

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:

Date of change	Section, Page and Change
12-02-2020	Whole revised document please read.
06.06.2020	Changes in blue
12.06.2020	Changes in green
20.06.2020	Changes in red
28.06.2020	Changes in purple
03.07.2020	Changes in pink
12.07.2020	Changes in orange
19.07.2020	Changes in burgundy

Setting/Premises:	Southwold Primary		
Location:	Southwold IP18 6JP		
Assessment Date:	20.05.2020	Review Date:	Weekly
Assessment completed by:	Gail Jerman		

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels.	Yes	Staff on duty from 8.30 to enable a staggered drop off Parents drop at playground gate and greeted by staff member to ensure social distancing	02.06.2020 Reviewed – 05/06/2020 no changes 20.06.2020
	An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught.	Yes	'Bubbles' moved to different areas to ensure adequate spacing; partitions opened between classes to increase size. Rec/1 will share EYFS area so reduce numbers using main toilets – they will operate as one bubble	01.06.2020 Reviewed – 05/06/2020 no changes
	Plans have been put in place to address lack of adequate space or available staff to achieve separation of people/cohorting. Class size issues have been escalated to the Cluster Adviser	Yes	but can split into their areas Additional bubble will share toilet so doors/sinks clearly labelled New bubbles created in transition classes for September – total number in school is 15 so will operate as 1 bubble but split in	01.06.2020 20.06.2020 28.06.2020 19.07.2020

			classes	
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	Yes	No access to library by children Conservatory – limited access except for vulnerable children, soft furnishings removed Partition between Mercury class and library for additional bubble – books and furnishings removed or turned around Classes returned to usual format for last 3 days – operate as 1 bubble but splitting into classes	01.06.2020 20.06.2020 28.06.2020 19.07.2020
	SLT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period	Yes	Confirmed by CMAT (Robin Chew 20.05.2020)	√ 20.05.2020 Reviewed – 05/06/2020 no changes
	SLT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Yes		
	SLT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Yes		
	SLTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes		
	SLT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	Completed in discussion with SLT Will be shared with staff before PD day ✓ Pupils not consulted Key points shared with parents pre-opening – signposted to website Staff/LC invited to comment via email	01.06.2020 03.07.2020
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns	Yes	Weekly with SLT ✓ Staff/LC invited to comment via email	Every Wednesday – Virtual

				meeting 03..07.2020
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	Clear expectations set out to pupils by CT on first day of re-opening ✓ Reminder sent to parents Re-sent to parents due to change in pupils for last three days	02.06.2020 28.06.2020 19.07.2020
LC engagement	LC are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	Risk assessment shared with LC ✓	29.05.2020 and posted on website 01.06.20 20.06.2020
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Leadership Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	Discussed and reviewed by SLT. ✓ Normal safeguarding procedures will be in place. The DSL will follow up any issues that might emerge from safeguarding concerns that may have arisen for individual children whilst they have not been attending school and are not known to the school. Well being checks will continue to be made to 'vulnerable' families that are not attending ✓ Staff reminded about arrangements on PD day ✓	01.06.2020 Reviewed 05.06.2020 – no changes 20.06.2020 Reviewed 12.06.2020 – no changes 20.06.2020
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 and PPE that is specified in PPE guidance.	Yes	In liaison with CMAT Facilities – additional supplies provided as needed	01.06.2020 Reviewed 05.06.2020 – no changes 20.06.2020
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	In liaison with CMAT Facilities	01.06.2020

Staffing arrangements

Staffing levels	Reduced staff ratios do not significantly compromise the safety and security of pupils (please note EYFS ratios can also be changed due the current exceptional circumstances)	Yes	<p>Staffing will be finalised once we know who is returning to work – if necessary staff will move across sites but only attend same site per day.</p> <p>Timetables shared before asap</p> <p>Staffing amended as Bubbles changes and numbers vary – further minor changes made to cater for pupil numbers</p> <p>New timetable for additional bubble</p> <p>Change of pupils for last three days so staffing changed</p>	<p>01.06.2020</p> <p>Reviewed 05.06.2020</p> <p>Reviewed 12.06.2020</p> <p>20.06.2020</p> <p>28.06.2020</p> <p>19.07.2020</p>
	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Arrangements for the deployment of staff and use of alternative buildings have been drawn up for implementation where appropriate and possible (see pupil and staff cohorting).	Yes	<p>Senior Teacher in close liaison with AH on a daily basis ✓</p> <p>No alternative buildings are being used</p>	Daily from 01.06.2020
	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.	Yes	<p>Staffing will be finalised once we know who is returning to work – if necessary staff will move across sites but only attend same site per day.</p> <p>Timetables shared before PD day ✓</p> <p>Timetables reviewed as needs changed – minor changes made to cater for pupil numbers</p> <p>Reviewed for new bubble</p> <p>Change of pupils for last three days so staffing changed</p>	<p>01.06.2020</p> <p>Reviewed 05.06.2020</p> <p>Reviewed 05.06.2020</p> <p>20.06.2020</p> <p>28.06.2020</p>

Business support and premises management staff	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	Yes	OM has own office with sliding glass window ✓ No access to other staff ✓ AH office only used by one person per day ✓ Expectations will be made clear to staff on PD day ✓	01.06.2020 Reviewed 05.06.2020
Premises and cleaning staff	Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting.	Yes	CMAT cleaning staff will be working out of hours ✓	
	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Yes	CMAT estates team ✓	
	Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.	Yes	CMAT estates team ✓	
Volunteers	Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members.	N/A	No volunteers will be in setting until further notice	

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.	Yes	Outside space zoned to reduce interactions making use of all 3 spaces so in own bubbles Expectations will be made clear to pupils by CT on first day back Main playground not zoned as only used by one bubble Main playground now zoned for additional bubble Zones removed as operating as one large bubble of 15 for last three days	02.06.2020 Reviewed 05.06.2020 28.06.2020 19.07.2020
Keeping cohorts together where	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	Yes – ‘bubbles’ created and space allocated to each bubble ✓	02.06.2020 Reviewed

possible			Expectations will be made clear to pupils by CT on first day back ✓ Change of pupils for last three days so Expectations set out to pupils on arrival	05.06.2020 no changes 19.07.2020
	Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days.	Yes	Each bubble has own outdoor space (Playground, Quad, EYFS area) ✓	02.06.2020
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Rota has been developed to minimise movement between bubbles during the week.	02.06.2020
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	Minimal of 2 people per bubble depending on number and age of children ✓ Rota changed for last three days due to change in pupils	02.06.2020 Reviewed 05.06.2020 19.07.2020
	Where possible pupils use the same desk each day where they attend on consecutive days.	Yes		02.06.2020
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Monitored by staff in Bubbles	02.06.2020

Reducing and managing visitors

Visitors	Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the most senior person on site if they are in doubt about an unplanned visit	Yes	No visitors unless urgent maintenance and repairs	Until further notice
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Yes	Visits from High School staff to meet with Y6 – meet pupils outside and follow social distancing	Until further notice 28.06.2020
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	No visitors	Until further notice
	The reception is operating on a one in and one out basis for essential visitors	Yes		Until further notice
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be	Yes	Only one person in reception area at a time due to small space	Until further notice

	considered useful). Where this is not possible the installation of screens to protect staff should be considered		√ Other wait outside√ Glass window in front of office√	Reviewed 05.06.2020 – no changes
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Yes		
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Yes		01.06.2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes		01.06.2020
	Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Yes		Until further notice
	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Yes		Until further notice
	Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances	Yes	Information sent to parents on PD day – prepared by CMAT but amended for local arrangements √ Posted on website 01.06.2020 Reminded due to change in pupils for last three days	Until further notice 19.07.2020

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)	Yes	School minibus will not be used	Until further notice
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	Letter will be sent to parents outlining expectations and reminding them about following Government Guidelines Letter from CEO and AH sent 01.06.2020 COVID-19 tab on website for latest information	By 27.05.2020
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes		
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes		

	Parents and staff have been advised that only the same household members should travel together by car	Yes	All letters updated/posted on website	20.06.2020
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes		
		Pupils and parents have been advised that they should not walk together in large groups	Yes	
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/A	No children come on school transport	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	School minibus will not be used	
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A		
	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		02.06.2020

Arriving at and leaving the setting

Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes		02.06.2020
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.	Yes	A member of staff will be at the school gate to greet children and prevent parents coming into playground ✓ Letter outlining expectations and arrangements will be sent to parents before 1 st June ✓ posted on website	27.05.2020 Reviewed 05.06.2020 no changes

			Parents sent reminder letter Change of pupils for last three days so reminder letter sent prior to this	28.06.2020 19.07.2020
Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	Staff briefed on PD Day ✓	01.06.2020
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	Yes	Bubbles will use different entrances into school building ✓	Reviewed 05.06.2020 – no changes
	Floor marks have been added to assist with social distancing in outside areas.	Yes	Lines will be on playground by entrances ✓	
	Staff supervise at peak times.	Yes		
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.	No	Numbers so low this isn't necessary	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	n/a	No additional entrances to school site but all entrances manned by staff ✓ Changes to EYFS entrances due to building at theatre – parents notified in advance	28.06.2020
	Parents have been advised that only one parent should attend.	Yes	Letter outlining expectations and arrangements will be sent to parents before 1 st June ✓ and posted on website Reminder sent for last three days	27.05.2020 19.07.2020
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes	Pupil asked to avoid bringing coats where possible; bags and jumpers in class to avoid gatherings in cloakrooms. Letter outlining expectations will be sent before 1 st June ✓ and on website Reminder sent to those coming for	27.05.2020 19.07.2020

			last three days	
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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 know to all e.g. through the use of posters	Yes	AH and Senior Teacher reviewed each room and adjustments made ✓ w/b 08.06.2020 Mars/Jupiter class will be used as one room due to increase in numbers Additional bubble in Mercury/Library Bubbles changes for last three days and back into usual classrooms	01.06.2020 Reviewed 05.06.2020 – changes made 28.06.2020 19.07.2020
	Where appropriate, capacity levels are detailed in each room for staff to refer to.	N/A		
	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	Yes	Will be completed on 1 st June ✓	01.06.2020
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Yes		
	Classroom based activities have been reviewed and modified to support social distancing	Yes		
	Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	Yes		
Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Yes		
	Consideration has been given to the use of outdoor spaces	Yes	Each bubble has own outdoor	Reviewed

	during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.		space and easy access to main building	05.06.2020 no changes needed
Close contact educational activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils.	Yes	Pupils will not be changing during the day unless essential (EYFS – toileting)	
Resources	Resources and the exchange of resources that are taken home have been limited	Yes	Nothing going home except own property (water bottles/lunchboxes)	

Lunchtime and breaks

Lunch	The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment.			
	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).	Yes	Use different spaces to eat to avoid mixing of bubbles	
	Times that meals are provided are staggered to reduce queues	No	Bubbles will eat in classrooms EYFS will use hall as easy to clean afterwards	
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Yes		
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Yes	Handwashing will be implemented but hand gel available too	
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	Each bubble eat in different space	
	Alternative payment methods are being used to eliminate cash handling	Yes	On-line payments	
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes		
	A different entry and exit route are being used at dinner times	Yes	Where required but children will	

	where more than one door is available	Yes	remain in own bubbles	
Contracted food preparation	The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area.	Yes	Only 1 person in kitchen	
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	No	Each bubble has own outdoor space	
	Play equipment use is supervised to ensure that pupils do not gather.	Yes		
	Pupils and staff have identified suitable play activities for break times	Yes		
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes		
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes		
	Additional staff supervision is employed to ensure social distancing takes place	No	Not necessary	

Movement around the premises

General interactions and movement around the building	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	Staff briefed on these points on 1 st June and pupils on 2 nd June ✓	01.06.2020
	Windows are open to increase ventilation where it is safe and appropriate.	Yes		
	Interactions take place side to side instead of face to face where it is possible	Yes		
	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.	Yes		
	Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport.	No		
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	Yes		

	Times for using corridors have been planned to ensure that use of common areas does not encourage gatherings.	Yes		
	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	Yes		
	Where appropriate one way circulation and central dividers have been placed in the middle or corridors to keep groups apart.	Yes		
	Movements around settings are supervised and school staff support this activity	Yes		

Toilets and handwashing facilities

	Times are staggered where possible and consider the increased handwashing times that have been introduced.	Yes		
	Distancing for queuing has been introduced e.g. through floor markings	Yes		
	Every other urinal/basin has been taken out of use in toilets that have high usage	No	We don't have urinals, all toilets are in cubicles. Numbers in cloakrooms will be limited and monitored by staff Each bubble has access to separate toilets Additional bubble means shared toilets – doors/sinks labelled for each bubble and monitored by staff Change of pupils for last three days – 1 large bubble of 15 so shared toilets	Reviewed 05.06.2020 28.06.2020 19.07.2020
	Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas.	Yes		
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Yes		

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	N/A	Any assemblies will be 'bubble' based not whole school and in own spaces. Virtual assemblies by AH/ST Virtual assembly planned and delivered between sites and across partnerships	Reviewed 05.06.2020
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	Yes	Everything cancelled until further notice	
Staff spaces and meetings	Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings.	Yes	Any meetings will be held virtually	
	Additional staff room areas have been provided in order to avoid large gatherings at peak times	No	There is no other space available but space made in staffroom by removal of some furniture ✓ Ventilation in staffrooms by doors and windows open	
	Furniture has been arranged to encourage distancing	Yes		
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	None planned but any that are needed will be via telephone	
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	Yes		
School clubs and community sports (non curriculum)	The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)	Yes		
Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	Yes		
Hire and use of school premise	Additional hire and use will not be planned until further notice.	Yes		

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.	N/A	No ESC currently	
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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>	Yes	CMAT Estates team	
	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	Yes		
	All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment.	Yes	CMAT Estates team	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	Staff have wipes available and briefed on PD day ^v	02.06.2020
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes		
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes		
	Disinfectant wipes are available for staff to use where required.	Yes		
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys	Yes		
	Toys that are put into children's mouths are cleaned between use	Yes		
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes		
	Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home	Yes		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	Book swap arranged for parents to collect bag of book from school gate books in clean carrier bag.	20.06.2020
	Used books are set aside for 72 hours after use to reduce microbial load	Yes		

	Books and posters checked for visible soiling and disposed of where necessary	Yes	Once returned they are wiped down then left for 96 hours before being redistributed to different families in a clean carrier bag	
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes		
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes		
Waste tissues	Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	Bins with swing lids have been ordered for each room Arrived and in use	Reviewed 05.06.2020

Handwashing arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	Guidance will be shared with staff √	01.06.2020
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day.	Yes	Handwashing station arriving w/b 13.07.2020	02.06.2020 12.07.2020
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes		02.06.2020
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes		02.06.2020
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes		02.06.2020
	All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use.	Yes	Bins with swing lids have been ordered for each room Arrived and in use	01.06.2020 Reviewed 05.06.2020

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</i>	Yes	Via CMAT Survey	
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	<i>and your safety when working in educational settings</i>			
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	Yes	Via CMAT Survey	
	Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the <i>COVID-19 guidance for all education settings</i>	Yes	Via CMAT Survey	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Part of PD day presentation ✓ Additional support will be in place if identified in CMAT survey	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		

Pupil Health

Specific health considerations	Pupils who are clinically vulnerable (<i>previously referred to as having an underlying health condition</i>) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	Discussions held with parents during initial phone calls	
	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</i>	Yes	Discussions held with parents during initial phone calls	
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Age appropriate learning resources will be used	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		
	Arrangements are in place for the management of pupils who	No	There are no children who are not	

	are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks		able to communicate but would be in place if required	
Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed.	Yes	Discussion where necessary with parents during initial phonecall	
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	Yes	Curriculum focus will be PSHE	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	PSW will be available as needed	

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	CEO been in contact with unions	
	Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	Yes		
	Parents and carers have been communicated with about symptoms and household isolation requirements	Yes	CEO letter ✓	01.06.2020
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.	Yes	Office Manager to out these up in relevant places and on website	
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	Will be in place on PD day ✓	01.06.2020
	Site changes such as entrances and exits will be identified where required	Yes		
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Outdoor notice board	
	The arrangements that have been put in place have	Yes	Markings will suit the needs of	

	considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.		our pupils including the youngest	
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Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.	Yes	CEO letter with links to Gov websites ✓ Posted on website 01.06.2020	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Register of attendance on PD day stating they are confident ✓	01.06.2020
	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)	Yes	Staff will be updated during half term and RA shared once approved. Full staff briefing on PD day ✓	01.06.2020
	Staff have been involved in the practical implementation of this guidance.	Yes	SLT consulted over practical implementation ✓ RA shared for comment with SLT ✓	20.05.2020

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> .			
	Pupils and staff have contributed towards how these new roles will support the schools aims			
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.			
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes		

Educational tools

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

Other considerations

Actions if a person develops symptoms

Actions if a person becomes unwell with COVID-19 symptoms	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes	AH head office will be prepared ready as an isolation room and is very near main entrance ready for collection✓	01.06.2020
	The room has been emptied of unnecessary items.	Yes		
	Tissues and a waste bag have been provided in the room	Yes		
	If a pupil develops symptoms they will wait in the room that has been identified as soon as possible	Yes		
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes		
	Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes		
	Appropriate cleaning materials are available to clean areas a	Yes		

	symptomatic person has been in after they developed symptoms as detailed in the guidance.			
	Where a person tests positive, the rest of their class or group will self-isolate for 14 days.	Yes		
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes		

Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	Staff will be advised on PD day	01.06.2020
	Fire drills that are carried out encourage social distancing.	Yes	Arranged on 2 nd June Carried out on 02.06.2020	02.06.2020
	Staff and pupils understand that in an emergency they must leave without delay	Yes		
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes		
	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken:	Yes		
	Higher risk activities are avoided where it is possible e.g. use of D & T machinery	Yes		
	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.	N/A		
	There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999.	Yes		
	A member of staff has been nominated to check and maintain first aid kit contents	Yes		

	First aid boxes are located in prominent places	Yes		
	The location of the automatic defibrillator is known to all staff	N/A	Not on school site Outside Adnams shop in Phone box	Reviewed 05.06.2020
	Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes		
	Changes to first aid arrangements are communicated to all staff	Yes		
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes		
Paediatric First Aid	There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered "no")	Yes		
Alternative paediatric first aid arrangements)	Every effort has been made to provide a Paediatric First Aider.	N/A		
	The above is not possible and there is access to a trained First Aider or emergency PFA on site.	N/A		

Any other actions that are not listed above

Assessor's Name: Gail Jerman	Manager's Name: Katy Last
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Position: Academy Head	Position: Senior Teacher
Signature:	Signature: