

# Fairstead Community Primary and Nursery School Covid-19 Risk Assessment

## September 2020-21



### RAG Rating Key

Red: this measure cannot be put in place in our school

Amber: this measure isn't in place yet, but can be in place for the autumn term

Green: this measure is already in place

Hazard	Control Measures	RAG Rating	Date completed/ Required and by who	Additional notes
<b>Hygiene</b>				
<b>Spread of Covid-19 through control of self-care</b>	Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>		DC 01/09/2020	
	Drying of hands with disposable paper towels.		DC 01/09/2020	Turn grey handle on the right if no paper is showing
	Staff encouraged to protect the skin by applying emollient cream regularly (staff to provide own hand cream/moisturising cream) <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a>		Ongoing	

	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>		Ongoing	
	<p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p>		All 03/09/2020	
	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice –  <a href="https://www.publichealth.hscni.net/covid-19-coronavirus">https://www.publichealth.hscni.net/covid-19-coronavirus</a></p>		DF 02/09/2020	
	<p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>		DC/Admin	
	<p>Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.</p>		In place 03/09/2020	
	<p>Hand sanitiser points are provided at key locations around the site including: at all entrance doors, toilet facilities.</p>		DC 02/09/2020	
	<p>Staff, pupils and parents are advised that handwashing must be carried out when they arrive at home.</p>		DF 03/09/2020	
	<p>Supervision arrangements must be in place to support children with handwashing where it is needed.</p>		All 03/09/2020	
	<p>Handwashing is encouraged rather than hand sanitising.</p>		All 03/09/2020	

	Pupils and staff advised to avoid touching their eyes, nose or mouth if hands have not been washed.		DF 03/09/2020	
	Staff and pupils are advised not to wear rings (except for plain bands) in order to ensure thorough washing.		DF 03/09/2020	
<b>Cleaning and disinfection</b>				
<b>Controlling the spread of the virus through an enhanced programme of cleaning</b>	The site manager hours will change so that there they are on site throughout the day. The new hours for the Autumn will be: Mon – Thurs 07.00 – 15.00 Friday 07.00-14.30		DF 03/09/2020	
	The Head Cleaner will begin at 11am.		DF 01/09/2020	Misting/fogging of high frequency touch points will commence
	The Head Cleaner and site manager will meet at 11am to discuss the day and ensure hand over of any important information.		DF 01/09/2020	
	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.		DC 03/09/2020	Mask will be worn by head cleaner when cleaning toilets and moving between bubbles
	Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:  Banisters Classroom desks and tables Bathroom facilities (including taps and flush buttons) Door and window handles Furniture Light switches		DC 01/09/2020	Fogging only used when children are not in the building

	Remove rubbish daily and dispose of it safely. Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.			
	Enhanced cleaning schedule agreed by site manager, Head of cleaning		DC 01/09/2020	
	Cleaners assigned to their own phase 'Bubbles' as indicated on the Staff deployment 'guide'.		DC 01/09/2020	
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each groups occupations or use		All 04/09/2020	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe/spray paper towel prior to use		All 04/09/2020	
	Handheld and frequently touched sports equipment is disinfected prior to use		All 04/09/2020	
	One bottle labelled 'hand soap' is available for children to use to clean down their own surface areas and equipment.		DC 04/09/2020	
	One bottle labelled 'Shield Disinfectant concentrate' is available for staff to use to clean frequent touch points		DC 04/09/2020	
	Screen wipes available in each bubble to wipe interactive screen		DC 04/09/2020	

	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the LA compliance code.		DC 04/09/2020	
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.		DC 04/09/2020	
	No children will be able to use the toilets after 3.00pm to allow for the revised enhanced cleaning schedule		All 04/09/2020	
	Early Years have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures		EYFS Team 04/09/2020	
	Staff who undertake cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.		All 04/09/2020	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use		All 04/09/2020	
	Head cleaner to wipe high frequency touch points throughout the day throughout the rest of school		DC 01/09/2020	
	Blue paper towel rolls available in each class		DC 01/09/2020	
<b>Knowledge and understanding of Covid-19</b>				
<b>Controlling the spread of the virus through understanding the key features of Covid-19</b>	Educate children on how to support a Covid-19 secure school:  Ensure good respiratory hygiene – promote ‘catch it, kill it’ approach Cleaning frequently touched surfaces themselves with cleaning wipes provided Do not mix with other classes		DF 04/09/2020	

	Emptying of bins throughout the day by head cleaner/site manager Establish the new routines for cleaning, break times and lunches etc. (children feel secure with established boundaries and routines) Staff to use AFL/strategies for checking pupils understanding of their Covi-19 knowledge and rules, expectations and procedures			
	Staff have been instructed on the nature of Covid-19 and it's transmission. This outlined in the plan for September.		05/09/2020	
	The principals outlined in the LA compliance code and our local arrangements have been shared and discussed with all staff and they have confirmed they understand the reason for the control measures that are required.		05/09/2020	
	A record is in place of all the instruction and training that staff have been provided with in relation to Covid-19.			
	All staff confirm that they are confident in applying the control measures identified in this risk assessment.		04/09/2020	Signed forms available in the admin office
	Staff have been involved in the practical implementation of this guidance.		22/07/2020	
	Staff have been given the opportunity to discuss and resolve any concerns that they have prior to and during the new academic year.		22/07/2020 05/09/2020	
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.		05/09/2020	
<b>Staffing arrangements</b>				
Controlling the spread of the virus through planned staffing arrangements	Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis:		DC/LC  Ongoing	

	<ul style="list-style-type: none"> <li>• Short duration, ad hoc work is avoided where possible</li> <li>• They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been arranged to longer rotas than normal where necessary).</li> <li>• All infection control requirements are followed.</li> </ul>			
	Temporary staff who work at more than one setting is avoided where possible.		In place when necessary	
	Where multisite working is necessary 48 hours between site visits are applied where possible in order to reduce the number of close contacts between different settings.		In place when necessary	Met with sports provider 22/07/2020
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the premises.		In place when necessary	
	Consistent working arrangements are applied to any ITT trainees		In place when necessary	
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of the 'bubbles' – as outline on the staff deployment guide.		DF 22/07/2020	
	Where bubbles are compromised as a result of timetable, curriculum or other delivery needs scrupulous compliance to all other required infection control methods are adhered to.		In place when necessary	
<b>Pupil and staff grouping</b>				
Controlling the spread of the virus through managing contact, social distancing and activity risk reduction	The school is timetabled to maintain year group bubbles as identified in the plan for September		DF 22/07/2020	
	Staff have been assigned control bubbles as outlined in the deploy of staff guide.		DF 22/07/2020	
	Groups are kept as static as possible		DF	

			22/07/2020	
	Only where necessary are extended groups created to accommodate specific activities		DF 22/07/2020	
	Extended group remain as small as possible and consistent e.g. transportation, specialist teaching and clubs		DF 22/07/2020	
	Pupils stay within their year group where ever it is possible throughout the day		DF 22/07/2020	
	The playground is zoned and timetabled to ensure year groups do not mix as detailed in the plan for September.		CW 02/09/2020	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care		DF 04/09/2020	
	Group mixing during breakfast club and after school clubs are avoided (only essential clubs are operating).		DF 04/09/2020	
	Larger spaces are not used by more than one group unless strict distancing rules can apply.		DF 04/09/2020	
	Contact records of groups are maintained in line with LA case management guidance.		LC 02/09/2020	
	Unavoidable queues are managed		All 04/09/2020	
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.		All 04/09/2020	
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.		All 04/09/2020	
	Whilst resources need to be shared this is restricted to within consistent groups or thoroughly cleaned between groups. Timetabling of subjects should be monitored by key stage leads through phase meetings to ensure subjects are timetabled to support this.		All 04/09/2020	
	Where resources are unable to be cleaned thoroughly, the resources will be quarantined for 72 hours between groups.		All 04/09/2020	



	Large gatherings such as assemblies with more than one group is avoided.		All 04/09/2020	
	<p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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&amp;T, sport.</li> <li>• Times for using corridors have been planned to ensure that use of common areas does not encourage gathering</li> <li>• Where large numbers of pupils still need to move around school, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible</li> <li>• Movement around school is supervised</li> <li>• Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.</li> </ul>		All 04/09/2020	
	The order of entry in to the classroom has been planned in order to avoid pupils and staff passing each other e.g. front to back, back to front.		All 04/09/2020	
<b>Classroom Measures</b>				
<b>Controlling the spread of the virus in the classroom</b>	In KS2, where possible, distancing is encouraged by reconfiguring the furniture and chairs so that children are facing forward		All 22/07/2020	
	In KS1, distancing is encourage by grouping the children to minimise children facing each other without and 1m+ distance between them.		All 22/07/2020	

	Unnecessary furniture and objects are removed where possible including teachers desks.		All 22/07/2020	Unnecessary furniture used to divide the shared areas in the middle
	Teaching approaches are modified to keep distance from children in the class as much as is possible, particularly close face to face support.		All 04/09/2020	
	Where close contact is needed this is conducted side by side rather than face to face.		All 04/09/2020	
	Children are not called to the front of the class		All 04/09/2020	
	If staff go to a child's desk to check on their work a height differential is maintained.		All 04/09/2020	Whole class feedback sheets and the use of visualisers for marking and feedback.
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils.		All 04/09/2020	
	Pupils do not share or swap resources including shared/peer to peer marking – if this is required then the use of Microsoft Teams can support this.		All 04/09/2020	
	There are collection and dropping-off points for resources rather than passing them hand to hand		All 04/09/2020	
	How children enter and exit the classroom is managed to maintain distancing (1m+).		All 04/09/2020	
	Each class will have a bin with a lid for the disposal of wipes/tissues		DC 04/09/2020	
	Classrooms will remain well ventilated where the weather permits		All 04/09/2020	
	All doors will remain open		All 04/09/2020	

	Children to bring their own water bottles and take these home each day		All 04/09/2020	Part of the end of day routine – check children have their water bottles Communicated to parents on 22/07/2020 and 02/09/2020
	Staggered arrival times allow for children to use cloakrooms for bags and coats		Class teachers 04/09/2020	Only PE kits will be allowed to stay at the end of each day to allow for enhanced cleaning. Staff will routinely ask children to clear this area at the end of each day and completely clear on a Friday.
	Cloakrooms times of use are supervised		All 04/09/2020	
<b>Toilet facilities</b>				
Controlling the spread of the virus in toilet facilities	Each year group will have one girls toilet and one boys toilet		DC 02/09/2020	This is how it used to be organised. Signs will be used to make this clear to children.
	Two children can enter at any one time		All 04/09/2020	
	Queueing should avoided where possible		All 04/09/2020	
	Children are informed of how to use the facilities appropriately applying distancing measures		All staff throughout wb 07/07/2020	
	Pedal bins are positioned in the toilet areas		DC 02/09/2020	
	Paper towel dispensers are installed and children have been instructed how to use them		01/09/2020	

<b>Playgrounds</b>				
Controlling the spread of the virus in the playground	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using the equipment.		DC 04/09/2020	Discussed and agreed – signs to be put up 01/09/2020
	Equipment use is supervised, and time limited to enable other users to take their turn.		All 04/09/2020	
	Travel corridors have been introduced in the playground to enable movement for adults and children without mixing bubbles.			Will observe playtimes and assess need in the first week No requirement for this (08/09/2020)
	Children use hand sanitiser before leaving the classroom is they are using equipment outside.		All 04/09/2020	
	Play equipment is allocated for each bubble to use		DF 04/09/2020	Need to check
	Multiple groups do not use outdoor play equipment at the same time.		CW 02/09/2020	
Controlling the spread of the virus in the bike storage area	The bike area will be staffed to control the grouping of children when collecting or dropping of their bike		DF 01/09/2020	
	Staggered starts and finishes will support the reduction of numbers to the bike area		DF 01/09/2020	
	All outdoor equipment will be sprayed, as a minimum, at the end of each week.		DC 01/09/2020	
<b>Lunch times and break times</b>				
Controlling the spread of the virus at lunch time	Lunch provision is planned across school so that distancing requirements avoids group mixing and queueing of children		DF 22/07/2020	See plan for September for specific details
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing		All 03/09/2020	
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.		All 03/09/2020	

	Touch points are wiped down between different groups in the hall		Lunch time staff and DC 07/09/2020	
	Pupils and staff have identified suitable play activities for break times		All 22/07/2020	
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting		All 04/09/2020	
<b>Catering</b>				
Controlling the spread of the virus in the kitchens	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>			Norse specific catering risk assessment is completed and available
	Norse has confirmed that catering is Covid-19 secure.			
	Tills are screened		DC July 2020	
<b>Curriculum</b>				
Controlling the spread of the virus during Music lessons	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies		DF 22/07/2020	
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people.		DF 22/07/2020	
	Where smaller groups are viable and singing or playing of such instruments takes place, this is done outside or alternatively in a well ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.		DF 22/07/2020	
	Where the music teacher needs to face the group they will maintain 3m distance.		DF 22/07/2020	
Controlling the spread of the virus during drama and performances	Performances with audiences do not take place		DF 22/07/2020	
	Activities that involve raised voices or shouting do not take place.		DF 22/07/2020	

	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management		DF 22/07/2020	
	Outside drama is planned as a first consideration where possible		DF 22/07/2020	
	In all cases the following will be applied: <ul style="list-style-type: none"> <li>Increasing hand hygiene and surface cleaning</li> <li>Using back to back or side to side positioning</li> <li>Maintaining distancing</li> </ul>		DF 22/07/2020	
Controlling the spread of the virus during physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.		DF 22/07/2020	
	Prioritisation of low impact activities is given over high impact		DF 22/07/2020	
	Contact sports will not take place		DF 22/07/2020	
	Distance between participants is maximised.		DF 22/07/2020	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.		DF 22/07/2020	
	The use on non-personal kit is avoided.		DF 22/07/2020	
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.		DF 22/07/2020	
	Pupils are kept in consistent groups		DF 22/07/2020	
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.		All 22/07/2020	

	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.		DF 22/07/2020	
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisation such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>			
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.		DF 22/07/2020	
	The use of changing rooms and showering facilities are avoided where possible.		DF 22/07/2020	
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.		DF 22/07/2020	Whole school
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.		DF 22/07/2020	
Controlling the spread of the virus during swimming	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools by the LA.		LA 27/09/2020	School will complete the Covid-19 Risk assessment prior to going swimming
Controlling the spread of the virus in subjects involving practical activities	Practical's and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of shared equipment/spaces and are managed to prevent close contact		Subject leads CCR 22/07/2020	

	Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility		All/Subject leads 03/09/2020	
	Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.		All 03/09/2020	
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:  <a href="#">Guide to doing practical work in Science</a> <a href="#">Guide to doing practical work in DT</a>		All 03/09/2020	
Controlling the spread of the virus through educational visits	No overnight educational visits are carried out		DF 02/09/2020	The yr6 visit to Horstead is cancelled
	Outdoor spaces in the local area are used to support delivery of the curriculum		All 03/09/2020	
	A risk assessment will be carried out for all educational visits and in addition to using Evolve:  A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation  The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements		CW 03/09/2020	



	<p>Visit leaders will review arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> <li>○ Do they include measures relating to limiting contact between your group and other visitors?</li> <li>○ Do they support you to maintain distances within your group?</li> <li>○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?</li> <li>○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?</li> <li>○ Are appropriate cleaning and disinfection arrangements in place?</li> </ul>			
	we will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.		All 03/09/2020	
Controlling the spread of the virus when a pupil attends another setting e.g SRB	Schools must work closely together to ensure that the approach is consistent and does not compromise the group/bubble		Inclusion team/DF 03/09/2020	
Controlling the spread of the virus during extra-curricular provision	Pupils will keep within their main bubble where possible.		DF 03/09/2020	
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> <li>● Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups</li> </ul>		DF 03/09/2020	

	<ul style="list-style-type: none"> <li>• Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently</li> <li>• Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity</li> <li>• Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members.</li> <li>• Records are maintained of all bubbles or groups for 21 days</li> <li>• Consideration is given to the types of activities organised in line with the compliance code</li> <li>• The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups</li> <li>• Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues</li> <li>• Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided.</li> </ul>			
	<p>As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided</p>		<p>DF 03/09/2020</p>	

	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.		DF 02/09/2020	
<b>Arriving and leaving the school grounds</b>				
Controlling the spread of the virus when arriving and leaving the school premises	All adults arriving on to the school site during drop off and collection must wear a facemask		DF 10/09/2020	Letter received by parents on 09/09/2020
	Parents instructed that only one adult per family are allowed on to the school premises to drop off and collect their child		DF 10/09/2020	Letter received by parents on 09/09/2020
	All parents instructed not to use the beginnings and end of day for conversations with staff unless it is regarding H&S/Safeguarding		DF 10/09/2020	Letter received by parents on 09/09/2020 Alternative means of communication – emails and Class Dojo are in place
	Arrival and leaving times are staggered to avoid clusters/grouping of people		DF 22/07/2020	See plan for September for specific details
	Deliveries are managed to eliminate close contact e.g. a pre-arranged drop off point, the delivery driver signing for you		DF 22/07/2020	
	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed		DF 22/07/2020	Letters sent out 22/07/2020 & 02/09/2020
	Parent/carer pick up and collection protocols have been developed to minimise adult to adult contact and avoid gatherings.		DF 22/07/2020	See plan for September for specific details
	Floor markings will encourage social distancing and these will be in place wherever is appropriate		DC Wb 01/09/2020	Include classrooms that were not previously used
	Staff observe social distancing as they enter the building		All 03/09/2020	

	No cars will be able to arrive or exit the school grounds between the following hours: 2.45pm – 3.30pm 8.30am – 9.15am		DF 22/07/09/2020	Parents of breakfast club will not be able to drive on to the school premises for drop off.
	If children are late in arriving they will need to wait outside the office whilst a parent/carer informs the office of their reasons for being late. The child(ren) will then proceed to the main school gate where the next available member of staff will unlock this to escort the child to their classroom. Children will not be allowed to travel through school if they are late.		DF 22/07/09/2020	
	Children leaving for appointments will have to have this pre-arranged as per existing rules and expectations		DF 22/07/09/2020	
Controlling the spread of the virus with visitors to the school	The number of visitors has been minimised as much as possible		DF 22/07/09/2020	
	Visitor times are planned to separate visitors from other site users		DC 22/07/09/2020	All regular companies have been instructed not to arrive until after 3pm unless there is an emergency
	Visits are by appointment only		DF 22/07/09/2020	
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> <li>• Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety</li> <li>• Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied.</li> <li>• Action to take if they cannot maintain keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, not matter how mild.</li> </ul>		DF 22/07/09/2020	

	Visitors are provided with further information on arrival and asked to perform hand hygiene		TH 08/09/20200	A 'How our school remains Covid secure' is available and given to all visitors to the school site
	Visitors confirm that they do not have symptoms no matter how mild.		DF 22/07/09/2020	
	The reception is operating on a one in and one out basis for essential visitors		DF 22/07/09/2020	Face masks must now been worn if a visitor is entering the front foyer
	Where reception desks are open, staff maintain a 2 metre distance from visitors as dictated by the floor markings.		DC 22/07/09/2020	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)		DC 22/07/09/2020	
	Visitor records are maintained for contact tracing requirements		LC 22/07/2020	Inventory is now updated to include visitors phone numbers to support track and trace
Controlling the spread of the virus with contractors arriving at school	Where possible visits that are not essential to education and safeguarding can happen out of hours.		DC 22/07/09/2020	
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.		DF 22/07/09/2020	
	Contractors must confirm that they are Covid secure upon arrival		LC 03/09/2020	
<b>Meetings and Events</b>				
Controlling the spread of the virus at phase and staff meetings	Where possible, meetings and events will be conducted remotely		DF 01/09/2020	See plan for September for specific guidance on hosting and attending a remote meeting
	All staff to arrive no earlier than 7.30am and leave the school building by 4.30pm to allow for enhanced cleaning		DF 22/07/2020	

	<p>The following measures are in place for in person meetings:</p> <ul style="list-style-type: none"> <li>• They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</li> <li>• All other participants will connect to the meeting remotely.</li> <li>• Use separate spaces or rooms where possible to limit the number of people in the same area</li> <li>• Ensure 2 distance is maintained at all times, not sitting face to face</li> <li>• No activities are undertaken that require or encourage people to raise their voices or shout</li> <li>• Paperwork is shared electronically where possible</li> <li>• Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first.</li> <li>• People do not shake hands.</li> <li>• Participants practice good hand and respiratory hygiene before after and during the meeting.</li> <li>• Where held indoors they are held in well ventilated spaces.</li> <li>• All in person meetings are authorised by the Head teacher/Deputy Headteacher, who has satisfied themselves that all reasonable measures have been implemented.</li> </ul>		<p>DF 22/07/2020</p>	
<p>Controlling the spread of the virus in the staff room</p>	<p>Times of use for staff breaks are staggered to prevent staff groups from mixing</p>		<p>DF 22/07/2020</p>	<p>See playground rota</p>
	<p>Furniture has been arranged to encourage distancing and not sitting face to face</p>		<p>All 22/07/2020</p>	

	The staffroom remains well ventilated		Ongoing	
	Staff room protocol: <ul style="list-style-type: none"> <li>• Removal of all clutter</li> <li>• Own mugs – no communal mugs</li> <li>• Provision of spray and paper towels and identify frequently touched spots that are wiped before and after each break</li> <li>• One in and one out rule for the photocopier</li> <li>• Two people at a time at the coffee/refreshment areas</li> <li>• Lunch to be eaten in class (bubble)</li> <li>• No congregating at any point throughout school</li> </ul>		DF 22/07/2020	
Controlling the spread of the virus at progress meetings/parents evenings	Alternative provision Tbc			
<b>Staff Health Needs</b>				
Controlling the spread of the virus with individual health risks	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the <a href="#">template provided</a> is used to record conversations and agreed control measures.		LC 22/07/2020	
Controlling the spread of the virus by supervision to staff well being	Talk through the curriculum - what subjects need greater emphasis.		SLT 22/07/2020	
	Make time for all staff to talk to senior leaders about their personal situation, do they have access to supervision?		DF 22/07/2020	Ongoing
	Remind staff that the NHS have an online assessment tool for self-isolation, the link is below:		DF 22/07/2020	

	<a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a>			
	Remind staff that we subscribe to the Norfolk Support Line		DF 22/07/2020	
	Remind staff that in addition to this the Education Support Partnership is there for anyone who works in a school. Their Helpline is open 24 hours a day on 08000 562 561  <a href="https://www.educationsupport.org.uk/helping-you/coronavirus-supporting-education-staff">https://www.educationsupport.org.uk/helping-you/coronavirus-supporting-education-staff</a>		DF 22/07/2020	
	Staff will go home straight away if they develop symptoms			
	Staff will be arrange a test when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.		DF 22/07/2020	
<b>Pupil Health and Planned Close Contact Activities</b>				
Controlling the spread of the virus if a child shows symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild		All 07/09/2020	
	Staff remain vigilant for developing symptoms throughout the day		DF 22/07/2020	
	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, PECS cards		DF 22/07/2020	
	Parents will be instructed to organise a test, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.		DF 22/07/2020 & 02/09/2020	
Supporting children's well-being, mental health and	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.		DF 22/07/2020	



behaviour as a result of their experiences	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).		RF/SU 03/09/2020	
	Staff have their own PPE available if they are working 1:1 with a child who has specific needs		LC 02/09/2020	Adults have been identified
	Support plans include: <ul style="list-style-type: none"> <li>• Specific cleaning and disinfection requirements</li> <li>• Ensuring that staff increase their level of self protection,</li> <li>• Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> <li>• Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>		RF/SU 03/09/2020	
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.		DF 03/09/2020	
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.		DF 02/09/2020	
	Available resources are used to identify and support students and staff who exhibit signs of distress e.g. LA recovery resources		RF/SU 03/09/2020	
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by phase leaders			
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.		DF 03/09/2020	
<b>Communication and Involvement</b>				

All 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.		LC 02/09/2020	
	Risk assessment is available on the school website		DF 22/07/2020	
	The school notice board is up to date with all new relevant information		LC 11/09/2020	Updated with latest guidance regarding symptoms and Facemask expectations in school
	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space		DC Wb 01/09/2020	
<b>Staff Instruction</b>				
Controlling the spread of the virus through knowledge and instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.		DF 04/09/2020	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.		LC 04/09/2020	Signed forms available in SBM office
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.		DF 22/07/2020	
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.		DF 22/07/2020	

	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).		DF 22/07/2020	
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).		DF 22/07/2020	Ongoing – staff surveyed summer term
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.		DF 22/07/2020	
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.		DF 22/07/2020	
	The school has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.		DF 22/07/2020	Buddy and mentor system in place
<b>Behaviour Policy</b>				
Controlling the spread of the virus through consistent behaviour management	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.		DF 22/07/2020	See behaviour policy addendum
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.		DF 22/07/2020	
<b>Pupil Involvement and Communication</b>				
The control of the virus through effective use of pupil involvement	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> .			School council agenda item – wb 21/09/2020
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.			

	All information is provided to pupils in an honest, age-appropriate manner.		All staff Throughout wb 07/07/2020	
	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> <li>• become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.</li> <li>• encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>		All staff Throughout wb 07/07/2020	
	The following resources are used where appropriate: <ul style="list-style-type: none"> <li>• <a href="#">e-Bug</a> resources to teach pupils about hygiene.</li> <li>• <a href="#">the Educational Settings poster</a></li> <li>• <a href="#">the Coronavirus Toolkit for Professionals</a> which contains campaign materials.</li> </ul>		All staff Throughout wb 07/07/2020	
<b>Case management (please also refer to Covid-19 Educational Settings – Management of Cases Guidance)</b>				
Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance		LC 02/09/2020	
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,		LC 08/09/2020	Item on governors agenda 28/09/2020
Controlling the spread of the virus if a person becomes unwell with Covid-19 symptoms and isolation requirements	If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance</a> .		DF 22/07/2020	
	If a child is awaiting collection, they should be moved to our isolation room (meeting room) behind a closed door,		DF 22/07/2020	

	depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people			
	If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.		DF 22/07/2020	
	PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).		DF 22/07/2020	
	The child's temperature will be taken using the schools infrared thermometer		DF 22/07/2020	
	In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital		DF 22/07/2020	
	If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> .		DF 22/07/2020	
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed		DF 22/07/2020	

	symptoms, arrangements will be made to move pupils and staff while that area is cleaned.			
Controlling the spread of the virus through management of waste materials	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.		DF 22/07/2020	
	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.		DF 22/07/2020	
	The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.		DF 22/07/2020	
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.		DF 22/07/2020	
	Soft surfaces that are visibly contaminated will be steam cleaned or disposed of such as upholstered chairs		DF 22/07/2020	
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.		DF 22/07/2020	
	Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided		DF 22/07/2020
Where test kits have been supplied they will be offered to the parent/carer at the time of collection to support the test and trace programme.			DF 22/07/2020	
Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks			DF 22/07/2020	

	Parents/carers will be advised to notify the setting as soon as the test result is known.		DF 22/07/2020	
Actions if a staff member becomes symptomatic	Staff members have been advised about the information detailed in COVID-19 Your health and your safety		DF 11/09/2020	Available on Microsoft teams – whole staff – Covid-19 Emailed in staff update 11/09/2020
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.		DF 22/07/2020	
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person’s bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.		DF 22/07/2020	
	The employer referral process for testing information will be provided to the employee in order to obtain a test.		DF 22/07/2020	
	The setting will register with the local testing service to receive their unique employer code by emailing: <a href="mailto:NorfolkRegistercovidtesting@nuh.nhs.uk">NorfolkRegistercovidtesting@nuh.nhs.uk</a> providing the name of the employing organisation, their job title and a contact telephone number.		DF 22/07/2020	
	The employee will be asked to provide their test result to the setting as soon as it is known.		DF 22/07/2020	
Contact tracing	We will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.		DF 22/07/2020	
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.		DF 22/07/2020	

Case management transfer	School will follow the advice and requirements of NCC where the case is transferred to NCC for management		DF 22/07/2020	
Test result actions	School is aware of and will follow the required actions that are detailed in the Test result actions section.		DF 22/07/2020	
	School will contact the NCC Education Incident Room in the event of a positive test.		DF 22/07/2020	
Education contingency planning	Plans are in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.		KS Leads 22/07/2020	Needs to be confirmed and finalised during September
<b>Office and Administration</b>				
<b>Controlling the spread of the virus in an office environment</b>	The office will be classed as its own bubble		DF 22/07/2020	
	1m box to be taped in the flow on either side of the hatch		DC 03/09/2020	
	No sharing of telephones or telephones are wiped before they are handed over		DF 22/07/2020	
	No staff to enter the office		DF 22/07/2020	A phone is available in the meeting room which will require wiping down before and after each use
	No cash handling – all payments to be made using parentmail		DF 22/07/2020	
	Site management requests to be emailed		DF 22/07/2020	Defects and health safety issues on the defect log on one drive
	Office requests to be emailed where ever possible		DF 22/07/2020	
	All forms/paperwork for parents are to be made available on the school website whenever possible		LC 10/09/2020	Holiday requests Medical forms on school website
<b>Planning for Emergencies</b>				



	Fire assembly points are reviewed with children and staff to ensure that pupils do not gather in large groups		DF 22/07/2020	
	Fire drills that are carried out encourage social distancing		DF 22/07/2020	
	Separate assembly points for each class (bubble) consistent with the current model		DF 22/07/2020	
	A fire drill has been planned to take place within the first week of the recovery phase.		DF 22/07/2020	
<b>First Aid</b>				
The control of the virus through effective first aid	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided		DF 22/07/2020	
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> <li>Explain why requalification hasn't been possible</li> <li>Demonstrate the steps taken to access training.</li> </ul>		DF 22/07/2020	
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate		DF 22/07/2020	
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance		DF 22/07/2020	
	Children who may require intimate care have been identified		DF 22/07/2020	
	Provide PPE equipment where those children are identified: <ul style="list-style-type: none"> <li>Disposable gloves and plastic apron</li> <li>Fluid repellent surgical mask (one per class)</li> </ul>		DF 22/07/2020	

	<ul style="list-style-type: none"> <li>• Disposable eye protection (where there is an anticipated risk of contamination with splashes, droplets of blood or body fluids)</li> <li>• Resuscitation face shield</li> <li>• Two bin bags</li> </ul>			
	If wiping, ensure this is done away from the your own body		DF 22/07/2020	
	Stay to the side of the child to reduce the possibility of unexpected excretions (faeces, spit, vomit, urine)		DF 22/07/2020	
	Ensure staff have received the first aid requirements and had the opportunity to discuss this with a member of SLT		DF 22/07/2020	
	Bumbags with first aid contained are in each bubble for use outside		DF 22/07/2020	
	Staff in each bubble check and maintains first aid kit contents If a child vomits maintain a 2m distance from the vomit whilst the site manager/Head cleaner is called via the telephone to manage this		DF 22/07/2020	
<b>Other actions not listed above</b>				
Controlling the virus when delivering resources/packages/dinners	A pre-arranged collection point will be in place for packages		DF 22/07/2020	
	Classroom deliveries will be left at the front of the classroom		DF 22/07/2020	
Controlling the virus through maintain a live risk assessment	Risk assessment feedback form open to all staff via Microsoft Teams		DF 09/09/2020	Link: Whole staff – Covid-19- Risk assessment feedback

## Useful Guidance

- Guidance for full opening: schools can be found [here](#)
- Managing school premises during the coronavirus (COVID-19) outbreak can be found [here](#)
- The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
- The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
- CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
- CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
- Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
- COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
- Actions for early years and childcare providers during the coronavirus outbreak can be found [here](#)
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings can be found [here](#)
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) can be found [here](#)