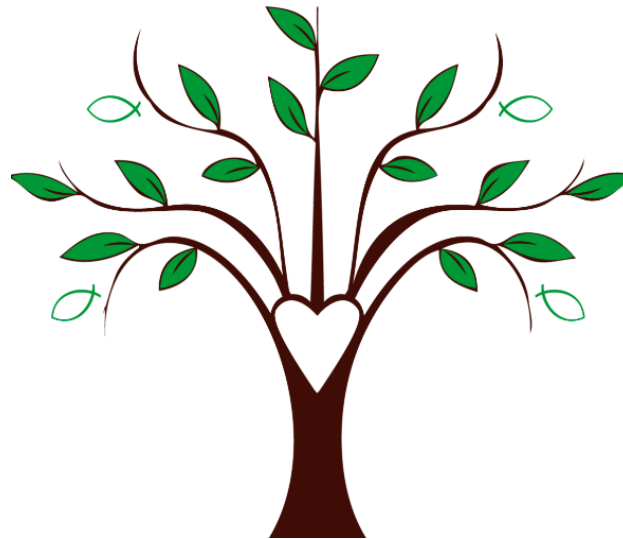




Moorlands CE Primary Academy

Covid-19 September Reopening Risk Assessment

v2.0 November 2020



Last update: 4th March 2021

COVID-19 Educational Settings Risk Assessment F646c

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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.

This template only covers the control measures needed to manage the risks presented by COVID-19. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

By implementing all of the controls you will be reducing the risk as far as is possible, in line with the community risk level.

The controls identified below are designed to manage the risks relating to:

- Positive cases bringing COVID-19 into the setting
- Exposure to numerous people while in the setting increasing transmission risk
- Direct person to person transmission
- Surface transmission including through the use of equipment
- Staff and pupil health increasing the risk of transmission (separate risk assessments are available for staff at increased risk)
- Staff and pupil mental health and well-being due to anxiety or increased pressure
- Educational visits increasing the risk of contact with others and therefore transmission
- Extra curricular activities increasing the risk of transmission with others and therefore transmission
- Lack of awareness of the control measures and requirements (the need for information, instruction and training)

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 to 01-07-2020	Various minor amendments to reflect government changes
13-07-2020	Updated for September Term
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording
21-08-2020	COVID-19 Secure contractor arrangements updated Music and Drama New links to CLEAPSS guidance Supervised toothbrushing programmes New information for spaces without direct outside air
27-09-1010	Contractors are aware of schools expectations in advance of making a site visit Peripatetic teachers and invigilators added to staffing arrangements Additional information for where resources are taken home. Reference to updated COVID-19 Cleaning and Disinfection supplementary checklist Updated Music, dance and drama Updated Physical Activity Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed Updated Public and School transport. Visitor section updated to including familiarisation and parents evenings



	Hand hygiene update to confirm that where hand washing is carried out, running water must be used. Parent communications updated regarding external wraparound care and extra curricular providers where necessary. First aid section updated.
20/10/20	Updated completion guidance Separated out management planning information into a new checklist Changed wording from local lockdown to new alert level terminology Updated shielding for pupils information to reflect new alert level advice. Updated information on temporary staffing Updated information on performing arts
27/11/2020	Added additional information about upcoming interviews at the school.
31/12/2020	All references to 14 day isolation period have been changed to 10 days. Amendment to reflect that 15 minutes close contact can be accumulated. PE, sport and physical activity in Tier 4 update. New information for messy play Educational visits – updated to reflect that visits may be restricted as a result of Tier requirements. Extra- curricular provision and wraparound care in all tiers – updated Amended to reflect face covering requirements in Tiers 2,3 and 4 Additional restrictions in line with local tier restrictions for the hire of school premises.
15.1.2021	Attached NCC Covid partial closure addendum



24/02/21	Changes to reflect updated government guidance on full reopening of education settings including the use of face coverings, educational visits, live performances, wrap around care and testing. Changes are highlighted in grey
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Setting/Premises:	Moorlands Primary Academy		
Location:	Belton, Norfolk		
Assessment Date:	13 th November 2020	Last Review Date:	15th January 2021
Assessment completed by:	Kevin Lee, John Siddles		

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

Management Arrangements

Item	Control measures	Yes/no/ not applicabl e	How? Notes and further information	Date required and completed
General management planning	Management planning has been undertaken following the management planning checklist and compliance code	Yes	Please refer to management planning checklist, items transferred during RA Review 06/11/2020.	
Opening after reduced occupancy	The Premises Management Risk Assessment has been completed where applicable.	Yes	Schoolkeeper to complete with DH	

Staffing arrangements

Staffing levels	Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches work is arranged where possible so that: <ul style="list-style-type: none"> • The number of such staff are kept as low and consistent as possible • They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with 	Yes	Music Teacher from Norfolk music hub follows school rules and also follows Norfolk Music Team’s RA. Supply staff are consistent and are aware of the rules in place in school.	07.09.2020
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	(coaching timetables have been rearranged to longer rotas than normal where necessary) • They have minimal contact with, and maintain 2m distance from, permanent staff		All staff are told to keep 2 metres from each other.	
	Teaching staff breaks are organised in a way that avoids staff covering for a different group	Y	PPA cover prearranged and consistent.	Complete
	Consistent working arrangements are applied to ITT trainees.	N/A		
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	Y	PPA is provided by HLTAs who do cross bubbles. However, they maintain strict social distancing, handwashing protocols and all rooms are well ventilated.	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	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 Reminders in staff meeting on 01/03/21
	Where volunteers are used the same staff principles are applied.	No	Currently no volunteers in school	March 2021
Premises and cleaning staff	The principles of distancing and hygiene are in place for normal premises management activities.	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.	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 in line with the relevant guidance/compliance code.	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	<p>Main groups (staff and pupils) have been developed that are the smallest practicable, consideration has been given to the following where possible:</p> <ul style="list-style-type: none"> Groups are kept static Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. Contact within groups is minimised through measures outlined in this assessment. Pupils will stay in their class/group throughout the day, or on subsequent days 	Y	<p>Nursery - 1 Group (30) Reception/1 – 1 Group (60) Year 1/2 -1 Group (60) Y3/4 - 2 groups: 1 group (90) Y 5/6 - 1 Group (90)</p> <p>The above groupings allow for phonics and freeflow provision, as well as taking into account severely limited staffing numbers. This is the only way to ensure a full curriculum is taught with the staffing that we have.</p>	<p>Introduced on 4th September</p> <p>Amended 5th October</p> <p>Amended 1st March 21</p>
	Any extended groups created remain as small and consistent as possible	Y	<p>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.</p>	complete
	<p>Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:</p> <ul style="list-style-type: none"> some secondary curriculum practical activities some music activities With very young children 	N	<p>Full classes back in school from March 8th. Limited support staff have been focused on youngest children and where teacher is classed as clinically extremely vulnerable.</p>	

	<ul style="list-style-type: none"> Because of health conditions or understanding of the children 			
Staffing within groups	Staff are paired consistently 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
	Staff are consistently to each class group, and where possible for the same day and subsequent days.			Reminders 01/03/2021
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Y	Full details are kept and maintained by class es and the office for central contacts	September 2020 Complete

Other general measures

	The use of outdoor spaces has been maximised	Y	<p>Teachers encouraged to use outdoor spaces for learning wherever possible – 2 metre distance from any other group at all times.</p> <p>Outdoor projects, eg gardening to be initiated March 2021</p> <p>Outdoor areas have been developed</p>	Complete Reinforced at September INSET
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Y	<p>Social distance wardens out at start and end of every day – wearing orange vests.</p> <p>Reintroduced for March return.</p>	8 th March 2021



	Gatherings involving more than one group is avoided e.g. assemblies	Y	All gatherings take place via Zoom	Sept 20 Complete
	Activities involving invited audiences do not take place	Y	Any invited audiences are via zoom, eg harvest assembly.	Sept 20 Complete
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible. Close contact is defined as someone you have spent any amount of time in face to face contact within 1 metre or anyone you have spent 15 minutes or more within 2 metres. The 15 minutes may be accumulated time throughout the day and does not have to occur within a single exposure.	Y	When inside, staff to keep 2m distance from children where possible and to avoid contact under 1m face to face. Face to face contact with children to be avoided where possible. Contact games to be avoided in PE	Complete
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	Y	Toilet use has been comprehensively reviewed and all bubbles have their own clearly demarcated toilets. There is clear guidance for number of users and groups are kept separate.	Sept 20 Complete
	Activities that encourage or cause people to raise their voices unduly 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, non-compliance to be reinforced.	13.7.20 Complete 4.9.20 Complete
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Y	Staff to avoid taking work or other items home where possible. In the moment marking encouraged. Teachers advised of rotation marking during INSET on 3 rd and 4 th Sep 2020 and this refreshed on 1 st	13.7.20 Complete completed



			March.	
			Minimising resources taken home minimised rules reinforced October 2020	
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	Y	Clear guidance given Refresher training March 2021.	13.7.20 Complete
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Y	Resource quarantine buckets available at key points	13.7.20 Complete
	<p>Movement around the school is kept to a minimum as follows:</p> <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 classes instead. The rooms used have been selected to enable this. • Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks) <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> • Staggered times for using stairs and corridors • Utilisation of alternative external routes • One-way systems introduced • Supervision of movements around settings • Central dividers placed in the middle of wide corridors to keep groups apart • The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other 	Y	<p>Classes to remain in class for the majority of the day:</p> <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 staggered – see above.</p>	13.7.20 Complete
	Arrangements for collecting, passing on and returning shared resources	Y	Resource quarantine buckets	13.7.20

	and equipment is planned to prevent close contact.		available at key points	Complete
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Y	Any shared spaces in use have physical separation and at least 2metres distance.	Sept 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		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Y	All bubbles have their own areas, supervised by staff from those bubbles.	Completed Sept 20
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Y	Some pegs have been moved into classrooms to aid flow and avoid pinch points	Sept 20 Complete

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks Seats are forward facing The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 	Y	All classrooms are sat in rows and as spaced out as possible. Larger spaces are used for lunch (eg: hall Year 6) where this is the case, bubbles are kept separate and areas are rigorously cleaned between bubbles. Teachers desks and teaching points are kept 2m from children.	Sept 20 Complete
	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	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



	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> • Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk • Where close contact is needed, interact side to side with pupils and not face to face • Not require pupils to share or swap resources, including no marking each others books • Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	Y	Teaching guidance given during INSET and in teacher handbook	completed
	<p>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.</p>	Y	Parent guidance to be issued covering all guidance during the summer holiday with enough time for parents to get prepared for September start.	completed

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Y	Trim trail only used by one bubble at a time. Strict handwashing before and after use.	17.7.20 Complete
	Equipment use is supervised, and time limited to enable other users to take their turn	Y	Trim trail only used by one bubble at a time. Strict handwashing before and after use.	17.7.20 Complete
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Y	Yes	17.7.20 Complete
	A one-way system has been introduced around outdoor gym equipment and trim trails	Y	Yes	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)	Y	Hand washing/cleaning– children encouraged to clean hands before and after playtime.	17.7.20 Complete
	Hand sanitiser stations are positioned near to 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 break times. This is stored in class and wiped down daily.	17.7.20 Complete
	Time is allocated for play equipment for each group/bubble	Y	Trim trail only used by one bubble at a time. Strict handwashing before and after use.	17.7.20 Complete
	Multiple groups do not use outdoor play equipment at the same time.	Y	Trim trail only used by one bubble at a time. Strict handwashing before and after use.	17.7.20

Specialist curriculum considerations

All activities	<ul style="list-style-type: none"> The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is 	Y	All cleaning requirements are followed.	Complete
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	applied for all equipment and touch points associated with specialist curriculum activities.			
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<p>Music, dance and drama – general principles</p>	<ul style="list-style-type: none"> • Playing instruments and singing in small groups takes place outdoors where possible • Care is taken to observe 2m social distancing as much as possible • Background and accompanying music sound levels discourage unduly raised voices • The available space and ventilation in that space is considered, and group activity has been limited where necessary due to space available and ventilation requirements • Microphones are used where possible to reduce the need to shout or sing loudly. • Children are encouraged to sing quietly. • Face to face positioning is avoided, giving preference to back to back or side to side positioning • Wind and brass players are positioned so that air from their instrument does not blow into another player. • Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed • Drama activities are planned to map movements to ensure social distancing, including one way systems • Extending main groups outside of curriculum requirements is avoided where possible. • Hand hygiene and disinfection arrangements are in place • Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission. • Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained. 	<p>Yes</p>	<p>Latest guidance states that singing can take place but:</p> <ul style="list-style-type: none"> • Where carried out inside, activities are in a well-ventilated space • Social distancing of 2 metres is maintained (and consideration given to using screens or barriers in addition to social distancing). • Taught in groups of no more than 15 (or less where the space is not available to achieve 2 metre distance between all participants) • Limited in duration • Not require anyone to face each other, giving preference to back to back or side to side positioning • Use microphones where possible to reduce the need to shout or sing loudly. Encourage children 	<p>Updated March 2021</p>
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			<p>to sing quietly.</p> <ul style="list-style-type: none">· Avoiding extending main groups outside of curriculum requirements where possible.· Plan appropriate hand hygiene and disinfection arrangements. <p>No indoor choir (mixed bubbles not permitted).</p> <p>Socially distanced music tuition only in a COVID secure manner.</p> <p>Background and accompanying music must be kept to levels which do not encourage voices to be raised. Microphones should be used to reduce the need for shouting or prolonged periods of loud speaking or singing. Microphones should not be shared where possible.</p> <p>November Update:</p> <p>Singing is going to take place in class bubbles only, as stated on the</p>	
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			<p>compliance code updated 13.11.2020. Singing session must not be prolonged for no more than 15mins. · Classroom must have good ventilation otherwise, singing session must not take place. · Staff must not face pupils when signing but either stand at the back of the class or to the side of the children at the front.</p>	
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Handling items, equipment and instruments	<ul style="list-style-type: none"> • Equipment sharing is avoided wherever it is possible including microphones and instruments, limiting handling music scores, parts and scripts by issuing them for individual use. • Drop off points and transfer zones are provided where required. • Where equipment is assigned to an individual for sole use, it is labelled to identify the user. • The use of costumes are avoided in drama • Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment • Consideration has been given to limiting the number of suppliers when hiring equipment. • Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments). • Hand hygiene is always followed before and after handling shared items • Items and equipment are stored in a clean location when not in use 	Y	Musical instruments are not be shared unless thoroughly disinfected between each user	Complete
Individual lessons	Individual lessons apply all the controls outlined above as applicable including: Staffing principles detailed in this risk assessment Limiting shared equipment and cleaning requirements Maintaining social distancing where possible Avoiding physical correction	Y	Individual lessons started in September. Covid controls were shared and understood.	Complete
Physical activity	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.	Y	All advice followed, resources not shared	



	Team sports are only provided in line with the return to recreational team sport framework .	Y	No contact sport in PE lessons – see above. COMPLIANCE CODE UPDATE JAN 2021 SHOULD NOT EFFECT PE ARRANGEMENTS AT MOORLANDS	completed
	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 was outside during Aut 1 where possible. Whilst this is still the case, 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. COMPLIANCE CODE UPDATE JAN 2021 SHOULD NOT EFFECT PE ARRANGEMENTS AT MOORLANDS	14.7.20 Complete
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	Y	No borrowed kit Where equipment is used by different groups, it is sanitised first. PE equipment quarantine stations remain operational in the main hall – to be managed by the site staff	Complete



			COMPLIANCE CODE UPDATE JAN 2021 SHOULD NOT EFFECT PE ARRANGEMENTS AT MOORLANDS	
	The means to collect, pass on and return shared resources and equipment to prevent close contact is in place	Y	Large buckets used for sanitisation/quarantine	Complete
	Facilities run by external organisations are used in line with Educational Visits arrangements.	N/A		
	<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 grassroot sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust 		No external coaches used– no clubs in operation.	14.7.20 Complete
	<p>The use of changing rooms and showering facilities are avoided as much as is possible. Where used:</p> <ul style="list-style-type: none"> • 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 limiting the numbers in the space at any one time, the use of floor markings, planning movement around the space and cleaning arrangements. • Facilities will be used as quickly as possible 	N/A Y	<p>No changing rooms in use, children wear PE kit to school on day of PE lessons.</p> <p>COMPLIANCE CODE UPDATE JAN 2021 SHOULD NOT EFFECT PE ARRANGEMENTS AT MOORLANDS</p>	Sept 20 Complete
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	N/A	No swimming	
Subjects involving practical activities	<ul style="list-style-type: none"> • Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. • 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 	Y	Teachers to review science planning to ensure that main practical elements are later in the	17.7.20 Complete



Supervised toothbrushing programmes	<p>onto a smart board or screen to aid visibility</p> <ul style="list-style-type: none"> 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. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact 		<p>year and under review.</p> <p>Guidance given in staff handbook</p> <p>Visualisers are used as an alternative to children crowding around.</p>	completed
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p>Guide to doing practical work in Science</p> <p>Guide for science departments returning to school after an extended period of closure</p> <p>Guide for managing practical work in non-lab environments</p> <p>Guidance for schools where pupils spend all day in a lab</p> <p>Guidance for schools where pupils spend all day in a D&T, food or art room</p> <p>Relevant primary schools guidance for example, Practical activities in a bubble</p>		<p>Mostly N/A apart from practical activities in a bubble.</p> <p>Guidance given in September INSET</p>	Complete
	<p>COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.</p>	Yes if takes place	<p>If any of these activities are to take place in schools, these guidelines will be followed closely</p>	Complete

Autumn Examinations	The requirements for autumn examinations have been implemented and the checklist completed	N/A		
Live Performances	Live performances are not taking place at this time.	Y		

Educational visits

	Educational visits are not taking place at this time in line with Government guidance	Y		
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Where a pupil attends more than one setting

	We will work with the other setting to ensure that the approach is consistent and does not compromise the group/bubble	N/A		
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Extra curricular provision and wrap around care

General provisions	<ul style="list-style-type: none"> Extra curricular provision and wrap around care is only provided in line with legislation and Government advice (as outlined in the compliance code). Provision is reviewed and amended regularly as this advice changes. <p>Whenever the legislation and government advice changes parents are advised who can access services and for what purposes.</p>	Y	All guidance followed in this regard.	March 2021 UPDATED
	We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.	N	No extra-curricular clubs to run	17.7.20



	Pupils will keep within their main bubble where possible for the schools provision.		until further notice	Complete
	<p>The schools provision ensures that 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 • Where groupings cannot be consistent or static only outside provision is offered • Records are maintained of all bubbles or groups for 21 days 		<p>For breakfast and after school club, groups are kept strictly to bubbles and clear protocols are in place, in particular around food.</p> <p>For the first three weeks after reopening in March, the breakfast and after school clubs will run in a similar fashion to Autumn term. This will then be reviewed again for the Summer term.</p>	
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	Y	Bubbles within these clubs are roped off to ensure separation.	Complete
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	Y	<p>Below is the guidance shared with parents as to how we propose to run the provision:</p> <ul style="list-style-type: none"> • Before and after school club will be strictly limited to 16 in any session. 	Complete



			<ul style="list-style-type: none">• The children will be in the dining hall and will be in three bubbles within this space.• The three bubbles will be: R,1-2 (bubble 1) Y3,4 (bubble 2) and Y5,6 (bubble 3). It will not be possible to put siblings in the same bubble, unless they are in these already because of their year group.• Those who completed the questionnaire will be guaranteed a place in the first week. If this isn't taken up, places won't be guaranteed in week 2.• Before school will be 7.45 to 8.40 and will cost £5. No food will be provided initially, so please supply your child with something to eat or preferably ensure	
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			<p>they have had breakfast before they attend.</p> <ul style="list-style-type: none">• After school club will run from 3.00 until 4.30 in the first instance and will cost £7. We are looking at possibilities for extending this going forward. If your child is picked up after 4.30, you will be charged an additional £2 and the child must be collected by 5pm. This should only be used if you have no other alternative.• As in the before school arrangements, no food will be provided initially, so please ensure that your child has a snack as required. <p>This is due for review at the end of the spring term.</p>	
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Measures for arriving and leaving

General principles	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 sibling and adequate distancing that can take place due to size of site. All classes have their own dedicated entrance.:</p> <ul style="list-style-type: none"> · Drop off window 8.40 – 9.00 · 2 site entrance points · Multiple entrances to school · Social distance monitors on duty <p>End of day times staggered:</p> <ul style="list-style-type: none"> · EYFS – 2.45pm · KS2 – 3.00pm 	<p>17.7.20</p> <p>Complete</p> <p>Updated March 2021</p>
	Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting	Y	See above	<p>17.7.20</p> <p>Complete</p>



	There are hand sanitiser stations outside for pupil and visitor use	N	This would pose possible risks that outweigh benefits – theft, vandalism, misuse.	
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	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
	Deliveries are managed 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	Consideration has been given to how to reduce the risk of gatherings while arriving and leaving (and particularly during the initial return to school in March)	Y	Clear guidance given to parents and carers.	
	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Y	Orange vests for social distance monitors. To include all SLT, ELT and pastoral staff as necessary. Reinitiate high levels for March	14.7.20 Complete



			2021.	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Y	Parent guidance provided during holiday and reminders sent home at key points	complete d
	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	complete d
	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 Refreshed guidance March '21
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Y	No parents allowed in building. All early years classes have separate socially distanced entrances.	Complete
	Where parents/carers need to enter the setting only one parent will accompany their child	Y	Current practice continued – no parents in classrooms.	17.7.20 Complete

Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance	Y	All available entrances used. 2m floor markings used where needed.	17.7.20 Complete
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	N/A		
	Staff and school champions supervise at peak times.	Y	Staff in orange vests mobilised when necessary.	September complete

Transport and travel

General	Additional vehicles and vehicle movement changes implemented as a result of COVID-19 measures 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	
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	14.7.20

			in operation for the first term. Bikes and scooters cannot come on site in first term. Social distance monitors to remind children to wait their turn.	Complete
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y	Parent guidance was provided during the summer holiday. There have been regular reminders sent out to parents since and these will continue.	Complete
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms			
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	N/A	No school transport	
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so	N/A	No school Transport	
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	N/A	No school Transport	
	School groups/bubbles are maintained as far as is possible in school vehicles	N/A	No school Transport	
	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 Transport	
	Markings are provided where queuing is required for transport services on school premises	N/A	No school Transport	
	Windows are opened during journeys where it is safe to do so	N/A	No school Transport	
	Cleaning arrangements follow the COVID-19 cleaning and disinfection	N/A	No school Transport	

	supplement – Educational Settings.			
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	N/A	No school Transport	

Visitors (including familiarisation and parents evenings) and reception area

General	The number of visitors is minimised as much as possible	Y	<p>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</p> <p>Governors not visiting site for the time being other than the COG where needed.</p> <p>No entry restrictions placed on visitors that are required for the purposes of education or safeguarding.</p>	<p>17.7.20</p> <p>Complete</p>
	Visitor times are planned and by appointment only	Y	<p>All visiting professionals must be booked in advance at the front office. Full contact details will be required.</p>	<p>17.7.20</p> <p>Complete</p>



	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. • How you will maintain social distancing during the visit 	Y	Visitor leaflet to be handed out to all visitors to read	Completed
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild 	Y	Script in place that will be followed.	Completed Sept 2020
	Visitors will use their own pen or will be provided with a pen that they take with them.	Y	If visitors do not have their own pen, cheap disposable pens are available.	complete Sept 2020
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Y	As stated, records kept in office.	Complete Sept 2020
	The reception operates on a one in and one out basis	Y	Clear signage in place	Completed Sept 2020
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	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



Contractors	All visits that are not essential to education and safeguarding happen out of hours.	Y	Rule in place. HT/DHT must be consulted for all appointments	Completed Sept 2020
	Where visits cannot take place outside of school hours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained has been carried out and agreed with the contractors in advance.	Y	TB/Office Team to co-ordinate	Complete Sept 2020
Parents and carers (including parent evenings)	<ul style="list-style-type: none"> • All meetings are carried out remotely where possible. • Parents and carers should only attend the setting where they have a pre-arranged appointment • Where possible, only one parent/carer attend. • Visits are planned and organised to ensure distancing and hygiene measures can be maintained • Information is provided in advance to ensure arrangements are communicated 	Y	In place, all parents evenings to take place on Zoom, extremely urgent meetings to take place outside or with appropriate PPE and distancing. HT/DHT must make this decision.	Complete Sept 2020
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Y	<p>Visiting professionals follow same rules as any other visitor.</p> <p>All visits must be pre-booked</p>	Complete
Interviews	Arrangements for Covid-secure interviews to be in place	Y	<p>Interviews for teaching vacancies will be a 2 stage process. Firstly, Zoom Interviews will be held to whittle down the long list to a very short list.</p> <p>Those who are taken to the second stage will be invited into the school but interviews will be held in a socially distanced fashion</p>	Complete 27 th November 2020

			<p>in the Children's Centre.</p> <p>All those attending will be required to confirm that they have no symptoms and have not been told to get a test or self-isolate. All additional practices for visitors will be followed.</p> <p>Any teaching task will take place in the Children's Centre Creche room with appropriate social distancing and following all school Covid guidance.</p>	
Pupil familiarisation visits	Visits are provided virtually where possible.	Y	All measures in place	Complete Sept 2020
	The visitor arrangements in this section are applied where in person visits are planned.	Y		
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Y		
	Visitor numbers are limited and appointments are staggered	Y		
Pupil lesson attendance for familiarisation	<p>Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include:</p> <ul style="list-style-type: none"> • Limiting visiting pupils mixing between additional groups • Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining) • Avoiding compromising the existing social distancing arrangements within the class • The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented 	N/A	None	



	<ul style="list-style-type: none"> Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk. 			
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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 Refreshed with Aspens Feb '21.
	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		
	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	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
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Y	See Above	17.7.20 Complete

Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Y	Aspens have their own protocols which are followed	Complete Sept 2020
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Y		Complete Sept 2020
	The way in which essential food deliveries are received are managed	Y	Food deliveries utilise a separate entrance and these are managed using all Covid protocols by PO and TB	Complete Sept 2020
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Y	Staggered Bubble Service. Y5/6 take their lunch in main hall (delivered to them)	Complete Sept 2020
	Additional meal collection points have been put in place to reduce queuing where necessary	Y	See Above	Complete Sept 2020
	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 and well ventilated 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. Ventilation has been shown to be a key measure and so at least 2 windows should always be open a decent amount to allow for airflow.	Y	Windows open when appropriate. TB to oversee fire safety plan and to Risk Assess propping open fire doors. The temperature is warming up again now, but children can still wear extra layers where appropriate.	14.7.20 Complete Refreshed March '21



	Responsibility for opening and closing windows have been assigned to appropriate staff in all occupied areas of the premises	Y	All staff have been instructed in this.	March 2021
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Y	These are not installed in main building. Risk Assess as part of Covid Fire Plan	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.	Y	Air con in ICT room not to be used until further notice.	14.7.20 Complete
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	Y	All rooms used by staff have windows or some form of natural airflow with very few exceptions (cupboards, server room). Where this is the case, strict rules are in place for time in room and who can access these.	Complete

Toilets and handwashing facilities

	Times of use 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
	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.	completed
	Hand dryers are efficient and effective in quick drying or have been	Y	TB to oversee the operation of	completed



	replaced with more efficient dryers or paper towels		hand dryers and use judgement on effectiveness – where dryer is deemed to be insufficient, it will need to be replaced or upgraded.	
	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.	completed

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Y	All DNEAT training to take place remotely. All Governor meetings are remote Staff training plan in place – see below.	17.7.20 Complete
	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 	Y	All in person meetings unless absolutely essential still paused. Communicated with staff during INSET.	completed



	<ul style="list-style-type: none"> • Ensure 2 distance is maintained at all times, not sitting face to face • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 			
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online. • 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 • Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible • 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. • 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, 	Y	All staff training to take place over Zoom until further notice.	Complete

	<p>for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.</p> <ul style="list-style-type: none"> • Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 			
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Y	Additional space highlighted in cookery room and Hub. Staff room limited initially to 7, reviewed to 5 (November lockdown)	Complete Sept 20, Reviewed Nov 20
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Y	All bubbles have staggered times/.	Complete
	Furniture has been arranged to encourage distancing and not sitting face to face	Y	Complete	Complete Sept 2020
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Y	No events to take place outside of core business of school	Complete Sept 20
Parents evenings	Meetings are undertaken by telephone or internet.	Y	Zoom	Complete Sept 20

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	<p>Cleaning briefing given to staff during return to work training in June – reminders given in handbook.</p> <ul style="list-style-type: none"> • Cleaners to ensure all surfaces remain cleaned • School was deep cleaned during half term before reopening in November • School staff to know of hygiene measures. Double cleaning for 	<p>Completed sept 2020</p> <p>Updated Nov 20</p>
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			surfaces that are dirty first, they are wiped down and then disinfected. Staff know that if a desk has to be used by another member of staff, that they disinfect before using the space.	
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Y	Different colour cloths in place for cleaning different surfaces <ul style="list-style-type: none"> • Staff are fully cognizant of the regime for cleaning. • Staff know to use the different coloured cloths for cleaning different areas if an emergency • All class bases have their own wipes, bottle of disinfectant and blue roll if required. 	Complete
	The setting has identified 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.	Complete
	All Staff who undertake cleaning: <ul style="list-style-type: none"> • Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. • Are provided with disinfectant wipes to enable them to clean and 	Yes	<ul style="list-style-type: none"> • Cleaners are aware of cleaning protocols. • As above • In EYFS wipes, Disinfectant spray, blue roll, hand sanitiser and bins with lids provided. • Milton for Toys available will be 	1.9.2020 Ongoing



	disinfect contact points in teaching spaces and equipment between mains groups using them.		used and cleaned using disinfectant throughout the week. <ul style="list-style-type: none"> • Children will have wash their hands before starting an activity. • If a child does put a toy in their mouth this will be removed and sterilised immediately. If not able to then the toy will be removed and sterilised at the end of the day. 	
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: <ul style="list-style-type: none"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group • Secondary settings -, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes. • Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 			
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment and these are recorded	Yes	<ul style="list-style-type: none"> • Cleaning staff and staff to have the information and this will be recorded. 	16.11.2020
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	<ul style="list-style-type: none"> • All areas to have cleaning equipment available. Staff know to sanitise their hands prior to 	1.9.2020 Ongoing

			using it.	
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 to reduce the risk of cross contamination between filling.	Yes	<ul style="list-style-type: none"> The only water cooler available is in the staff room. Pupils to refill their bottles in the classroom at the class sink. Children have been advised to bring full bottle to school each day. Staff are able to use the water cooler and to know that they must use a wipe to clean the tap before filling their bottle. 	1.9.2020 Ongoing
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 storage of cleaning materials/PPE etc.	Complete
Tissues and waste from bins provided	<ul style="list-style-type: none"> Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. Waste bins are provided in classroom and other key locations such as dining areas Bins are emptied regularly throughout the day Bins and tissues are provided in the same place Waste bags for tissues are double bagged for disposal 	Y	<ul style="list-style-type: none"> Tissues in all classrooms – central stock in medical room cupboard Bins in all classrooms and areas. Can be emptied as required by calling the site team. All emptied at the end of each day. 	

Handwashing and respiratory hygiene arrangements

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> Staff are ensuring that hand hygiene 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 Event related prompts are given to pupils by staff.....<i>after..... before....</i> 	Y	<ul style="list-style-type: none"> All staff to know and use correct hygiene measures Staff have built in regular handwashing throughout the school day. Paper towels to be used in classrooms and in toilet 	Complete Sept 2020
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	<p><i>when</i> as a more effective means of promoting hand hygiene that fixed time prompts.</p> <ul style="list-style-type: none"> • Supervision arrangements are in place to support pupils with handwashing where it is needed. • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Entrances are supervised on arrival in the morning to support hand sanitising on arrival. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 		<p>facilities.</p> <ul style="list-style-type: none"> • Staff to observe/check pupils washing their hands (Spot check, not all) • Handwashing to take place across the school day and especially at key times of the day. • On leaving the school hall after eating children to use hand sanitiser as they then go straight out to play. • All entrances into school and class bases have hand sanitiser stations. Pupils/staff use these before entering and on exiting the school premises. • Parents are advised that pupils need to wash their hands on arriving home. 	
	Hand washing is carried out using running water (static bowls are not used)	Y	No static bowls, running water only.	Complete Sept 2020
	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.	Complete Sept 2020
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Y	Units are based indoors as this is the safest mode of delivery – the risk of misuse is too high.	Complete Sept 2020



	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	y	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.	Complete Sept 2020
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Y	<ul style="list-style-type: none"> • The main store of hand sanitiser is kept in a locked cupboard. • Staff know to remove hand sanitiser when not in use during the day. Stored out of reach of children • Children know to treat sanitiser with respect and not to mess about with it. 	Complete Sept 2020
	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 were placed around school in September and pupils are given regular reminders.	Complete Sept'2020
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Y	<ul style="list-style-type: none"> • Staff to regularly remind children of the importance of not touching their faces. • Children are reminded during lunch sessions to not touch their faces as they have been eating or touching other pupils. <p>Handwashing regime to include before and after eating, blowing nose etc.</p>	Complete Sept 2020
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Y	<ul style="list-style-type: none"> • Reminders given to staff 	Complete Sept 2020

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Y	KL has met with specific staff to complete risk assessments which were done on return to school in September. These have also been reviewed. CEV staff follow guidance.	Complete Sept 2020 and reviewed twice.
	Staff who have received a letter advising them to shield do not come to work in setting until the government advise it is safe to do so in line with <i>COVID-19 Your health and your safety when working in educational settings</i>	Y		
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	Weekly surveys offer opportunities for staff to share wellbeing concerns Staff offered wellbeing support via school, Trust and Diocese. Staff have access to Norfolk support line. Ecomms also outlines wellbeing contacts for staff	Ongoing
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Y	Where possible, flexibility and support given to staff. This is a particular problem for staff with school age children.	Ongoing
Symptoms	Staff know to go home as soon as possible if they develop symptoms	Y	Staff were made aware of this when doing H and S training at start of year. Regular reminders issued. Reminded again during PD days in	Complete 04.09.2020

			October	
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	Staff all aware that in the event of developing symptoms or a family member developing symptoms that they are tested. To remain off work until the test comes back and it shows negative. This is regularly enforced.	Complete Sept 2020
Lateral Flow Testing	Voluntary lateral flow testing is available for all staff to administer at home (2 per week)	Y	Staff aware of LFT testing protocols and the recording of results.	From January 2021
	<p>Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools</p> <p>The risk assessment templates for LFD testing have been completed as appropriate</p> <p>All eligible persons are encouraged to participate in testing</p> <p>If a LFD test resulted in a negative result, yet the person still has symptoms, then a PCR test should still be booked.</p>	Y	LFT completion spreadsheet shared with all staff, encouragement & instructions given	From January 2021

Pupil Health and planned close contact activities

Shielding	Pupils who have received a letter advising them to Shield continue with remote learning until the Government advise it is safe for them to return to setting	Y	Shielding pupils: 0 Shielding staff: 1	Complete
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 of term covered this, along with regular reminders that are given.	Complete 09.09.2020, regular



				reminders
	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.	Ongoing
	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 as necessary.	17.7.20 Complete
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Y	Guidance used to amend policy July 2020. Communicated to children, parents and staff	17.7.20 Complete
	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	Team to identify any children and to produce any plans as appropriate.	Sept 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 and compliance code used.	Sept 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	Complete 04.09.2020



Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Y	<ul style="list-style-type: none"> Pupils to have a reintegration timetable if they are struggling to return. 	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	BIF recovery curriculum has support this and PSHE sessions remain high profile within the curriculum Pastoral team to work with individual pupils where necessary	Ongoing
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Y	Safeguarding team and also pastoral team available for individual children	Ongoing
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Y	From the first day in school, children will be reminded of this and subsequently throughout the Recovery Curriculum First half term will be following the Recovery Curriculum The recovery curriculum is continuing for A2 but will then transition into SCP. Curriculum has been narrowed slightly to allow time for extra PSHE sessions. Frequent check-in with pupils to assess wellbeing. Discussion with parents to share if pupils are showing signs of being unhappy.	Complete but Ongoing
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y	RS available to support individual children as required.	Ongoing
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Y	Time will be made available where this is required.	As necessary
	Behaviour will be managed as it normally would in order to encourage	Y	Schools behaviour policy in place	Completed

	universal hygiene and new safety arrangements.		with a Covid 19 appendix Reviewed with all staff on return back to school in September	04.09.2020
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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	Yes, all avenues of communication used, including Moorlands Chat, PS Connect, text messages, letters, following all guidance.	Ongoing. Initial correspondence carried out week of 07.09.2020
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Y	Included in letter sent to parents prior to children returning to school All government guidance links on school website and through other avenues highlighted in box above	Completed Sept 2020
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	Y	All relevant documents shared, no external providers used in school	Complete 07.09.2020
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Y	Visitor arrangements very clear. Visitors only allowed in in exceptional circumstances.	Complete Sept 2020
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Y	Temporary signage in place around school and regularly reviewed by KL; SF, TB	Completed Sept 2020
	Site changes such as entrances and exits will be identified where required	Y	Clear signage in place and	Sept 2020



			communicated to parents	complete
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y	Numerous signs in key places, regularly reviewed.	Sept 2020 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	Where necessary this will be implemented.	Ongoing review
	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	Guidance given in INSET	Complete 04.09.2020
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Y	Front entrance	Complete 04.09.2020

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Y	<i>Instruction given in INSET on 3rd and 4th Sept 2020. Staff have also been emailed all relevant information, as well as any hard copies. Records kept</i>	Complete 04.09.2020
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	Yes, in addition, this is regularly reviewed in weekly staff survey.	Complete 04.09.2020
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Y	Initial RA shared June 2020, revised RA shared September, November 2020, January 2021, March 2021	Complete June, Sept, Nov
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Y	This message has been delivered, however this is very much down to the individual.	Sept 2020
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Y	All staff aware of their roles and responsibilities.	Sept 2020 complete



	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Y	Regular staff survey	Weekly
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Y	Message repeatedly given. Latest reminder sent 18.11.2020	Latest reminder 18.11.2020
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Y	Message repeatedly given. Latest reminder sent 18.11.2020	Latest Reminder 18.11.2020
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	Staff are aware of these staff in their relevant areas.	Ongoing

Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <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	<ul style="list-style-type: none"> • Staff in classrooms have ensured that there is enough working space for them and the children. No desks are shared by staff members • Office staff have their own desks and do not sit face to face. All offices restricted to 2 occupants. Staff all given face shields/coverings • All offices/staffroom to have full ventilation with windows open and doors. (doors only to be closed for private conversations) • No equipment to be shared by staff members • Photocopier to have wipes 	07.09.2020 Complete
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			for wiping down touch points	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <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 	Y	<ul style="list-style-type: none"> • All additional space utilised • PPA may be taken at home • Shared workspace minimised and cleaned between users. 	Completed 04.09.2020

Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Y	Fire assembly points and protocols have been reviewed and communicated	Complete
	Fire drills that are carried out encourage social distancing.	Y	Individual bubbles have their own exits and separation is observed at assembly points	Complete
	Staff and pupils understand that in an emergency they must leave without delay	Y	As existing protocols	Complete
First aid – all settings	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y	First aid guidance given to staff during INSET	Complete
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y	As above	Complete

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.			
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public and school transport and where the exemptions to this apply	N/A		
	Where face coverings are worn to or in a setting, arrangements are in place to ensure they are used and stored in a hygienic way that does not	Y	Communicated to staff	Complete



	increase the risk of transmission.			
	Where face coverings are required within the premises either due to an increase in alert level or by educational setting decision these requirements and information relation to hygiene measures have been clearly communicated to all concerned	Y	Various staff communication systems: meetings (zoom) email, staff whatsapp work group, Covid handbook.	Completed
	A policy on wearing of face coverings in setting has been developed in line with the Compliance Code and Government advice	Y	This is a simple policy. Staff are permitted to wear face coverings in class if that is their wish. These are not obligatory in Primary Schools. However, when in public spaces, eg corridors, face coverings will be worn.	Complete
	Consideration has been given to where it would not be appropriate for some people to wear a face covering as described in the Compliance Code and additional hygiene measures implemented as appropriate.	Y	As above. Face coverings and PPE worn in all intimate care situations.	Complete
	Face visors or shields are not worn as an alternative to face coverings.	N/A	This is a simple policy. Staff are permitted to wear face coverings in class if that is their wish. These are not obligatory in Primary Schools. However, when in public spaces, eg corridors, face coverings will be worn.	
	<p>Communication about the use of face coverings includes:</p> <ul style="list-style-type: none"> • The settings policy on when face coverings must be worn • Even when a face covering is worn all other measures that are in place to reduce the risk of transmission continue to apply. • Advising that multi-layered face coverings are considered to be the most effective • If you have COVID-19, wearing a face covering does not make 	Y	<p>Communicated to all staff 01/03/21</p> <p>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</p>	Complete

	<p>it safe to go out in the community, attend school or work</p> <ul style="list-style-type: none"> Hygiene measures regarding putting coverings on, taking off, storage and hand hygiene as detailed in the compliance code. 		<p>minutes</p> <p>We advise staff to wear face coverings/visors when in school (apart from their own classrooms)</p> <p>No member of staff will be prevented from wearing face coverings in class.</p>	
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Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> Staff know to go home as soon as possible if they develop symptoms of COVID-19 Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day Anyone who has developed symptoms and cannot go home immediately will wait in the designated room 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	This has been communicated to all staff.	July 2020 complete
Self-isolation criteria	<p>Close contacts will isolate:</p> <ul style="list-style-type: none"> Where notified by NHS Test and Trace that they are a close contact of a positive case Where they are notified that they are a close contact of a positive case by the School Where a member of their household or support or childcare bubble 	Y	All in place. All incidents will be dealt with in a consistent way.	Amended March '21

	develops symptoms. Staff and pupils will immediate isolate if they test positive (PCR or LFD) and follow household isolation requirements.			
Travelling from abroad	The school will encourage staff and pupils to follow the requirements for Entering the UK	Y	All in place	Amended March '21

Any other actions that are not listed above

COVID Grab Bags	Clinically extremely vulnerable staff (1) 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: HT, DHT	Position:
Signature:	Signature: