

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

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

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

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

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

<b>Date of change</b>	<b>Section, Page and Change</b>
12-05-2020	Whole revised document please read.
18-05-202	<i>Changes made are shaded (grey) and in italic font</i>

<b>Setting/Premises:</b>	Greyfriars Academy		
<b>Location:</b>	King's Lynn, PE30 5PY		
<b>Assessment Date:</b>	18.05.20	<b>Review weekly</b>	
<b>Assessment completed by:</b>	SLT- Beverly Barrett, Diane Marshall, Claire Emery, Suzie Allen		

## Management Planning

### Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels.	Y	The day has been staggered with different start and finish times for Bubbles and 3 separate collection points. Both children and staff will leave the building at the end of their time tabled day. There is no setting transport to consider.	18.05.20
	An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught.	Y	Specific external doors to be used by different bubbles and a one way system in place in parts of the school. Arrows will be placed in the corridor where needed. Toilets have been allocated to different bubbles and there will be set toilet breaks to restrict movement. Bubbles and individuals to be escorted to toilets.	18.05.20
	Plans have been put in place to address lack of adequate space or available staff to achieve separation of	NA	This will be reviewed if changes	18.05.20

	people/cohorting. Class size issues have been escalated to the Cluster Adviser			
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	NA		
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period	Y	H & S checks are up to date.	18.05.20
	SMT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Y		18.05.20
	SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Y	Caretaker follows DfE advice. Days are shorter to allow for extra cleaner. Steam cleaners will be used and each class room will have additional anti viral spray cleaners and cloths available for use throughout the day.	18.05.20
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Y	Any additional information to be communicated to staff	18.05.20-ongoing
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Y	This is ongoing. Staff have been asked for their concerns and suggestions and these have been considered during this process. This risk assessment will be shared with staff for ongoing involvement and review as needed.	22.05.20
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns	Y	See above. This RA will be reviewed at the end of each week by SLT and consider and respond to staff concerns and suggestions.	5.06.20
	<i>SMT have made arrangements to provide information,</i>	Y	Information will be shared by	21.05.20

	<i>instruction and training prior to implementing these measures (and prior to the recovery phase) with staff through online meetings and not face to face.</i>		email re the new arrangements during the planning stage. Further communication will be provided on Monday 1 <sup>st</sup> June, either on site or through TEAMS video meetings or TEAMS Chat.	27.05.20 1.06.20
	<i>Senior colleagues will be present at the site and especially during the early part of the recovery plan in order to provide additional support and reassurance and to pick up on any issues and review arrangements.</i>	Y	SLT will all be present and on site throughout.	1.06.20-ongoing
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Y	An appendix will be added to the Behaviour Policy to summarise this. SLT available at all times to support.	27.05.20
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Y	LIT Meeting- 18.05.20 Risk assessment and reports on implementation and review to be shared- ongoing	18.05.20
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Y	SLT have reviewed the current planned arrangements against the NS checklist.	21.05.20
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, <i>tissues</i> and PPE that is specified in PPE guidance.	Y	All ordered.	20.05.20
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Y		1.06.20

### **Staffing arrangements**

Staffing levels	Reduced staff ratios do not significantly compromise the safety and security of pupils (please note EYFS ratios can also be changed due the current exceptional circumstances)	Y	The school has current staffing capacity to not compromise the security or safety of the additional children	18.05.20-ongoing
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	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Arrangements for the deployment of staff and use of alternative buildings have been drawn up for implementation where appropriate and possible (see pupil and staff cohorting).	Y	Provisional teams have been organised for maximum amount of bubbles possible. Already predicted numbers indicate that these will not all be needed which gives capacity for future deployment.	2.06.20-ongoing
	<i>Staff from other schools provide cover on a weekly basis and not daily to limit different contacts within groups.</i>	NA		
	Plans are in place for teaching assistants to be allocated to lead a class group under the direction of a teacher if there is a shortage of teachers.	Y	This will be staff with relevant qualifications/experience wherever possible.	18.05.20
	<i>Teaching staff have breaks from their group during the day where possible, for example, by alternating between the teacher and teaching assistant, avoiding new staff covering from a different grouping.</i>	Y	This will be through alternating Teacher and TA- no other adult will be introduced to the bubble other than a bubble MSA.	2.06.20
Business support and premises management staff	Staff work from home where it is possible	Y	Only one member of office staff each day	18.05.20
	Hot desking is avoided	Y		
	Office spaces are arranged to support social distancing (maintaining 2m distance)	Y	There should not be more than two members of staff in the office at any point in time.	18.05.20
	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	NA		
Premises and cleaning staff	Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting.	Y		18.05.20
	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Y		18.05.20
	Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.	Y	In addition steam cleaners will be used	1.06.20
Volunteers	Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members.	NA	No volunteers will be allowed in school	18.5.50

## Cohorting and limiting contact

### ***Pupil and staff grouping***

Primary school classes and early years providers	Actions have been taken to create smaller groups in order to achieve social distancing (with a maximum of 15 pupils per small group, teacher and teaching assistant or smaller if the classroom size does not allow). The setting should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.	Y	Maximum 10 and this will be carefully monitored. The timetable will be set up, and the day staggered so that there is no interaction between bubbles during inside and outside activities	1.06.20
Secondary schools	Actions have been taken to create smaller groups in order to achieve social distancing (as a guide classes should be no bigger than half the normal size). The school should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.	Y	See above	1.06.20
Keeping cohorts together where possible	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Y		1.06.20
	Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days.	Y	Timetable will be in place and presented to staff.	1.06.20
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Y		1.06.20
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y		1.06.20
	Where possible pupils use the same desk each day where they attend on consecutive days.	Y	Pupils will have their own desks in years 1 and 6 which will not be shared.	1.06.20
	Multiple groups do not use outdoor play equipment at the same time.	Y		1.06.20

### ***Reducing and managing visitors***

Visitors	Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the most senior	Y		1.06.20
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	person on site if they are in doubt about an unplanned visit			
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Y		1.06.20
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Y	Pens available if required.	1.06.20
	The reception is operating on a one in and one out basis for essential visitors	Y	Signage in place and this has been maintained for past 2 months	18.05.20
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible the installation of screens to protect staff should be considered	Y	Glass shield in reception and space for staff to step back.	18.05.20
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Y		18.05.20
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Y	Sanitiser placed in reception area	1.06.20
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y	Check this is maintained- Erica	1.06.20
	Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Y		18.05.20
	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Y	Monitor- Alan	1.06.20
	Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances	Y	To be communicated to parents via email	27.05.20

### ***Travel and parking***

General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	NA		
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up	Y	To be communicated to parents	27.05.20

	children		via email	
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Y		2.06.20
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y	To be communicated via email	27.05.20
	Parents and staff have been advised that only the same household members should travel together by car	Y	To be communicated via email	27.05.20
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	To be communicated via email	27.05.20
	Pupils and parents have been advised that they should not walk together in large groups	Y	To be communicated via email	27.05.20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	NA		27.05.20
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Y	To be communicated via email	27.05.20
	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	Y	To be communicated via email	27.05.20
	Pupil attendance times have considered reduced numbers associated with public transport where possible.	NA		
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	NA		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	NA		
	Markings are provided where queuing is required for transport services on school premises	NA		
	Windows are opened during journeys where it is safe to do so	NA		
	Touch points on school minibuses/vehicles <i>and vehicle keys</i> are wiped down with disinfectant wipes after use	NA		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Y	To be added to Staff Code of Conduct	27.05.20

### ***Arriving at and leaving the setting***

Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Y		
	<i>Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.</i>	Y	Provisional plan in place with staggered times. Details to be distributed to parents as soon as numbers confirmed.	27.05.20
	<i>Reception teachers will check with the parent and/or pupil about the pupils health and ask them to wash their hands on arrival in the building.</i>	Y	For all children- SLT will check pupils and talk to parents on arrival	8.06.20
	<i>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.</i>	Y	For all children- SLT will check pupils and talk to parents on arrival	2.06.20
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)	NA		
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	Y		1.06.20
	Floor marks have been added to assist with social distancing in outside areas.	Y	This has been planned and markings arranged to be in place during half term.	27.05.20
	Staff and school champions supervise at peak times.	Y	SLT	
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		27.05.20
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Y	All three entrances to the school may be used	2.06.20
	Parents have been advised that only one parent should attend.	Y	To be emailed	27.05.20
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Y	Pupils will keep bags and coats in classrooms. No non essential items to be brought in.	2.06.20
	Alternative areas that are not being used have been allocated	NA		

	for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.			
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### **Educational Activities**

Classrooms and other learning environments.	Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve social distancing measures and this is known to all e.g. through the use of posters	Y	Maximum is 10	20.05.20
	Where appropriate, capacity levels are detailed in each room for staff to refer to.	NA		
	Rooms have been organised to encourage social distancing, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture seats are taped off/marked as not to be used to support social distancing	Y	This will be completed once numbers are confirmed	27.05.20
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Y	Items to be stored in library	27.05.20
	Classroom based activities have been reviewed and modified to support social distancing	Y	This needs to be ongoing	18.05.20
	Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	Y		18.05.20
	Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Y	Timetabled slots with a staggered timetable for bubbles to be provided
Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.		Y	Timetable use of outdoor spaces to be provided.	1.06.20
<i>Groups will not mix for PE and only non-contact activities will be carried out.</i>		Y		1.06.20
Close contact educational activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils.	Y	Timetable to be shared and discussed with teachers	1.06.20
Resources	Resources and the exchange of resources that are taken home have been limited	Y	Library will not be open for books to be taken home	1.06.20

Use of sports halls etc.	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).	Y		1.06.20
Use of school swimming pools	Please refer to updated swimming pools guidance.	Y		1.06.20
Showers	Sport activities have considered associated shower use in order to ensure that social distancing can be applied.	Y		1.06.20
	Cleaning and disinfection arrangements are in place for showers.	Y		1.06.20

### **Lunchtime and breaks**

Lunch	<b>The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment.</b>			
	Different <i>groups</i> mixing together is avoided through staggered times with several sittings and/or use of additional areas.	Y		1.06.20
	Times that meals are provided are staggered to reduce queues	Y	There will be a staggered arrangement for meals to be collected by staff and eaten in classrooms	1.06.20
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Y	See above	1.06.20
	<i>Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing</i>	Y		1.06.20
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Y	Children will wash hands before lunch, but sanitiser is also available	1.06.20
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	NA	Staff collecting meals on staggered basis	1.06.20
	<i>Additional meal collection points have been put in place to reduce queuing where necessary</i>	NA		
	Alternative payment methods are being used to eliminate cash handling	NA	No morning snacks provided so no use of tills	1.06.20
	Tills are screened where still in use	NA		

	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing <i>within the group</i> . Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	NA		18.05.20
	A different entry and exit route are being used at dinner times where more than one door is available	NA		18.05.20
Contracted food preparation	The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area.	Y	School liaises with Norse	18.05.20
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	Y		1.06.20
	Play equipment use is supervised to ensure that pupils do not gather.	Y	Detail of this to be shared with staff	1.06.20
	Pupils and staff have identified suitable play activities for break times	Y		1.06.20
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y		1.06.20
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Y	Markings planned and to be completed during half term	1.06.20
	Additional staff supervision is employed to ensure social distancing takes place	Y	MSAs support bubbles	1.06.20

### ***Movement around the premises and ventilation***

General interactions and movement around the building	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Y	One way system to be in place with signage and markings in place	18.05.20
	Windows <i>and doors</i> are open to increase ventilation where it is safe and appropriate.	Y		18.05.20
	<i>Heating, Ventilation and Air Conditioning systems are operating to encourage ventilation.</i>	Y		18.05.20
	Interactions take place side to side instead of face to face where it is possible	Y		18.05.20
	Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this.	NA		
	Class times have been staggered to prevent large numbers	Y		18.05.20

	moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport.			
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	Y	Classroom activities will be planned to ensure no group activity with contact of pupils less than 2 metres.	18.05.20
	Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	Y	Staggered times for use of playground and hall	18.05.20
	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	Y		18.05.20
	Where appropriate one-way circulation and central dividers have been placed in the middle of corridors to keep groups apart.	NA	One way signage in corridors	27.05.20
	Movements around settings are supervised and school champions support this activity.	Y	Bubble staff and SLT to supervise this.	1.06.20

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

	Times are staggered where possible and consider the increased handwashing times that have been introduced.	Y	Handwashing in classrooms	1.06.20
	Distancing for queuing has been introduced e.g. through floor markings	Y		1.06.20
	Where the setting is in part use, additional toilets are being used in other areas of the building to reduce use and queuing where possible (and balanced with the discouragement movement around non-essential parts of the building)	NA		1
	Every other urinal/basin has been taken out of use in toilets that have high usage	NA		
	<i>The specific times that handwashing is required has been determined according to all activities and staff are aware of when prompts are needed.</i>	Y	To be discussed on 1.6.20	1.06.20
	Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at	Y		18.05.20

	building entrance points, learning environments, in dining areas, <i>before and after handling books, after using wheeled bikes and trikes, where staff share items such as microwaves and kettles</i>			
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Y	Teachers to be aware and store appropriately	1.06.20

### **Meetings and events**

Assembly	Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible	Y	It is planned to hold staggered assemblies across the week, with 2 bubbles in hall. Arrangements to be shared	27.05.20
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	Y	Summer events cancelled Virtual events planned	18.05.20
Staff spaces and meetings	Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings.	Y	Small meetings will be offered on Monday 1 <sup>st</sup> June as well as TEAMS and CHAT	21.05.20
	Additional staff room areas have been provided in order to avoid large gatherings at peak times	NA		
	Furniture has been arranged to encourage distancing	Y	Maximum of 6 people in staff room.	27.05.20
Parents evenings	Meetings are undertaken by telephone or internet.	Y	Staff have contacted parents and children by phone. No further parents meetings currently planned	18.05.20
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	Y	Information to be shared electronically	18.05.20
School clubs and community sports (non curriculum)	The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)	Y		18.05.20
Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	Y		18.05.20
Hire and use of school premise	Additional hire and use will not be planned until further notice.	Y		18.05.20

### **Breakfast and afterschool clubs**

School clubs that are essential	An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment. Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.	Y	Facility will be continued for critical workers only where essential. There will be no contact and strict social distancing for children who may be in different bubbles	18.05.20
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### **Universal Hygiene Arrangements**

#### **Cleaning and disinfection**

Cleaning	A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <i>COVID-19 guidance for all education settings</i>	Y		18.05.20
	<b>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</b>	Y	Shared usage has been minimised.	18.05.20
	All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment.	Y		18.05.20
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y	Antiviral disinfectant sprays and cloths also available in every classroom.	1.06.20
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Y		1.06.20
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Y		1.06.20
	<i>Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.</i>	Y		1.06.20
	Disinfectant wipes are available for staff to use where required.	Y	Antiviral disinfectant sprays and cloths also available in every classroom	1.06.20
Storage	<i>Hand sanitiser that is not in use will be stored with other</i>	Y		1.06.20

	<i>flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage</i>			
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	Y		18.05.20
	Toys that are put into children's mouths are cleaned between use	Y		18.05.20
	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.	NA	These have been removed at the moment- will review	18.05.20
	Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home	Y	A plastic wallet or pack with child's own resources and equipment. Trays to be next to pupils on desks. Allocated areas for EYFS individual areas and packs.	1.06.20
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Y	The library will be initially closed. and future arrangements to be discussed with school librarian	18.05.20
	Used books are set aside for 72 hours after use to reduce microbial load	Y	As above	18.05.20
	Books and posters checked for visible soiling and disposed of where necessary	Y	Ongoing action by staff	1.06.20-ongoing
Lunchtime	Trays, tables and chair touch points are disinfected after use	Y	Norse staff	
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Y	But will be used by same bubble for a day	1.06.20
Tissues	<i>Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.</i>	Y		1.6.20
	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	Lidded bins to be provided for all classrooms	27.05.20
	<i>Bins and tissues are provided in the same place.</i>	Y		1.6.20

### **Handwashing arrangements**

Handwashing	Staff are ensuring that handwashing is carried out more	Y	Posters to be displayed to remind	27.05.20
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	frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class		children.	
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, <i>after removing their face covering on all arrival (where worn)</i> and at other required intervals during the day.	Y		1.6.20
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Y	Where possible adults should stand sideways to the children they are supporting.	1.06.20-ongoing
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Y		18.05.20
	Age and developmentally appropriate ways are being used to encourage pupils to follow requirements.	Y	Sign posting, online resources, games and fun activities to support requirements. SLT will sign post parents to these on website.	1.06.20-ongoing
	All staff and pupils are following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use.	Y	This will be a focus on return-extra support will be needed for individuals. Posters available for classrooms	1.06.20-ongoing

## Health Needs

### Staff health

Specific health considerations	Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. in accordance with the guidance in <i>COVID-19 Your health and your safety when working in educational settings (assessment includes both their work activities and their journey to and from the setting)</i>	Y	Staff must follow specific official advice received and any other advice of their GPs. School will provide home working roles where staff are clinically vulnerable or shielding. Further discussion to be had with individuals as needed to complete specific assessments. Staff to return to distanced roles,	27.05.20
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			wherever possible.	
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	Y		18.05.20
	Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the <i>COVID-19 guidance for all education settings (including their journey to and from the setting)</i>	Y	The school will provide home working roles for these staff, unless safe social distancing can be observed within a school based role. Further discussion with individuals.	27.05.20
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	SAS support previously signposted to all staff. Norfolk Support Line re-opened to staff and will be signposted Open door SLT policy in place. Staggered return, shorter working days and Friday afternoon PPA time. TEAMS Chat available for collaborative support.	18.05.20
	<i>Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.</i>	Y		18.05.20
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y		18.05.20
COVID Testing	Staff are encouraged to have testing when they <i>or a member of their household</i> develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Y	Staff have information to arrange tests directly	18.05.20

### ***Pupil Health***

Specific health considerations	Pupils who are clinically vulnerable ( <i>previously referred to as having an underlying health condition</i> ) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education</i>	Y	Discussions have taken place directly with parents and decisions made together.	20.5.20
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	<i>settings. (assessment includes both their work activities and their journey to the setting)</i>			
	Pupils who are living in a household with someone who is shielding (extremely vulnerable) or clinically vulnerable. These pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings (including their journey to and from the setting)</i>	Y	Discussions have taken place directly with parents and decisions made together.	1.06.20
	<i>Arrangements are in place to ensure that the setting has obtained information relating to pupil health conditions and has carried out assessments where required.</i>	Y		18.05.20
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Y	Children will be reminded to tell an adult if they feel unwell.	1.06.20
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y	Member of SLT will check pupils and talk to parents on arrival.	1.06.20
	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	The school will check temperatures of children who appear unwell.	1.06.20
COVID Testing	<i>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.</i>	Y	This will be further reminded	21.05.20
Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff following the guidance available on Norfolk Schools	Y	All risk assessments in place.	20.05.20
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	Y		1.06.20
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y		
Pupil well-being and mental health	<i>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.</i>	Y	Focus on emotional well being on return to school. Planned PSE activities.	1.06.20-ongoing

	<i>The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.</i>	Y		1.06.20
Where the setting is not the 'usual setting' for the pupil	Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant controls put in place on an individual basis.	Y	Office to double check that all details are correct.	1.06.20

## 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	CEO communication with unions. E mail communication to staff from SLT. Staff understand that HT is available via email and phone Email letters to parents. Parents understand that school is contactable via email or phone. TEAMS and TEAMS CHAT to be set up for ongoing communication. Union Rep establishing online communication channel for staff-	1.06.20
	Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	Y	Clear information and expectations will be provided by a Home School Agreement to be signed by parents	1.06.20
	<i>Communication about the importance of testing has been provided to ensure that isolation only takes place where it is necessary.</i>	Y	Information displayed on webiste	27.05.20
	Parents and carers have been communicated with about symptoms and household isolation requirements	Y	Information displayed on website	27.05.20
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about	Y	Poster to be displayed	27.05.20

	social distancing, hygiene and not attending if the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Y	All signage organised and will be in place.	1.06.20
	Site changes such as entrances and exits will be identified where required	Y	These will be clearly signed for different bubbles	1.06.20
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y	Planned notices in specific areas for pupils, staff and parents	1.06.20
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Y	Ongoing consultation with SENDCo.	18.04.27
	<i>Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub</a>.</i>	Y	Information to be shared- New Staff handbook	27.05.20
	<i>The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.</i>	Y		1.06.20

### Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.	Y	Staff have been made aware of the need for the school to plan protective measures to minimise risk. This will be further reinforced on 1.06.20	1.06.20
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	Key training areas have been identified and a guide will be shared with staff. Staff to confirm that they are confident in applying these measures.	27.05.20
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) <i>prior to the recovery phase</i> .		Further discussion and training to take place on 1.06.20	1.06.20
	Staff have been involved in the practical implementation of		Staff concerns, views and	1.06.20

	this guidance ( <i>remotely where they are currently not in the setting</i> ).		suggestions have been collated remotely. Risk assessment to be shared for further feedback.	
	<i>Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).</i>		Staff were asked for concerns and suggestions as to safer working practice via email. Open door policy for staff to discuss further	15.05.20

### **Behaviour Policy**

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances.	Y	Appendix to policy to be shared with staff	1.06.20
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y	To be detailed in above. SLT members available at all times to support as needed	1.06.20

### **Pupil involvement and communication**

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	Y	To be discussed with pupils. Consideration to be given as to whether this is appropriate for all age cohorts?	1.06.20
	Pupils and staff have contributed towards how these new roles will support the schools aims	Y	Ideas to be shared electronically by staff and discussed with pupils on their return	1.06.20
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Y		1.06.20
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Y		1.06.20

### **Educational tools**

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> <li>become advocates for disease prevention and control at home, in school, and in their community by talking</li> </ul>	Y	Resources available to be shared and signposted. Consideration of their usage in planning meetings.	18.05.20
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	<p>to others about how to prevent the spread.</p> <ul style="list-style-type: none"> <li>encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>			
	<p>The following resources are used where appropriate:</p> <ul style="list-style-type: none"> <li><a href="#">e-Bug</a> resources to teach pupils about hygiene.</li> <li>the Educational Settings poster</li> <li>the Coronavirus Toolkit for Professionals which contains campaign materials.</li> </ul>	Y		18.05.20
	<p>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.</p>	Y		18.05.20

## Other considerations

### ***Actions if a person develops symptoms and testing***

Actions if a person becomes unwell with COVID-19 symptoms	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Y	The Medical Room will be used and the current Calm Room then used as a First Aid Room	18.05.20
	The room has been emptied of unnecessary items.	Y		27.05.20
	Tissues and a waste bag have been provided in the room	Y		1.06.20
	If a pupil develops symptoms they will wait in the room that has been identified as soon as possible	Y		1.06.20
	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		1.06.20
	Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Y	Masks, gloves and aprons will be in place in Medical room. Masks and gloves will also be accessible to all staff within classrooms and canteen.	1.06.20
	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Y		18.05.20

	<i>The school have followed the arrangements to refer staff for testing and have confirmed that staff have agreed that the test provider can share results with the school</i>	Y	Testing referral information sent to staff Confirmation needed from staff	18.05.20
	Where a person tests positive, the rest of their class or group will self-isolate for 14 days.	Y	Staff and parents have been informed of this.	21.05.20
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		18.05.20

### **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	Details of this will be shared with staff	1.06.20
	Fire drills that are carried out encourage social distancing.	Y	As above	1.06.20
	Staff and pupils understand that in an emergency they must leave without delay	Y	As above	1.06.20
	<i>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).</i>	Y		18.05.20
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y		18.05.20
	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken:	Y		18.05.20
	Higher risk activities are avoided where it is possible e.g. use of D & T machinery	NA		18.05.20
	The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk.	Y		20.05.20
	There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a	Y		27.06.20

	trained responder by calling 999.			
	A member of staff has been nominated to check and maintain first aid kit contents	Y	SLT to check each week.	1.06.20
	First aid boxes are located in prominent places	Y		18.05.20
	The location of the automatic defibrillator is known to all staff	NA		18.05.20
	Staff who do not have training have been provided with <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.	Y	Information to be shared with staff	27.05.20
	Changes to first aid arrangements are communicated to all staff	Y	To be communicated to all staff before pupils return	27.05.20
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y		18.05.20
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y	PPE available in First Aid Room	1.06.20
Paediatric First Aid	There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered “no”)	Y	To be reviewed if staffing changes	18.05.20
Alternative paediatric first aid arrangements)	Every effort has been made to provide a Paediatric First Aider.	Y		18.05.20
	The above is not possible and there is access to a trained First Aider or emergency PFA on site.			

### ***PPE and face coverings***

PPE	<i>Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.</i>	Y	PPE guidance will be sent to staff	27.06.20
Face coverings	<i>Face coverings will be removed when the wearer arrives at the setting and they will be stored in a plastic bag that the wearer has brought with them.</i>	Y	As above	27.06.20

### ***Review of existing assessments***

	<i>Arrangements are in place to ensure that a review is carried out where change occurs that requires this action, for example increasing pupil numbers, extending curriculum activities.</i>	Y	Existing arrangements will be reviewed on a weekly basis.	18.05.20
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***Any other actions that are not listed above***


<b>Assessors' Name: Diane Marshall, Claire Emery, Suzie Allen</b>	<b>Manager's Name: Beverly Barrett</b>
<b>Position: SLT</b>	<b>Position: Head Teacher</b>
<b>Signature:</b>	<b>Signature: B.Barrett</b>