in the holidays so that parents can prepare.</p> <p>Social distance monitors in place at all times wearing orange vests. (KL, SF, TB, RS)</p>	<p>1.8.20</p> <p>To be completed</p>
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Y	<p>Start time not staggered due to large number of siblings:</p> <ul style="list-style-type: none"> Drop off window 8.40 – 9.00 2 site entrance points Multiple entrances to school 	<p>17.7.20</p> <p>Complete</p>

			<ul style="list-style-type: none"> • Social distance monitors on duty <p>End of day times staggered:</p> <ul style="list-style-type: none"> • EYFS – 2.45pm • KS2 – 3.00pm 	
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	Y	See above	17.7.20 Complete
	There are hand sanitiser stations outside for pupil and visitor use	N	This would pose possible risks that outweigh benefits – theft, vandalism, misuse.	
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Y	<p>All entrances and exits will be wiped down before and after key periods (start and end of day)</p> <ul style="list-style-type: none"> • Office staff to oversee main entrance • TB to oversee rear doors • Teachers to oversee class doors. 	14.7.20 Complete
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Y	No external queuing – children to go straight into class on arrival. Gates not to be opened until 8.40 to avoid congregating – parents told not to arrive early.	17.7.20 Complete

	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Y	TB to oversee deliveries and contractors within current guidelines.	14.7.20 Complete
Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Y	Orange vest purchased for social distance monitors. To include all SLT, ELT and pastoral staff.	14.7.20 Complete
	Parent/carer pick up and drop off protocols have been developed to minimise adult to adult contact and avoid gatherings.	Y	Parent guidance to be provided during holiday	1.8.20 To be completed
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Y	Parent guidance to be provided during the holiday	1.8.20 To be completed
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	N	Parents will be encouraged to drop children at gates, especially in KS2 but this will not be forced during the first few weeks to aid well-being of the child	17.7.20 Complete
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Y	Current practice continued – no parents in classrooms.	17.7.20 Complete

Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Y	All available entrances used	17.7.20 Complete
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Y	See above	17.7.20 Complete
	Floor marks have been added to assist with social distancing in outside areas.	Y	2m queue lines added at main entrance points if required.	14.7.20 Complete
	Staff and school champions supervise at peak times.	Y	See above	14.7.20 Complete
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Y	Drop off window – 8.40 to 9.00	14.7.20 Complete
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Y	See above Staggered start to Reception in first week to aid transition.	14.7.20 Complete

	Parents have been advised that only one parent should attend.	Y	Parent guidance to be provided during the holiday	1.8.20 To be completed
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Y	Classes to work between themselves to ensure access is only one class at a time. Cloakrooms are in corridor areas and therefore no doors to access.	14.7.20 Complete
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	N	See Above. All areas used, to ensure spacing	
	Times of use are supervised and managed.	Y	This will be done within the hubs	

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school.	N	N/A	
	Entrances are supervised to support hand sanitising on arrival.	Y	Teacher or TA to stand at classroom/entrance door to greet children and remind them of hand washing.	14.7.20 Complete

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)	Y	No cars to enter or exit the front car park during the following hours (apart from those with car pass due to child's condition: 8.40 – 9.10am 2.45 – 3-15pm (this includes staff cars* – staff that need to exit during these times will have to park out on the street) *emergencies exempt	14.7.20 Complete
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Y	Parent guidance to be provided during the holiday	1.8.20 To be completed
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Y	Bike racks available at rear of school. However, these will not be in operation for the first half-term. Bikes and scooters cannot come on site in first half-term. Social distance monitors to remind children to wait their turn.	14.7.20 Complete
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y	Parent guidance to be provided during the holiday	1.8.20
	Parents and staff have been advised that only the same household members should travel together by car			To be completed

On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Y	Parent guidance to be provided before the start of term.	7.9.20 To be completed
	Pupils and parents have been advised that they should not walk together in large groups			
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/A	No school buses	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	N/A	No School buses	
	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	N/A	No school buses	
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A	No School buses	
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	N/A	No school buses	
	Markings are provided where queuing is required for transport services on school premises	N/A	No School buses	
	Windows are opened during journeys where it is safe to do so	N/A	No school buses	
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	N/A	No School buses	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	N/A	No school Buses	

Visitors

	The number of visitors has been minimised as much as possible	Y	Parents not to come beyond the reception desk where possible and SLT permission needed where they do need to come in. Access will only be in the most extreme of circumstances	17.7.20 Complete
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			Governors not visiting site for Aut 1 other than the COG where needed.	
	Visitor times are planned to separate visitors from other site users	Y	All visiting professionals must be booked in advance at the front office. Full contact details will be required.	17.7.20 Complete
	Visits are by appointment only	Y	See above	17.7.20 Complete
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety • Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. • Action to take if they cannot maintain keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	Y	Visitor leaflet to be handed out to all visitors to read	4.9.20 To be completed
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Y	Signage in place	17.7.20

	Visitors confirm that they do not have symptoms no matter how mild.	Y	Visitor script on wall in office – all office staff aware of the need to ask all visitors the set questions.	17.7.20 Complete
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Y	e-sign in system used. Wiped down after every use. If this is not working, visitors are asked to put the pen into a box below the hatch for quarantine.	4.9.20 To be completed
	The reception is operating on a one in and one out basis for essential visitors	Y	Visitors will only be admitted if there is a safe space for them to work.	17.7.20 Complete
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	N/A		
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y	TB/SF to oversee deliveries and contractors in line with current guidance.	17.7.20 Complete
	Visitor records are maintained for contact tracing requirements	Y	Visitors will be required to leave a name and contact number	17.7.20 Complete

Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Y	TB to coordinate	17.7.20 Complete
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Y	TB/SF to coordinate	17.7.20 Complete
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Y	See point one of this visitor section.	17.7.20 Complete

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Y	All breaks and lunches staggered. End of the day staggered. Start of the day – drop off window and outside doors used for majority of classrooms.	17.7.20 Complete
	Staggered movement times have been introduced to reduce the number of movements at the same time	Y	See previous points on entry and exit routines.	17.7.20 Complete
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Y	All classrooms other than Otters and Badgers have their own entrances and exits. Badgers to use boys changing room door, Otters to usedining hall door. (outside these hours staff can use their own judgement depending on how busy the site is.)	17.7.20 Complete
	One way circulation has been introduced where possible	Y		
	Central dividers have been installed where necessary to avoid group mixing.	Y		17.7.20 Complete
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/A		

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

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Y	Lunch times will be staggered in dining hall. This had been agreed with catering team and Aspens	17.7.20 Complete
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Y	Classroom space will be used as required for packed lunches.	17.7.20 Complete
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Y	Lunches will be stored on individual class trollies	17.7.20 Complete
	The use of pre-ordering and trolley services have been considered.	Y	Not at present but this will be kept under review.	17.7.20 Complete
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A		
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Y	Lunch time is staggered A maximum of 3 class groups will be on lunch at any one time. Maximum of three classes out at any one time – use all available playgrounds and field where possible.	17.7.20 Complete
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Y		17.7.20
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Y	Staggered lunches will mean less children to use toilets at one time. Site staff to clean toilets at 12.30 each day between the two shifts. TB/SF to coordinate	17.7.20 Complete

	One way systems are used.	Y		17.7.20 Complete
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Y	Class groups to remain separate at lunch times – using all available space, including the field	17.7.20 Complete
	Staff room area use is staggered to support distancing	Y	Staggered lunches will mean less staff in staffroom at any one time. Staff who are not class based, including office staff and site staff to take breaks outside the class break times.	17.7.20 Complete
	Additional space has been provided to use as staff rooms.	Y	Cookery room and hub to be used as an overspill staff room. Hub group room/HT office to be used by clinically extremely vulnerable. After School Club Space used as overspill or clinically vulnerable.	17.7.20 Complete
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Y	Furniture in rooms have been moved. Staff encouraged to wear face coverings (not PPE) if sitting in the staffroom (when not eating) for longer than 15 minutes.	17.7.20 Complete
	Touch points are wiped down between different groups.	Y	Staff are to wipe down their area in the staffroom after use – all cleaning materials provided.	17.7.20 Complete
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Y	Equipment bag provided for each class group. Folder of suitable games for each year group to be built up.	17.7.20 Complete
	equipment use is supervised to ensure that pupils do not gather.	N/A		
	Pupils and staff have identified suitable play activities for break times	N	Queuing to be avoided – children to go straight into class – staff to ensure that at least one adult is waiting for them.	14.7.20
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y	Three new MSAs to be employed	To be completed ASAP
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Y	Aspens have their own risk assessments. Letter out to all parents advising them of the procedures in place.	14.7.20 Complete

	Additional staff supervision is employed to ensure social distancing takes place			
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .			
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Y	Discussed with catering team and Aspens	17.7.20 Complete
	The way in which essential food deliveries are received are managed	Y	Current practice continued, contact tracing details kept.	
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Y	Cashless school	14.7.20 Complete
	Additional meal collection points have been put in place to reduce queuing where necessary	N/A		
	Alternative payment methods are being used to eliminate cash handling	N/A		
	Tills are screened where still in use	N/A		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Y	Fans only to be used in single occupancy office spaces	17.7.20 Complete
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Y	No fans to be used in classrooms – Head teacher’s permission needed to deviate from this.	17.7.20 Complete
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Y	Class doors to be left open at all times. Windows open when appropriate. TB to oversee fire safety plan and to Risk Assess propping open fire doors.	14.7.20 Complete

	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	Y	These are not installed in main building. Risk Assess as part of Covid Fire Plan	14.7.20 Complete
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Y	Air con in ICT room not to be used during Aut 1.	14.7.20 Complete
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		

Toilets and handwashing facilities

	Useage times are staggered where possible.	N	This is not possible in Primary School – Each bubble has different toilets to access. Toilets to be cleaned twice daily (12.30pm and after school) To enable this to be possible, toilets have to become unisex.	21.7.20 Complete
	Distancing for queuing has been introduced e.g. through floor markings	Y	Floor markings to be placed outside toilets by TB	4.9.20 To be completed
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Y	Teachers to inform children on day one and regularly through the first half term. Assembly in week one to focus on routines and procedures.	7.9.20 To be completed
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Y	TB to oversee the operation of hand dryers and use judgement on effectiveness – where dryer is deemed to be insufficient, it will need to be replaced or upgraded.	4.9.20 To be completed
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Y	Programme to replace twist taps with lever taps in school (maintenance schedule implemented by TB.	4.9.20 To be completed

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order	Y	All DNEAT training to take place remotely. All Governor meetings are remote	17.7.20 Complete
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	to reduce the risk associated with increasing contact.		Staff training plan in place – see below.	
	Meetings only take place in person where: <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Y	Zoom is main vehicle for meetings Meetings in person must be at 2m distance and staff are encouraged to wear face coverings (not PPE).	17.7.20 Complete
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2m distance is maintained at all times, not sitting face to face • No activities are undertaken that require or encourage people to raise their voices or shout • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. 	Y	Will be communicated with staff during INSET.	4.9.20 To be completed

	<ul style="list-style-type: none"> Where held indoors they are held in well ventilated spaces. All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 			
Staff rooms	<p>Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.</p> <p>Times of use for staff breaks are staggered to prevent staff groups from mixing</p> <p>Furniture has been arranged to encourage distancing and not sitting face to face</p>	Detailed in 'lunchtimes and breaks'.		
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Y	All school events cancelled where possible.	17.7.20 Complete
Parents evenings	Meetings are undertaken by telephone or internet.	Y	Autumn parent consultations will be virtual. The preferred method of delivering this will be Zoom	4.9.20 To be completed
Essential course delivery	<p>Courses are delivered on line and all "in person" training is suspended for both employees and external participants</p> <p>Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.</p> <p>Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.</p> <p>Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times</p>	Y	<p>Staff training plan:</p> <ul style="list-style-type: none"> Staff to be split into CPD groups along the lines of their hubs Maximum group size 5 Each group will have a member of SLT with KL/JS based centrally. Break out groups via Zoom can be used to achieve this. Staff meetings will be via Zoom with each group joining the meeting from a classroom. Staff to all bring their own equipment (pens etc.) Collaborative work will be completed with their member of SLT and then reported back via Zoom. 	17.7.20 Complete

	Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.		<ul style="list-style-type: none"> • Work to be digital using one drive and collaborative documents etc. • Staff to wipe down the room after use – cleaning materials provided. 	
	Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.		This can be adapted so that staff can join from home and still go into breakout groups.	
	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.			
	Delegates will spread out in both outside and inside spaces.			
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.			
	Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.			
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.			
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.			

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Y	Cleaning briefing given to staff during return to work training in June – reminders given in handbook.	4.9.20 To be completed
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Y	Different colour cloths in place for cleaning different surfaces	17.7.20 Complete
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Y	TB/SF to coordinate cleaning schedule with cleaning staff. Small toys in EYFS and Yr1 (not exclusively) will be washed weekly by TAs using disinfectant or dishwasher.	4.9.20 to be completed
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Y	Staff will be reminded of this in handbook.	4.9.20 To be completed
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	Y	Cleaning materials in the room for staff to give regular wipe downs through the day – RS/JJ to oversee.	17.7.20 Complete
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	Y	As above	17.7.20 Complete
	In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day	N/A		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Y	Available in all classes, staff rooms and office spaces.	17.7.20 Complete

Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	Y	MI to advise staff of any certain time frames that need to be adhered to.	4.9.20 To be completed
Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Y	Staff to wipe down any area after use regardless of if the space is being shared. To be included in handbook	17.7.20 Complete 4.9.20 To be completed
Disinfectant wipes are more generally available for staff to use where they wish to.	Y	See above	17.7.20 Complete
All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	Y	Doors are all propped open to avoid contact with door handles – where this is not the case (certain offices etc.) staff are to wipe down contact points throughout the day. TB to compose a list of other contact points that need to be cleaned at a mid-point through the day and keep this under constant review– All will be cleaned at the end of the day by the cleaning team.	17.7.20 Complete
More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Y	Additional hours for cleaners will be required for September to ensure that cleaning regime can be maintained.	17.7.20 Complete
A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Y	Equipment quarantine station in the main hall to remain operational and operated by site staff.	17.7.20 Complete
Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y	Wipes with laptop and ipad trolleys – staff to clean between use.	17.7.20 Complete

	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Y	Handling books to be limited – staff encouraged to give in the moment feedback and for children to demarcate their own books with VF where possible. Extra cleaning to take place for limited deep marking (one ability group per day per subject)	17.7.20 Complete
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Y	All equipment in the PE cupboard has been through quarantine procedure and is safe to use.	17.7.20 Complete
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Y	Shared work spaces only likely to be in place in EYFS – cleaning to take place throughout the day.	17.7.20 Complete
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	N	Outdoor equipment not in use other than tyres (washed daily) See previous sections on PE	17.7.20 Complete
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	N	No water coolers in use for children. Drinking water is clearly labelled. Children have been advised to bring a full water bottle to school. Staff will supervise refilling of bottles at set points in the day.	By 07.09.2020
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Y	TB to oversee the storage of all cleaning materials, PPE etc.	17.7.20 Complete
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Y	These have been removed or provided for individual use – e.g. individual play dough pots.	17.7.20 Complete
	Toys that are put into children's mouths are cleaned between use	Y	EYFS staff to be alert to this and have a system of putting toys to one side that have been in children's mouths to be washed at the end of the day. TB to oversee	4.9.20 To be completed

	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Y	Mostly taken out of use for Aut1 however, a full EYFS curriculum offer is needed. EYFS staff to set up a system of regular washing. TB to oversee	4.9.20 To be completed
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Y	Hall used to store unused items for Autumn 1.	17.7.20 Complete
Resources	Children are allocated their own resources e.g. pencils where possible .	Y	Bags of basic equipment in place in all year groups. SF to ensure that sufficient stock is in place.	07.09.2020
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	Y	Washing machine and supplies are available for this.	
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Y	Library use is carefully managed and books shared for whole class use. Once returned, books are to be put into the quarantine box in the library for 72 hours. To be reviewed by JB	By 7.9.2020 Box needs setting up
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Y	See previous points on marking books	By 7.9.2020
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Y	See above	
	Books and posters checked for visible soiling and disposed of where necessary	Y	SLT to carry out regular checks as they move around school – any dirty items to be removed.	Ongoing
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Y	Staff to be advised on appropriate contact times by MI during September INSET	4.9.20 To be completed

Lunchtime	Trays, tables and chair touch points are disinfected after use	Y	MSAs to clean down their room after each meal time.	By 7.9.2020
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	N	Not in use	
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Y	Tissues in all classrooms – central stock in medical room cupboard.	By 7.9.2020
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Y	Bins in all classrooms and areas. Can be emptied as required by calling the site team. All emptied at the end of each day.	14.7.20 Complete
	Bins and tissues are provided in the same place.	Y	See previous point	
	Waste bags for tissues are double bagged for disposal.	N	Discarded PPE is double bagged. Bags from class bins where there is a suspected or confirmed case are double bagged. Normal waste is in single bags which are then collected into another larger bag, effectively double bagging all waste.	14.7.20 Complete

Handwashing and respiratory hygiene arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Y	Regular washing through the day – see following point.	Ongoing from start of term
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.	Y	Teachers to ensure that handwashing is regular and thorough at an age appropriate level and follows previously issued 'best practice' hand washing guidance.	Ongoing from start of term
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Y	See above	

	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Y	Hand sanitiser and hand washing facilities are available in each classroom. Staff have access to individual pump bottles for their desks and smaller bottles for personal use.	Ongoing from start of term
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	N	Units are based indoors as this is the safest mode of delivery – the risk of misuse is too high.	
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	N	All based in areas with carpet floors – the risk of slip is unlikely. TB to check regularly for malfunctions – staff to report any malfunctions immediately.	17.7.20 Complete
	Event related prompts are given to pupils by staff..... <i>after</i> <i>before</i> <i>when</i> as a more effective means of promoting hand hygiene that fixed time prompts.	Y	As stated	17.7.20 Complete
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Y	Parent guide to be provided in the holidays	1.8.20
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Y	Individuals are supported where necessary.	Ongoing
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Y	See previous points on storage, supervision and use	17.7.20 Complete
	Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	Y	Can be provided on an individual RA basis – teachers to advise SLT if this is needed.	17.7.20 Complete

	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Y	Posters around school	17.7.20 Complete
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Y	Teachers to coordinate this for their classes.	17.7.20 Complete
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Y	New posters to be placed around the school in September	4.9.20 To be completed
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Y	In staff and parent guide	4.9.20 To be completed
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing).	Y	Included in September staff handbook	4.9.20 To be completed

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Y	All Risk Assessments carried out and recorded on NCC form. All staff who have a Covid RA have been advised to speak to their Doctor and share the contents.	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	Norfolk Wellbeing Service leaflets in staffrooms and included in emails periodically.	17.7.20 Complete
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Y	Staff to see KL if their requirements sit outside normal working practices. PPA to be encouraged to be taken from home where possible	17.7.20 Complete

			Staff encouraged to leave site earlier than usual and work from home – work must still be completed and training attended.	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y	Staff to report to a member of SLT immediately and leave site. COVID test should be booked at the earliest opportunity. PHE and DNEAT to be called by KL and advice taken	17.7.20 Complete
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Y	Testing encouraged as much as possible within the current track and trace guidelines.	14.7.20 Complete

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Y	Assemblies in the first week to focus on procedures etc. Teachers to give regular reminders.	By 13.9.2020
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y	General questions asked to the class but not interrogated as this will lead to children saying that they feel unwell in order to go home, causing unnecessary panic.	
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Y	Non-contact thermometer in the main office. Staff to speak to SLT about children that may need more bespoke care. Individual plans to be created for these children	17.7.20 Complete
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Y	Included in parent handbook	1.8.20 To be completed
Increased supportive measures for	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Y	Guidance used to create amendment to policy (June 2020)	17.7.20 Complete

pupils/ psychological needs	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Y	Individual plans in place Plans to be monitored and created by TQ	17.7.20 Complete
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	Y	County template used	17.7.20 Complete
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Y	PPE demonstrations given during September INSET	4.9.20 To be completed
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Y	Fully briefed pastoral lead (RS) to lead, supported by KL, JS and wellbeing champions (to be confirmed) Assemblies to focus on wellbeing in week 2.	17.7.20 Complete
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Y	Recovery curriculum plan in place – see separate plan.	17.7.20 Complete
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Y	Full time safeguarding and pastoral team in place. DSLS: JS (lead) RS, AM, JJ, RR	17.7.20 Complete
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and	Y	Recovery curriculum plan in place – see separate plan.	17.7.20 Complete

	concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.			
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y	Recovery curriculum plan in place – see separate plan.	17.7.20 Complete
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Y	Will be sent out to staff in September as part of the school CPD.	4.9.20 To be completed
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Y	New behaviour policy amendments in place (June 2020) – SLT to review as the first half term progresses.	17.7.20 Complete

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Y	Existing communication plans in place for September. KL, JS and AM to monitor and coordinate communication to all stakeholders. Recovery curriculum plan in place – see separate plan.	17.7.20 Complete
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	N	Moorlands letter will be created based on the information in the template and sent out to all parents. A page will be created on the school website, including video and links for parents.	4.9.20 To be completed
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	Y	Information available in main reception.	17.7.20 Complete

	shared on the setting website or directly with visitors in advance.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Y	Signage will be reviewed on 3 rd and 4 th Sep, in preparation for Monday 7 th .	4.9.20 To be completed
	Site changes such as entrances and exits will be identified where required	Y	Communicated to parents in guide in holidays. AH to produce new school map using CAD software to share with parents.	1.8.20 To be completed
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y	All in place	17.7.20 Complete
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Y	Review as necessary.	17.7.20 Complete
	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 .	Y	To be included in teacher handbook	1.8.20 To be completed
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Y	Will be in place for September SLT to ensure they are up and checked off.	4.9.20 To be completed

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Y	<p>Staff will have refresher training in the September INSET that builds on the training given in June.</p> <p>Staff will not be required to sign to say they understand, however a register of attendance will be taken.</p> <p>All training material will be stored on Drive for future reference</p>	4.9.20 To be completed
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	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	N	Staff will confirm that they have attended training and that they have had sufficient time to digest information and ask questions. Staff will not be asked to sign to say that they agree with the risk assessment, in line with union advice.	4.9.20 To be completed
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Y	All to be included in staff handbook and refresher training during INSET	4.9.20 To be completed
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.			
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).			
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).			
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.			
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.			
	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.			

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Y	June update completed KL to review as the term progresses	17.7.20 Complete
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y	See behaviour policy – June Update	17.7.20 Complete

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	n/a	Not appropriate in our setting	
	Pupils and staff have contributed towards how these new roles will support the schools aims	n/a		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	n/a		
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Y	Staff share new measures with children at an appropriate level	7.9.20 To be completed

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 	Y	Shared with all staff to use as appropriate	
	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. 	Y	Educational resources have been previously supplied to staff and updates will be provided in shared file on Google.	
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.	Y	Careful vetting of information to ensure it comes from reputable sources. SLT (hub leads) to monitor.	

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

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Y	Monitored and collated weekly by office staff	Sign out sheets needed
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				To be completed ASAP
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	Y	To be completed for September by KL with support from the Trust (central template?)	4.9.20 To be completed
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Y	AM to monitor data sharing	14.7.20 Complete
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Y	Medical room off office to be used for children that are unwell – toilet in main foyer to be used if needed. Both will be deep cleaned if used	17.7.20 Complete
	Where possible there is separate use of toilet and handwashing facilities nearby.	Y	Room prepped with required equipment and signage.	17.7.20 Complete
	The room has been emptied of unnecessary items.	Y		
	Tissues and a waste bag have been provided in the room	Y		
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	Y	Any staff within 2 metres will wear PPE	17.7.20 Complete
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Y	Dining hall will be used in this instance	17.7.20 Complete
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Y	Staff training during INSET on 3 rd and 4 th September 2020	4.9.20 To be completed
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Y	PHE and DNEAT will be contacted and guidance followed in all cases	17.7.20 Complete

Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Y	TB to oversee this with all site staff.	17.7.20 Complete
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Y	Cleaning routines for such instances will be overseen by a member of SLT and TB	17.7.20 Complete
	The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Y	PHE advice will be followed in all cases	17.7.20 Complete
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Y	Full PPE will be worn <ul style="list-style-type: none"> ● gloves ● apron ● facemask ● shield if there is a chance of splashing 	17.7.20 Complete
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Y	TB to coordinate	As required
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Y	TB to coordinate	As required
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Y	Letters pre-prepared and stored on Drive for quick turnaround.	4.9.20 To be completed
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	Y	AM to coordinate if instructed to by PHE.	17.7.20 Complete
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Y	Template letters used and checked by the Trust in advance to ensure that they meet all of the requirements.	4.9.20 To be completed
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Y		

Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Y	Part of the INSET on 3 rd and 4 th September 2020	4.9.20 To be completed
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Y	AM to coordinate	17.7.20 Complete
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Y	PHE guidance to be followed Records to be checked by AM with the office staff.	17.7.20 Complete
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Y	Employer referral portal registered – KL and AM able to upload contact details	17.7.20 Complete
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nnuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Y	See above	
	The employee will be asked to provide their test result to the setting as soon as it is known.	Y	Will be detailed in the staff handbook	4.9.20 To be completed
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	Y	And DNEAT	17.7.20 Complete
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Y	As stated	17.7.20 Complete
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Y	In conjunction with DNEAT central staff	17.7.20 Complete
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Y	Teachers to use Class SeeSaw to set homework through the Year. In the case of children being at home, this platform will be used to provide work that can be completed: One child / small gp off – ad hoc work provided covering English and Maths, much like what has been	To be completed ASAP

			provided since June (pre prepared packs etc). Whole class off – Lessons to continue via online platform, including Zoom lessons / videos from the class teacher and work that can be handed in by the child. If the teacher is ill, a member of the SLT will take on this role.	
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Y	As stated	
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	Y	Seesaw	

Returning after isolation (pupils and staff)

Offices and other work spaces

	The following measures are applied where staff cannot work from home: <ul style="list-style-type: none"> ● Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. ● Rooms are well ventilated (see section on ventilation) ● Staff are cohorted in consistent working groups ● Unnecessary items have been removed to support effective cleaning of the area ● Hot desking is avoided ● desks near busy circulation spaces are not used ● Shared equipment has been moved to reduce group mixing such as printer location 	Y	All rooms have been checked against Covid secure guidance. Cleaning equipment, including spray and wipes available in all rooms.	
	The following measures are implemented where the above measures cannot be followed:	Y	As described.	

	<ul style="list-style-type: none"> • additional work spaces are be allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort 		Individual RAs have been completed for key staff.	
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Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	Y	Amended fire evacuation protocols in place for the start of the year. Fortnightly tests will take place in first half-term.	By 07.09.2020
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Y	Completed as part of the June return	17.7.20 Complete
	Fire drills that are carried out encourage social distancing.	Y	As previous drills but gathering places spaced out more.	17.7.20 Complete
	Staff and pupils understand that in an emergency they must leave without delay	Y	Communicated to staff in handbook	17.7.20 Complete
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Y	Individual risk assessments in place for all children with specific needs – coordinated by TQ	17.7.20 Complete
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y	AM to coordinate training records: Refresher first aid training to be reviewed and booked as required	17.7.20 Complete ASAP
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 	Y	AM holds records of all training and has reviewed this.	17.7.20 Complete
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Y	See above	17.7.20 Complete

	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Y	First aid refresher delivered as part of INSET 3 rd and 4 th September 2020 as required.	4.9.20 To be completed
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate			
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance			

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Y	PPE guidance will be refreshed during the INSET – videos and guidance on Drive and accessible by all staff. PPE grab bags outside all classrooms	14.7.20 Complete
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	Y	Parent information guidance before the end of the holiday	1.9.20 To be completed
	Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including: <ul style="list-style-type: none"> • The wearer must not touch the front of their face during use or when removing the face covering. • They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. • They must perform hand hygiene on arrival at the setting and after removing their face covering. 	Y	Parent information guidance before the end of the holiday	1.9.20 To be completed

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Y	Reviewed weekly and posted on Governor Hub to be monitored by the Governors and DNEAT central staff.	22.7.20 Complete
	Review arrangements ensure that the control measures are effective and working as planned.			

Any other actions that are not listed above

Face Coverings	In line with updated guidance for all adults to wear face masks in settings where social distancing cannot be guaranteed (shops etc), staff will be advised to wear face masks in face to face meetings that last longer than 15 minutes. Staff will be advised that they should wear a face mask in the staffroom (when not eating) if they are in there for more than 15 minutes socialising with colleagues.	Y	As stated	4.9.20 To be completed
COVID Grab Bags	Clinically extremely vulnerable staff (3) and Clinically Vulnerable staff (2) have been advised to carry around a Covid grab bag at all times that contains wipes, hand gel, mask gloves and other PPE for additional reassurance.	Y	As stated.	By 4.9.2020

Assessor's Name: Kevin Lee & John Siddles	Manager's Name:
Position: Head & Deputy	Position:
Signature: Kevin Lee John Siddles	Signature: