

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
16-07-2020	Whole revised document please read.
01.09.2020	Changes made following discussion with staff (in red)
08.09.2020	Changes in blue
15.09.2020	Changes in green
22.09.2020	Reviewed in SLT – no changes made
30.09.2020	Changes in pink
22.09.2020	Reviewed in SLT – no changes made
01.11.2020	Reviewed following Gov announcement 31.10.2020 – no changes made
08.11.2020	Reviewed following start of Lockdown
3.1.2021	Changes made in light of being placed in Tier 4
29.01.2021	Changes made to include Lateral Flow Testing – extra section at end of RA
26.01.2021	Changes made in preparation for full opening on 8 th March
14.04.2021	Reviewed following easing of Lockdown restrictions on 12.4.21 – limited changes

Setting/Premises:	Southwold Primary School		
Location:	Southwold IP18 6JP		
Assessment Date:	16.07.2020	Review Date:	Weekly from September 1 st or as required
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	<p>No staggered start required.</p> <p>KS1 and KS2 Parents drop at playground gate and go into own entrance door; a member of staff to meet and greet children at gate to discourage parents in and to guide pupils</p> <p>KS 2 and KS1 children drop off at red gate and disburse into own bubbled area of playground</p> <p>EYFS/Year 1 will be dropped and collected from back playground gate near Theatre</p> <p>Ks1 and KS2 will enter via red gate – split playground and staggered entry to main building</p> <p>EYFS/Nursery through own door via front entrance</p> <p>Everyone entering building with have temperature checks before</p>	<p>03.09.2020</p> <p>03.01.2021</p> <p>26.02.21</p> <p>08.11.2020</p> <p>05.01.2021</p>

			entry (1 at each entrance) Pupils and staff checked on entry to school. Staff briefed on these during PD day	
	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	Children sent in staggered to reduce congestions and gathering Toilets – open space and monitored by staff during busy times. Toilet schedule introduced Marks in floor for waiting Year 5/6 – use of two classroom areas for all lessons Year 3/4 – use of hall for all lessons Y1/2 Mercury class EYFS use own toilets Arrangements will be finalised with staff on PD day 01.09.2020	01.09.2020 03.01.2021 26.02.21
	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	Arrangements will be finalised with staff on PD day Year 5/6 – use of two classroom areas for all lessons Year 3/4 – use of hall for all lessons Y1/2 Mercury class Y3/4 back in own classroom Y5/6 in own classroom (not spread across 2 rooms)	01.09.2020 03.01.2021 26.02.21 15.04.21
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	Yes	Arrangements will be finalised with staff on PD day All shared areas assigned to different phases	01.09.2020 03.01.2021
	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	Confirmation will be gained from CMAT (Robin Chew)	01.09.2020

	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	Strict cleaning regime in place	03.01.2021
	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 Draft version will be shared with staff over summer holidays for comments and feedback. Fully discussed with staff on PD day and final version shared Reviewed weekly at SLT with staff comments Reviewed by team on PD day	22.07.2020 08.09.2020 04.01.2021
	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 with feedback from staff	08.09.2020
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 These will need to be revisited by each CT in detail on 05.01.2021 Clear expectations set out again following latest lockdown	03.09.2020 03.01.2021 26.01.2021
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	Draft Risk assessment shared with LC for feedback and comment over summer holiday Final version shared with LC RA shared with staff for consultation; will be shared on website and with trust 04/03/21	22.07.2020 26.02.21
Safeguarding	The introduction of new arrangements have been reviewed by	Yes	Discussed and reviewed by SLT.	01.09.2020

	the Senior Leadership Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).		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. families that are not attending Staff reminded about arrangements on PD day Letter reminding children about Google Classroom etiquette during live sessions sent Reviewed in DSL meeting with HOSWISA	29.01.2021 26.02.21
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 This has to be a priority. We cannot run out of soap etc. We will be using a massive amount. Hand driers are to be turned off.	01.09.2020 03.01.2021
	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	01.09.2020
Essential and non-essential activities	All non-essential face-to-face activities stopped (defined as adult focussed activities includes including meetings, moderation and CPD events All essential will continue (pupil focussed as include teaching, coaching and mentoring, monitoring, , interventions and enrichment activities Definitions agreed by CMAT CIT Statutory training includes, fire safety, first aid and safeguarding where this cannot be delivered virtually should continue to be planned and delivered throughout this period. Again additional measures will be considered to minimise contact		All non-essential moved to digital events or postponed Adjustments made to monitoring arrangements and shared with staff Letter from CEO to staff outlined clarification and definitions	08.11.2020 04.11.2020

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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	Staffing has been organised based on pupil needs Draft timetables shared before end of term but final versions shared on PD day Timetables adjusted to ensure continue to have no crossing of sites by classroom based staff Staff timetables allow crossing of sites but not on same day	01.09.2020 26.01.21 15.04.21
	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	Senior Teacher in close liaison with AH on a daily basis All pupils in own classes at all times Minimal mixing of staff with classes No alternative buildings used	Daily from 01.09.2020 08.11.2020
	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	Staffing has been organised based on pupil needs Draft timetables shared before end of term but final versions shared on PD day Staffing has been organised based on pupils needs and will be shared on PD day Staffing shared in advance – minimal mixing wherever possible	01.09.2020 03.01.2021 15.04.21

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 entering OM office at all No access to other staff AH office only used by one person per day – no more than 2 people in there at a time Expectations will be made clear to staff on PD day	01.09.2020 03.01.2021
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	Caretaker will be working out of hours	01.09.2020
	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Yes	Caretaker will be working out of hours	
	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	Caretaker will be working out of hours – clear communication between cleaners and SLT	
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	Pupils in appropriate classes with minimised mixing of classes Staggered playtimes to reduce interactions Expectations will be made clear to pupils by CT on first day back	01.09.2020
Where a pupil attends more than one setting	Nurseries work together to ensure that the approach is consistent and does not compromise the group/bubble	Yes	EYFS teacher to speak to alternative setting and ask for a copy of their risk assessment.	07.09.2020
Keeping cohorts	Pupils will stay in their class/group wherever it is possible	Yes	Yes – classes stay together	01.09.2020

together where possible	throughout the day, or on subsequent days.		Expectations will be made clear to pupils by CT on first day back	
	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	Staggered break times, own access to playground Playtime 10:30 Split playground between KS1 and KS2 KS1 and KS2 use full playground	01.09.2020 26.02.21 15.04.21
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Staff made aware of Intimate Care policy on PD day	01.09.2020
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	Staff rota designed to ensure minimal movement of staff although some movement is necessary No crossing sites during the same day Academy Head minimising cross sites as much as possible Timetables adjusted to ensure continue to have no crossing of sites Crossing of site allowed but on different days	01.09.2020 08.11.2020 26.02.21 15.04.21
	Where possible pupils use the same desk each day where they attend on consecutive days.	Yes	Same desks and desk facing front wherever possible Continue wherever possible	01.09.2020 26.02.21
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Play equipment and sports kit used but cleaned before classes Staff made aware on PD day	01.09.2020

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	Schools maintain detailed visitor books for essential visits	Until further notice
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			<p>including contact numbers for Track and Trace (contractors, Trust team) OMJs aware of GDPR when collecting contact numbers and these are not on display. QR codes for NHS Track and Trace now in place for all visitors who have the APP; paper copies still in use if no APP on phone</p> <p>Strict entry regimes to be followed to ensure bio-security No parents/volunteers during autumn term Everyone entering building with have temperature checks before entry</p>	30.09.2020
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Yes	All visitors booked in advance to avoid busy times	Until further notice
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	<p>Schools maintain detailed visitor books for essential visits including contact numbers for Track and Trace (contractors, Trust team) OMs aware of GDPR when collecting contact numbers and these are not on display. QR codes for NHS Track and Trace now in place for all visitors who have the APP; paper copies still in use if no APP on phone</p> <p>Strict entry regimes to be followed to ensure bio-security</p>	30.09.2020

	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 considered useful). Where this is not possible the installation of screens to protect staff should be considered	Yes	Only one person in reception area at a time due to small space Other wait outside Glass window in front of office	Until further notice
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Yes	Everyone entering building with have temperature checks before entry	
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Yes	Handwashing station situated by main entrances from playground EYFS will have own hand gel/washing arrangements Hand gel in reception area Hand gel at door entrances	01.09.2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Food deliveries direct to kitchen via playground so not entering main building	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	Parents updated with information prior to 03.09.2020 Letter sent by email and on website 01.09.2020 Updated letter w/b 01/03/21	Until further notice 26.02.21

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	Yes	Letter will be sent to parents	By

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	children			
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	outlining expectations and reminding them about following Government Guidelines All updated information/letters posted on website Letter from AH and CEO sent by email and on website 01.09.2020 Updated letter w/b 01/03/21	03.09.2020 26.02.21
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		
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	Yes		
	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.	Yes	Reminded in newsletter about social distancing	15.09.2020
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.			
	Markings are provided where queuing is required for transport services on school premises	No	No pupils require school transport	03.09.2020
	Windows are opened during journeys where it is safe to do so			03.09.2020
	Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use			03.09.2020
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	No		

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	Updated information sent to parents by start of term Letter sent by email and on website 01.09.2020	02.09.2020
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			Reminded in newsletter about social distancing At the start of the day all pupils will enter own bubble area and remain that bubble area At the end of the day children will have defined areas to be dismissed from	15.09.2020 03.01.2021
	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 limit parents coming into playground Letter outlining expectations and arrangements will be sent to parents before 2 nd September Support for new reception nursery intake on first day and for anxious children returning – if enter playground they must be socially distanced and not enter school buildings Letter sent by email and on website 01.09.2020 A letter will be issued explaining new procedures	02.09.2020
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)	Yes	Staff briefed on PD Day Staff updated on PD day	01.09.2020 04.01.2021
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	Yes	KS1/KS2 enter via playground – sent in slowly to reduce congestion EYFS/Nursery own building	03.01.2021
	Floor marks have been added to assist with social distancing in outside areas.	Yes	Lines/markings will be on playground by entrances	01.09.2020

			Area caretaker to ensure they are fresh and visible for start of term These need to be reinstated	03.01.2021
	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		
	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 manned by staff	
	Parents have been advised that only one parent should attend.	Yes	Letter outlining expectations and arrangements will be sent to parents before 2 nd September following up to date guidance Letter sent by email and on website 01.09.2020	02.09.2020
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 2 nd September Updated guidance requests minimal bags to be brought in - Updated letter to remind about expectations w/b 01/03/21	02.09.2020 26.02.21

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	Desks facing front wherever possible Resources in place where needed for educational or pastoral benefit Resources stored and cleaned after use Children have own	01.09.2020
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			pens/pencils/rulers/rubbers on desk where possible Staff briefed on PD day Updated by AAH and email w/b 01/03/21	26.02.21
	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	Resources in place where needed for educational or pastoral benefit Resources stored and cleaned after use Children have own	01.09.2020
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Yes	pens/pencils/rulers/rubbers on desk where possible Staff briefed on PD day	
	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	Hall will now become a teaching area Hall no longer used by Jupiter class – now used for lunches and PE sessions	03.01.2021 15.04.21
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 during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.	Yes	Staggered break times then zone area at lunchtimes – not deemed necessary due to size of playground Playground will be zoned Playground for all KS1/2 – no longer zoned	03.01.2021 15.04.21
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 come to school in PE kit to reduce changing	

Resources	Resources and the exchange of resources that are taken home have been limited	Yes		
Monitoring of Teaching and Learning	Monitoring of teaching and learning has been reviewed and modified		<p>Formal observations carried out but observer remains by door or at a safe social distance throughout observation</p> <p>Book scrutinies carried out but hands washed/sanitised before and after; books from classes not mixed</p> <p>Subject leaders will monitor via Google Meet discussions to avoid crossing sites</p> <p>Pupil discussions help hall at a safe social distance</p> <p>CMAT Central team advised of arrangements on arrival</p> <p>Monitoring done via Live lessons and monitoring provision on GC</p> <p>Monitoring will be in covid secure way as listed above</p>	<p>08.11.2020</p> <p>29.01.2021</p> <p>26.02.21</p>

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	<p>Tables in hall will be arranged so children sitting side by side rather than opposite</p> <p>Pupils having packed lunch will use classrooms to enable spacing while eating</p> <p>Staff updated on PD day</p> <p>Children will eat in classrooms</p> <p>All dinners continue to be</p>	<p>01.09.2020</p> <p>03.01.2021</p> <p>26.02.21</p>

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			eaten in classrooms EYFS/Nursery and Y5/6 will remain in classroom; Y1/2/3/4 will eat in hall	15.02.21
	Times that meals are provided are staggered to reduce queues	No	Low numbers mean this is not necessary Staggered mealtime delivery already in place	03.01.2021
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Yes	Tables arranged so side by side – this means only half number of people can use hall so the classrooms used for packed Thorough cleaning of tables after eating and before clearing away	03.09.2020
	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	Tables arranged so side by side – this means only half number of people can use hall so the classrooms used for packed Thorough cleaning of tables after eating and before clearing away EYFS/Nursery and Y5/6 will remain in classroom; Y1/2/3/4 will eat in hall	03.09.2020 15/04/21
	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	Tables arranged so side by side – this means only half number of people can use hall so the	03.09.2020

			classrooms used for packed Thorough cleaning of tables after eating and before clearing away EYFS/Nursery and Y5/6 will remain in classroom; Y1/2/3/4 will eat in hall	15/04/21
	A different entry and exit route are being used at dinner times where more than one door is available	NO	Not possible as no other entrance	
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	Vertas	
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	Yes		
	Play equipment use is supervised to ensure that pupils do not gather.	Yes	Play equipment and sports kit cleaned between classes/groups	
	Pupils and staff have identified suitable play activities for break times	Yes	Outdoor play equipment/climbing frame not in use Still not in use	03.01.2021
	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	Playground and outdoor space zoned off	
	Additional staff supervision is employed to ensure social distancing takes place	No	KS1/KS2 use whole playground	15/04/21

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	Social distancing between staff 1m+ to be maintained Staff to avoid congregating in shared areas such as staff rooms	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	Ventilation V Heat loss considered and shared with staff	08.11.2020
	Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes	Yes	– windows open before lessons	

	instead. Rooms used have been selected to enable this.			
	Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport.	Yes	and break times, and partially during lesson times; pupils advised to dress appropriately; Where possible pupils not sitting in direct draught or under windows to avoid getting cold Guidance from Norfolk CC shared with staff 07.11.2020 Where social distancing can not be maintained indoors between staff face masks may be worn. Staff MUST ensure they are familiar with correct removal of facemasks	26.02.21
	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	One way system in place for corridor to toilets/staff room	
	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	Hand wash station in playground by gate for pupils on arrival and during breaktimes	03.09.2020
	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	
	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 wash station in playground by gate for pupils on arrival and during breaktimes	
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Yes	Hand wash station in playground by gate for pupils on arrival and during breaktimes	

Meetings and events

Assembly	Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible	Yes	Any assemblies will be virtual or class based Virtual assemblies planned and delivered across partnership and within own school Assemblies either virtual or outside if weather permits	03.09.2020 15.04.21
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	Yes	Celebration assemblies done virtually Events pencilled in diary for end of summer term but dependent on government guidance	15.04.21
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		
	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 Staff advised not to congregate in shared spaces	
	Furniture has been arranged to encourage distancing	Yes	Congregating in shared areas will be positively discouraged	03.01.2021

Parents evenings	Meetings are undertaken by telephone or internet.	Yes		
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.	Yes	Breakfast clubs will be re-instated based in hall Tables arranged so side by side Activities outside wherever possible ESC reinstated from w/b 19/04/21	15/04/21
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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	Caretaker carrying high level of cleaning in all areas of school Deep clean over summer break	
	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	Staff do additional cleaning during the day of main touch points	
	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		
	Learning equipment such as computers and tablets are	Yes	Staff have wipes available and	01.09.2020

	cleaned with a disinfectant wipe prior to use.		briefed on PD day PE equipment cleaned between each group of children Toys cleaned at end of day Equipment that supports pastoral or educational benefits returned to classrooms	
	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	Staff carry out additional cleaning during the day	
	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		
	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		
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes		
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use (including climbing frames if used)	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 available in each classroom	

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 on PD day Handwash station by main entrance for pupils on arrival and	01.09.2020
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	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	at break times Additional handwashing arrangements in EYFS area	01.09.2020
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes		
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes		
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes		
	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 available in each classroom	01.09.2020

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 and your safety when working in educational settings</i>	Yes	All 'shielding' pauses 1 st August All staff expected to attend work from 01.09.2020 Exceptional cases based on medical advice ECW returned to work 12/04/21	01.09.2020 15/04/21
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	Yes	In place if needed	01.09.2020
	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	All 'shielding' pauses 1 st August All staff expected to attend work from 01.09.2020 Exceptional cases based on medical advice Shielding letter reissued 23.12.20 ECW returned to work 12/04/21	01.09.2020 15/04/21
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 Staff signposted to CMAT well	01.09.2020

Southwold

			being and Government services on PD day 1:1 Wellbeing review meetings held prior to 8th March CMAT Wellbeing survey w/b 1st March	26.02.21
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	Track and Trace system in place – reporting system made clear to all staff in-line with up to date information from DfE and PHE Information shared on PD day Home testing kits will be available and sent home with staff (kept safe and signed for)	01.09.2020
Testing for staff	Lateral Flow Testing – carried out by staff twice a week. (see additional section at end of Risk Assessment)		Staff made aware this is optional and does not replace HAND-FACE-SPACE message Staff must continue high levels of bio-security and follow government guidance	25/01/2021

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	Risk assessments will be put together in discussions with parents and pupils, and following medical advice Support may be gained from inclusion team where needed	03.09.2020
	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	As above	03.09.2020

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	Temperature checks undertaken on arrival Information shared with parents prior to 03.09.2020	03.09.2020
	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	No	Risk assessments will be put together in discussions with parents and pupils, and following medical advice Support may be gained from inclusion team where needed	01.09.2020
Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed.	Yes	Risk assessments will be put together in discussions with parents and pupils, and following medical advice Support may be gained from inclusion team where needed	01.09.2020
	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 at start of term Well being checks resumed weekly with support in place as needed for individuals Mental health week acknowledge and promoted Weekly assemblies focus on Good to be me themes and that is ok not be ok Phone calls made to those not in school prior to 8th March to gauge anxiety levels Return to school package prepared by BBB Working party to support individuals and classes on return	29.01.2021 26.02.21
	Available resources are used to identify and support students	Yes	Support from Inclusion team if	

Southwold

	and staff who exhibit signs of distress.		needed	
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Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	CEO has been in contact with unions on behalf of schools	
	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	All updated letters/communications on website	Ongoing
	Parents and carers have been communicated with about symptoms and household isolation requirements	Yes		
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	Ongoing
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes		
	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 considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes	Markings will suit the needs of our pupils including the youngest Area caretaker to ensure fresh markings are in place for start of term	01.09.2020

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the	Yes	CEO letter with links to Gov websites	
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	reason for the control measures that are required.			
	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	01.09.2020
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment)	Yes	Staff will be updated during half term and RA shared once approved. Full staff briefing on PD day✓	01.09.2020
	Staff have been involved in the practical implementation of this guidance.	Yes	SLT consulted over practical implementation RA shared for comment with SLT and shared over summer and discussed/reviewed on PD day 01.09.2020 Staff input via email and through 1:1 well being review meetings	01.09.2020 26.02.21

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	Class teachers update pupils on 1 st day back	03.09.2020

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking 	Yes		
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	<p>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 office will be remain ready as an isolation room	01.09.2020
	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	Additional PPE in school from DFE and also face visors provided by CMAT for staff if they wish to wear them	
	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Yes		

	Where a person tests positive, the rest of their class or group will self-isolate for 14 days.	Yes	Home testing kits will be sent home with staff/pupils showing symptoms Track and trace details available DfE template to be used	
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	Fire drill arrangements to be clear to all pupils on 1st day- practice Full Fire drill carried out within 1 st full week Fire drill w/b 8 th March	03.09.2020 11.09.2020 26.02.21
	Fire drills that are carried out encourage social distancing.	Yes		
	Staff and pupils understand that in an emergency they must leave without delay	Yes	Staff updated on PD day as part of H&S	01.09.2020
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	Yes		

	first aid kit contents			
	First aid boxes are located in prominent places	Yes		
	The location of the automatic defibrillator is known to all staff	N/A	By Adnams shop	
	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		

Added 29.01.2021

COVID-19 Educational Settings Risk Assessment – Asymptomatic Lateral Flow Testing (Providing and using kits at home within primary and nursery settings)

This risk assessment is a supplement to the main COVID-19 risk assessment for your setting. The relevant control measures identified through the main risk assessment will also apply e.g. management of collection points and movement around the premises etc. The risk assessment considers a single hazard of COVID-19 and identifies the broad areas of infection control measures that must be considered to reduce the risk of transmission, with the aim of reducing the risk as low as is possible in line with community risk levels. The areas identified below are designed to control the main areas of risk:

- Direct person to person transmission
- Surface transmission including through the use of equipment
- Lack of awareness of the control measures and requirements (the need for information, instruction and training)

Setting being assessed: Southwold Primary	Assessment Date:
Assessor Name: Gail Jerman Manager Name: Gail Jerman	Review Date:
Description of activity being assessed (provide a brief description of the activity, the tasks, people, equipment and site(s) involved):	
Asymptomatic Lateral Flow Testing (Providing and using test kits at home)	

Items	Control measures	Yes/No	Notes & Further information (please describe any specific arrangements that you have put in place)	Date required and complete
Delivery requirements	<ul style="list-style-type: none">• When delivery arrives, it will be met and managed by a staff member who will ensure the vehicle safely manoeuvres on and off the premises (staff member will only direct and instruct to the area from a 2m distance and not physically assist with vehicle movement).• The delivery route will be protected from students/staff or members of the public	Yes	OM received delivery – no issues or concerns	26.01.2021

	<ul style="list-style-type: none"> • The delivery will be moved into storage using mechanical aids where possible (and where the load requires this). • If mechanical aids are not available, the delivery will be broken down into manageable loads • Manual handling arrangements are in place where required and following the settings normal manual handling procedures. • Deliveries will be scheduled outside of school run times to avoid disruption or nuisance, where possible. • Deliveries will be signed for using safe methods as described in the settings overarching COVID-19 risk assessment and compliance code 			
Storage at the school	<ul style="list-style-type: none"> • The test kit is stored appropriately: <ul style="list-style-type: none"> ○ At either room temperature or in a cool dry place (2°C to 30°C). ○ Away from direct sunlight ○ Tests are not stored in a fridge or freezer. • Test kits are stored in a secure area where unauthorised access is prevented 	Yes	Stored in School Office cupboard and locked away	26.01.2021
Roles	A COVID-19 Co-ordinator and Registration assistant has been appointed to support with key tasks as detailed in the Primary Schools Document Sharing Platform - Google Drive "How to Guide - Rapid testing of primary and nursery workforce"	Yes	OM has been appointed to these roles	22.01.2021
General arrangements for distributing and use of test kits	<ul style="list-style-type: none"> • The requirements of the 'How to Guide' Rapid testing of primary and nursery workforce has been implemented • The collection time is planned to ensure social distancing is applied and where possible is close to the time that staff leave the school . • The member of staff coordinating test kit collection and staff collecting the test kits will wear a face covering at all times and always maintain a 2-metre distance from each other and all other staff. • Test kits are not directly handed to staff and the arrangements for passing resources as outlined in the compliance code and general operational risk assessment are implemented for this 	Yes	<p>Om distributing testing kits to staff along with updated instruction booklet Staff signing on receipt</p> <p>OM was behind office glass when distributing – and they were handed in a covid-secure manner</p> <p>OM responsible for managing</p>	

	<p>activity.</p> <ul style="list-style-type: none"> • Test kits are checked for damage before distributing. • Arrangements are in place to ensure stock levels are managed and appropriate distribution records kept as outlined in the Standard Operating Procedure and How to Guide on the Primary Schools Document Sharing Platform - Google Drive • Arrangements are in place to monitor the use of tests and recording of test results to enable early identification and reporting of issues 		distribution records	
Other areas of infection control	<ul style="list-style-type: none"> • The COVID-19 Risk Assessment has been reviewed and all appropriate steps from that assessment taken as they apply to this activity including: cleaning and disinfection, hand hygiene and social distancing. • The management of cases guidance will be followed in the event of any positive test results 	Yes	RA updated and posted on school websites Shared with all staff	29.01.2021
Information, instruction and training	<ul style="list-style-type: none"> • Staff have received appropriate instruction, information and training and understand how to carry out their roles safely including: <ul style="list-style-type: none"> ○ The role, name and contact details of the Co-ordinator and Registration Assessment ○ Arrangements for issuing test kits to staff ○ Hygiene requirements ○ How to store kits appropriately and safely at home (at either room temperature or in a cool dry place (2°C to 30°C), away from direct sunlight, tests are not stored in a fridge or freezer, test kits are kept away from children and animals) ○ That tests must only be used by the staff member and are not for use by their family ○ That this testing is only appropriate if you are asymptomatic ○ Collection point location, time and infection control arrangements in place ○ Arrangements for recording results and action to take following results ○ Arrangements for raising issues or concerns with testing and test kits e.g. damaged kits, missing items, more than one void result 	Yes	<p>OM and SLT attended the webinar 18th/19th January 2021</p> <p>Staff invited to information session and presentation led by AH on 22/01/2021</p> <p>Powerpoint shared with all staff with links to further information and video link on how to administer the test</p> <p>Staff complete Googel form as soon as test is completed which is managed by OM Staff who get a Positive test are to contact AH and AAH straight away then book a</p>	22/01/2021

	<ul style="list-style-type: none"> ○ How to safely dispose of the waste generated from the test kits ● Staff have been provided with a checklist covering this information to take home ● The instructional video has been provided to staff who will be carrying out tests at home. ● All staff participating in the programme have confirmed they have read the instructions provided and watched the video. ● All staff are aware that lateral flow testing does not replace any of the infection control measures that reduce the risk of transmission ● Staff have been issued with the latest version of the Instructions for Use as provided in the delivery 			
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Any other actions that are not listed above

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