

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

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – General Guidance for all Education Settings for implementing the recovery plan.

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

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

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

<b>Date of change</b>	<b>Section, Page and Change</b>
22-07-2020	Whole revised document please read.
01/09/2020	Reviewed- Amendments in red
17/09/2020	Reviewed- Amendments in Blue
02/10/20	Reviewed- no amendments
13/11/20	Reviewed- amendments in green
05/1/21	Reviewed- No amendments
01/03/21	Reviewed- Amendments in purple
16/04/21	Reviewed- Amendments in orange Colouring added to yes/no column

<b>Setting/Premises:</b>	Mendham Primary School		
<b>Location:</b>	Mendham		
<b>Assessment Date:</b>	22/07/2020	<b>Review Date:</b>	16/04/21
<b>Assessment completed by:</b>	Susie Collins		

## Management Planning

### Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels.	Y	No staggered start times but classes have been allocated different entrances around the school site.	
	An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught.	Y	Break times and lunch times staggered. Lunches served to the classroom Virtual assemblies Toilets monitored hourly	
	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	Y	Hall timetable allocated- area to be cleaned after each use	
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	NA	All areas of the school now in use	
	SMT have followed arrangements to bring areas of the	Y		

	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			
	SMT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Y		
	SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Y		
	SMTs refer to the HSW information provided on Info space or Norfolk Schools, ensure that they understand and communicate this information.	Y		
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Y	Staff consultation via email and PD day Reviewed risk assessment sent to staff- placed on school website Staff consultation wb 22/2/21 Staff consulted, no comments made Staff consulted and changes made in accordance to suggestions	
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns	Y	Most recent assessment uploaded to website  Staff meeting agenda point	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Y		
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Y	LC consultation via email and PD day Revised versions to be emailed as completed Copy of reviewed document submitted to the trust by 04/03/21 Copy of reviewed document to be sent to LC members	No comments from LC  09/02/21

			Amended version of RA to be shared with LC	
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Y		
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.	Y	Staff make Admin/AH aware when supplies are getting low to allow time to replenish stock	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Y		

### 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)	NA	Full numbers of staff returning in September Staffing levels monitored closely relating to staff absences	
	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Arrangements for the deployment of staff and use of alternative buildings have been drawn up for implementation where appropriate and possible (see pupil and staff cohorting).	Y	Member of SLT/DSL contactable at all times	
	Plans are in place for teaching assistants to be allocated to lead a class group under the direction of a teacher if there is a shortage of teachers.	Y	Where an absence of a class teacher is due to isolation because of contact use of Google Classroom to set work to be completed in school/ live streaming into the class	
Business support and premises	Staff work from home where it is possible	Y		
	Hot desking is avoided	Y	AH to remain in front office to	

management staff			allow PPA to be carried out in AH office therefore reducing 'contact'	
	Office spaces are arranged to support social distancing (maintaining 2m distance)	Y		
	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	Y		
Premises and cleaning staff	Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting.	Y	Booked through office External contractors to wear face masks when walking through school SLT met with cleaning staff re expectations- checklists Cleaning staff to arrive after the school day has finished Contractors to have temp check, confirm no symptoms and sanitise on entry, to maintain distancing where possible and wear a face covering (unless exempt)	
	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Y	Checklists in each room	
	Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.	Y		
Volunteers	Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members.	Y	Student to join Sycamore bubble Spring term- postponed No volunteers in school No current planned volunteers- any consideration will be made by AH	

## Cohorting and limiting contact

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

Primary school classes and early	Actions have been taken to groups in order to achieve social distancing The setting should aim to keep these smaller	Y	Staggered break times and lunch times	
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years providers	groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.		Lunch served to classes Pine class to use the atrium area as break out, pupils working in this area will be supervised by a Pine class staff member	
Keeping cohorts together where possible	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Y		
	Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days.	Y	When classes share an outside space dividing areas are marked and observed by staff. Timings ensure that access to and from shared areas are staggered and communicated to staff. Rota for areas of the outside space distributed by AAH to all.	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Y		
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y	If a member of staff is used for cover then this is the same person for each class That member of staff needs to try and remain distanced from pupils.	
	Where possible pupils use the same desk each day where they attend on consecutive days.	Y		
	Multiple groups do not use outdoor play equipment at the same time.	Y	Rota system in place	

### **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	Y		
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Y	After 9.15am Before 3:00pm	
	Visitors who sign in either use their own pen or are provided	Y		

	with a pen that they take with them.			
	The reception is operating on a one in and one out basis for essential visitors	Y		
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible the installation of screens to protect staff should be considered	Y	Glass windows used	
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Y	Track and trace details also taken	
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Y	Visitors asked to check temperature on entry to site	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y	Food deliveries taken directly to kitchen via external routes rather than through the school. Parcels to be left at front door by couriers and taken in when delivery is completed	
	Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Y	External contractors who may visit multiple sites to wear face masks unless exempt	
	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Y	Hand washing on entry and exit of building	
	Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept Wider opening letter (march '21)	Sent

### ***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)	Y	No travel for pupils planned until June'21	
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept	Sent



	children			
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Y	Signs to be put on gate Pupils sent individually or in family groups to put their cycles away. Ensured by staff member on duty	
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept No loitering posters displayed SLT to monitor- letter sent 26/2 Letter sent when wider opening March '21	Text sent
	Parents and staff have been advised that only the same household members should travel together by car	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept	Text sent
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept Reminded 1 person to pick up/drop off 28/02 Reinforced in end of term newsletter March '21	Sent
	Pupils and parents have been advised that they should not walk together in large groups	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept Reminded 1 person to pick up/drop off 28/02 Reinforced in end of term newsletter March '21	Sent
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/A		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	NA		
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	N/A		
	Pupil attendance times have considered reduced numbers associated with public transport where possible.	NA		
	Social distancing is applied as far as is possible in school	NA		

	vehicles by substituting smaller vehicles with larger ones or running additional vehicles.			
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	NA		
	Markings are provided where queuing is required for transport services on school premises	NA		
	Windows are opened during journeys where it is safe to do so	N/A		
	Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use	NA		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	NA		

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

Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Y	Hand washing stations to be used on entry to building Temp checks daily on entry Sanitiser to be used on entry in mornings	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept Reminder in newsletter W/B 21/09 Letter sent 28/02- reminder to be sent 05/03 Reminder sent	Sent
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)	Y	Hand washing station on entry and then pupils to used designated entrances Sanitiser Juniper and Sycamore	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	N	Not needed due to other available entrances	
	Floor marks have been added to assist with social distancing in outside areas.	Y	Kitchen area Atrium Marked pathway through hall	
	Staff supervise at peak times.	Y		

Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Y		
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Y		
	Parents have been advised that only one parent should attend.	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept Reminder newsletter w/b 21/09 Letter 28/02	Sent
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Y	Staggered entrances by cloakroom areas Gates open 10 minutes before registration.	
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.	Y		

### ***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	NA	Class sizes	
	Where appropriate, capacity levels are detailed in each room for staff to refer to.	NA		
	Rooms have been organised to encourage social distancing, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture seats are taped off/marked as not to be used to support social distancing	Y	Where ever possible pupils are sitting side by side facing the front, however this is not always possible due to the size constraints of the room. Break out spaces- hall and AH office have been timetabled for additional space if needed. Pine class now able to use atrium space if supervised by adult	
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Y		

	Classroom based activities have been reviewed and modified to support social distancing	Y	EYFS- Hands should be washed before and after messy play. No regular sharing of resources outside of class groups No formal singing lessons in classrooms- outside only	
	Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	Y	PE team have considered maximum capacity for hall use in PE lessons and ESC	
Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Y	Standing outdoor play equipment to be used on a rota basis (every other day) and sprayed after use. Play equipment baskets to be used for class groups- spray down after use.	
	Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.	Y	Coned areas if more than one class is outside at once. Stagger times of movement	
Close contact educational activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils.	Y		
Resources	Resources and the exchange of resources that are taken home have been limited	Y		
Use of sports halls etc.	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).	Y	PE team have considered maximum capacity for hall use in PE lessons and ESC	
Use of school swimming pools	Please refer to updated swimming pools guidance.	Y	No swimming Planned to begin for year 6 in June	
Showers	Sport activities have considered associated shower use in order to ensure that social distancing can be applied.	NA		
	Cleaning and disinfection arrangements are in place for showers.	NA		

### Lunchtime and breaks

Lunch	<b>The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment.</b>			
	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).	Y		
	Times that meals are provided are staggered to reduce queues	Y	Adult to take lunches to pupils in classrooms	
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Y		
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Y	Soap and water if available	
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Y	Walkway marked in hall to ensure distancing between juniper class and those eating in the hall.	
	Alternative payment methods are being used to eliminate cash handling	NA		
	Tills are screened where still in use		N A	
	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.		Y	
	A different entry and exit route are being used at dinner times where more than one door is available		N A	
Contracted food preparation	The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area.	Y		
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	Y	Hand washing stations/ <b>hand sanitiser to be used</b> at end of break time before entry	
	Play equipment use is supervised to ensure that pupils do not gather.	Y		

	Pupils and staff have identified suitable play activities for break times	Y		
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y		
	Markings have been added to outside spaces to assist with queues when coming back into the building.	N	No queuing Not required	
	Additional staff supervision is employed to ensure social distancing takes place	Y		

### ***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.	Y		
	Windows are open to increase ventilation where it is safe and appropriate.	Y	Opened periodically through the day to refresh air in the classroom.	
	Interactions take place side to side instead of face to face where it is possible	Y		
	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.	Y	Belongings per pupil on desk No desk hopping	
	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.	Y		
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	Y		
	Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	Y	One way systems in place for corridor Only Rowan class to use	
	Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one way system where this is possible	Y		
	Where appropriate one way circulation and central dividers	Y		

	have been placed in the middle or corridors to keep groups apart.			
	Movements around settings are supervised.	Y	Staff supervision	

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

	Times are staggered where possible and consider the increased handwashing times that have been introduced.	Y		
	Distancing for queuing has been introduced e.g. through floor markings	Y	Where needed	
	Where the setting is in part use, additional toilets are being used in other areas of the building to reduce use and queuing where possible (and balanced with the discouragement movement around non-essential parts of the building)	NA		
	Every other urinal/basin has been taken out of use in toilets that have high usage	NA		
	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.	Y	Hand washing facility on gate- hand gel available	
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Y		

### ***Meetings and events***

Assembly	Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible	Y	Class or virtual assemblies	
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	Y		
Staff spaces and meetings	Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings.	Y		
	Additional staff room areas have been provided in order to avoid large gatherings at peak times	Y	Staggered break and lunch times Staff allocated specific areas for their lunch to avoid crowding in the staffroom.	
	Furniture has been arranged to encourage distancing	N	Not needed due to allocation	

Parents Meetings/ Parents evenings	Meetings are undertaken by telephone or internet.	Y	Where ever possible parents will be on the phone or virtually- if face to face meetings are required then this must be at the end of the day in a non-teaching space, with use of face coverings (unless exempt), and visitor protocol being used.	
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	Y		
School clubs and community sports (non curriculum)	The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)	Y		
Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	Y		
Hire and use of school premise	Additional hire and use will not be planned until further notice.	Y		
Monitoring	Procedures are in place to ensure that guidance is adhered to	Y	Learning walks to be carried out instead of lesson observations. (15 minutes). Where possible the adult carrying out the monitoring must remain distanced from the pupils wearing appropriate PPE. If monitoring involves discussions with pupils regarding their work, then this needs to be carried out where possible adhering to social distancing and minimal 'contact'. When looking at pupils books adults will ensure handwashing has taken place before hand and hand sanitiser is available to use if needed during the book look. Monitoring of virtual teaching will be by joining virtual sessions- video off/microphone off	



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### Breakfast and afterschool clubs

School clubs that are essential	An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment. Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.	Y	Pupils to be distanced and sat in class groups <b>where ever possible</b> . Information provided to parents w/b 07/09 ESC for keyworkers until 4.30pm, class bubble tables where possible Full provision for ESC now available (postponement of free enrichment hour)
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### Universal Hygiene Arrangements

#### Cleaning and disinfection

Cleaning	A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <i>COVID-19 guidance for all education settings</i>	Y	
	<b>Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use</b>	Y	
	All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment.	Y	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Y	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Y	
	Disinfectant wipes are available for staff to use where	Y	Spray for soft furnishings

	required.			
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys	Y		
	Toys that are put into children's mouths are cleaned between use	Y		
	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.	N	Not available to pupils	
	Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home	Y		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Y	Communicated to parents	
	Used books are set aside for 72 hours after use to reduce microbial load	Y		
	Books and posters checked for visible soiling and disposed of where necessary	Y		
Lunchtime	Trays, tables and chair touch points are disinfected after use	Y		
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Y		
Waste tissues	Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Y	Lidded bins	

### **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 <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class	Y	Hand washing station to be used on entry Class sinks for each class base or hand gel if not available	
	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.	Y		
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Y		
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Y		
	Age and developmentally appropriate ways area being used	Y		

	to encourage pupils to follow requirements.		
	All staff and pupils are following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use.	Y	

## 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>	Y	
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	NA	
	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>	Y	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y	
PPE	PPE will be made available for staff who have close contact with pupils and social distancing is not possible. E.g. Intimate care and first aid	Y	
	Face coverings will be worn by staff and visitors in communal areas where social distancing is not possible	Y	These face coverings need to be put aware when not being worn
	When removing PPE staff/visitors will ensure that they follow the guidance from PHE to ensure that removal of PPE is not increasing risk.	Y	Guidance document issued to staff outlining best practice. Signs in first aid rooms

### Pupil Health

Specific health considerations	Pupils who are clinically vulnerable ( <i>previously referred to as having an underlying health condition</i> ) have been assessed	Y	
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	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>			
	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>	Y		
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Y	Remind/inform on first day back <a href="#">Part of class discussion</a>	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y	Temp check on arrival	
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Y		
Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff.	Y	Review on PD day	
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	Y		
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y		
Where the setting is not the 'usual setting' for the pupil	Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant controls put in place on an individual basis.	NA		

## Communication and Involvement

### General Arrangements

General	Arrangements have been put in place to ensure	Y	Review most recent risk	Completed
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Arrangements	communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.		assessment on PD day Reviewed risk assessments sent to all staff and available on school website. Reviewed risk assessments sent to all staff and available on school website. Staff were asked for comments before publication. Copy of newly reviewed RA sent to all school members	
	Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept	Completed
	Parents and carers have been communicated with about symptoms and household isolation requirements	Y	Parents to reminded in letter sent out on 1 <sup>st</sup> Sept Parents also sent information regarding LFD testing	Completed
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Y		
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Y		
	Site changes such as entrances and exits will be identified where required	Y		
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y		
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Y		

### Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.	Y		
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	Review end date 1 <sup>st</sup> Sept- email version sent prior to PD day Staff consultation 04/01/21	Completed
	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)	Y		
	Staff have been involved in the practical implementation of this guidance.	Y		

### 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> .	N	Due to class bubbles discussions will be had in school, but there is no mixing in school beyond these groups.	
	Pupils and staff have contributed towards how these new roles will support the schools aims	NA		
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Y		

### Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> <li>become advocates for disease prevention and control at home, in school, and in their community by talking 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>	Y		
	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>the Educational Settings poster</li> <li>the Coronavirus Toolkit for Professionals which</li> </ul>	Y		

	contains campaign materials.		
	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.	Y	

## 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)	Y	Head's office
	The room has been emptied of unnecessary items.	Y	
	Tissues and a waste bag have been provided in the room	Y	
	If a pupil develops symptoms they will wait in the room that has been identified as soon as possible	Y	
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Y	
	Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Y	
	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Y	
	Where a person tests positive, the rest of their class or group will self-isolate for 14 days.	Y	
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Y	

## Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Y		
	Fire drills that are carried out encourage social distancing.	Y		
	Staff and pupils understand that in an emergency they must leave without delay	Y		
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y		
	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken:	Y		
	Higher risk activities are avoided where it is possible e.g. use of D & T machinery	NA		
	The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk.	Y		
	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.	Y		
	A member of staff has been nominated to check and maintain first aid kit contents	Y		
	First aid boxes are located in prominent places	Y		
	The location of the automatic defibrillator is known to all staff	Y		
	Staff who do not have training have been provided with <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.	Y		
	Changes to first aid arrangements are communicated to all staff	Y		
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y		



	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y		
Paediatric First Aid	There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered “no”)	Y		
Alternative paediatric first aid arrangements)	Every effort has been made to provide a Paediatric First Aider.	Y		
	The above is not possible and there is access to a trained First Aider or emergency PFA on site.	Y		

***Any other actions that are not listed above***


<b>Assessor's Name: Susie Collins</b>	<b>Manager's Name: Andrew Aalders- Dunthorne</b>
<b>Position: Academy Head</b>	<b>Position: Trust CEO</b>
<b>Signature: S. Collins</b>	<b>Signature:</b>