

<b>Setting/Premises:</b>	Avenue Junior School		
<b>Location:</b>	Avenue Road Norwich		
<b>Assessment Date:</b>	2 <sup>nd</sup> March 2021 New assessment	<b>Last Review Date:</b>	18/4/21 updated in yellow
<b>Assessment completed by:</b>	<a href="#">Deborah Dismore</a>		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

### Management Arrangements

Item	Control measures	Yes/no/ not applicab le	How? Notes and further information	All actions completed unless stated otherwise
General management planning	Management planning has been undertaken following the management planning checklist and compliance code	Yes	See document completed	✓
Opening after reduced occupancy	The <a href="#">Premises Management Risk Assessment</a> has been completed where applicable.	Yes	See document completed	✓

### Staffing arrangements

Staffing levels	Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches work is arranged where possible so that:	Yes	No ad hoc work allowed in school. All organised carefully & included in RA	All actions completed unless
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	<ul style="list-style-type: none"> <li>The number of such staff are kept as low and consistent as 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 rearranged to longer rotas than normal where necessary)</li> <li>They have minimal contact with, and maintain 2m distance from, permanent staff</li> </ul>		<p>Music Peris to start as per autumn routines after Easter</p> <p>Forest schools leads work with one year group over a half term only</p> <p>All staff to follow social distancing guidelines</p> <p>No mixing with permanent staff in communal areas. Minimal contact</p>	stated otherwise
	Teaching staff breaks are organised in a way that avoids staff covering for a different group	Yes	Staff from year group cover own breaks	
	Consistent working arrangements are applied to ITT trainees.	NA		
	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 bubbles as much as possible.	Yes	Rota to ensure additional staff work only with one year group at a time however where cross working is necessary (eg for pastoral reasons) carefully formulated arrangements will be discussed	Logistics plan
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Yes	Lunchtimes when MSAs work with more than one year group. Enhanced hygiene & social distancing will be maintained. First aid carried out by one member per year group.	
	Where volunteers are used the same staff principles are applied.	NA	No volunteers in school	
Premises and cleaning staff	The principles of distancing and hygiene are in place for normal premises management activities.	Y		
	Activities are scheduled to avoid times where pupils and staff are using the same areas.	Y	As part of logistics plan	



	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task in line with the relevant guidance/compliance code.	Y	ALL PPE given as necessary Cleaning company provide own guidelines for staff also	
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**Minimise contact maintain social distance and activity risk reduction**

**Pupil and staff grouping – main groups and extended groups**

Developing groups	Main groups (staff and pupils) have been developed that are the smallest practicable, consideration has been given to the following where possible: <ul style="list-style-type: none"> <li>• Groups are kept static</li> <li>• Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements.</li> <li>• Contact within groups is minimised through measures outlined in this assessment.</li> <li>• Pupils will stay in their class/group throughout the day, or on subsequent days</li> </ul>	Yes	Wherever possible class bubbles When this is not possible year group bubbles All lessons to take place in classrooms (apart from PE) Teachers if needed move between classes Breaks and lunchtimes only in year group bubbles Specialist teaching 1:1 or from same class/year Wrap around care – SYS will operate in same system of year group bubbles No crossover of year groups allowed	
	Any extended groups created remain as small and consistent as possible	Yes	Year group bubbles are largest bubble – space restrictions	
	Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including: <ul style="list-style-type: none"> <li>• some secondary curriculum practical activities</li> <li>• some music activities</li> </ul>	Yes	This is not possible apart from intervention work sue to number of children/staff Classrooms designed for forward facing and removal of as much furniture as possible.	

	<ul style="list-style-type: none"> <li>With very young children</li> <li>Because of health conditions or understanding of the children</li> </ul>		Numbers in classes cannot be reduced	
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Where possible allowing for PT staff – if not as part of year group bubble	
	Staff are consistently to each class group, and where possible for the same day and subsequent days.	Yes	Wherever possible but not possible for PPA. This is carried out by the year group support teachers/cover supervisors	
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	Record kept as part of logging in system.	

#### Other general measures

	The use of outdoor spaces has been maximised	Yes	Timetabled for use and use of field	
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	Distance marking on pavements outside of school queues discouraged Steve B to respray	
	Gatherings involving more than one group is avoided e.g. assemblies	Yes	All assemblies remote	
	Activities involving invited audiences do not take place	Yes	None planned in for rest of academic year	
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	Where possible. With some SEND children this is not possible. All guidance to be followed in these cases	
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to	Yes	As per logistics plan Separate toilet blocks for year groups – all supervised	

	use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.			
	Activities that encourage or cause people to raise their voices unduly will not take place. Pupils are advised of these requirements while on the premises.	Yes	No singing, shouting, drama etc at this point in time	
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	Pupils will take no books home. Staff advised against taking books home if possible to mark in school	
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	Yes	Teachers to ensure if books/resources are taken off the premises guidance must be followed	
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	All children have own pack of resources. Any shared resources between classes are on strict rota	
	<p>Movement around the school is kept to a minimum as follows:</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. The 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 it cannot be avoided (for example, for PE, outside breaks)</li> </ul> <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> <li>• Staggered times for using stairs and corridors</li> <li>• Utilisation of alternative external routes</li> <li>• One-way systems introduced</li> <li>• Supervision of movements around settings</li> </ul>	Yes	<p>No movement of children between classes Break times are staggered, One group in before the next out. Bell will ring. Each year group has different entrances in and out One way system in on main playground on a morning and afternoon <b>ALL MOVEMENT OF CHILDREN AROUND THE SCHOOL IS SUPERVISED BY TEACHERS/SUPPORT STAFF/MSAS</b></p>	

	<ul style="list-style-type: none"> <li>Central dividers placed in the middle of wide corridors to keep groups apart</li> <li>The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other</li> </ul>		As a large primary entry into school has been staggered On entry to classroom the children need to line up in order & file into the classroom, wash hands and sit in order – not moving past each other to get to seats	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	Arranged within classes by teacher	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	Halls are used by only one group at a time for lunch with cleaning regime between	
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	NA		
	Posters have been used to encourage this where required	NA		
	Hand sanitiser is provided for use before and after touching lift controls.	NA		
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	NA		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	By year group staff	
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes	In logistics plan	

### Measures within the classroom

	<ul style="list-style-type: none"> <li>Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to</li> </ul>	Yes	For lunches only and areas for interventions Classes are to be rearranged before Friday 6th March and sign off given by SLT	
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	<ul style="list-style-type: none"> <li>• Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks</li> <li>• Seats are forward facing</li> <li>• The position of the teachers space/desk is considered as part of the configuration to support distancing from the class</li> </ul>		Seats forward 2M from first pupil where possible	
	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Yes	Cloakroom areas are allocated As per Autumn term	
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> <li>• Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk</li> <li>• Where close contact is needed, staff interact side to side with pupils and not face to face</li> <li>• Staff do not require pupils to share or swap resources, including no marking each others books</li> <li>• Picking-up and dropping-off resources is managed in a way that prevents passing them hand-to-hand</li> </ul>	Yes	Reduced personal physical interaction with children – built into planning – teams bear this in mind when planning Staff may wear face masks Staff directed to side by side interaction where possible No marking of each other's books Resource collection as before	
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes	Coats and lunchboxes only	

**Playgrounds**

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	Restricted to one class per playtime Only one person on each piece of equipment at any one time.	
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			Rules & signage to be displayed	
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	Staff on duty to enforce	
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	Middle of benches & picnic seats taped off .SC/MH	By 8 <sup>th</sup> March
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes		
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	NA		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Yes	Member of staff to take out class sanitiser	
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	Bins repositioned to ensure	
	Time is allocated for play equipment for each group/bubble	Yes	Logistics plan	
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Timetabled for single class usage	
				Timetabled for single class usage

### Specialist curriculum considerations

All activities	<ul style="list-style-type: none"> <li>The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities.</li> </ul>	Yes	As part of logistics & cleaning plan	
Music, dance and drama – general principles	<ul style="list-style-type: none"> <li>Playing instruments and singing in small groups takes place outdoors where possible</li> <li>Care is taken to observe 2m social distancing as much as possible</li> </ul>	Yes	Peri music lessons to commence after Easter if able to do so following procedures put in place in Autumn term re	





	<ul style="list-style-type: none"> <li>• Background and accompanying music sound levels discourage unduly raised voices</li> <li>• The available space and ventilation in that space is considered, and group activity has been limited where necessary due to space available and ventilation requirements</li> <li>• Microphones are used where possible to reduce the need to shout or sing loudly.</li> <li>• Children are encouraged to sing quietly.</li> <li>• Face to face positioning is avoided, giving preference to back to back or side to side positioning</li> <li>• Wind and brass players are positioned so that air from their instrument does not blow into another player.</li> <li>• Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed</li> <li>• Drama activities are planned to map movements to ensure social distancing, including one way systems</li> <li>• Extending main groups outside of curriculum requirements is avoided where possible.</li> <li>• Hand hygiene and disinfection arrangements are in place</li> <li>• Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission.</li> <li>• Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained.</li> </ul>		<p>music service and logistics plan</p> <p>Class music lessons follow clear guidelines as outlined. Singing not currently in place Class music lessons do not use wind or brass instruments</p> <p>No large group singing</p> <p>Drama and singing outside when weather improves with clear guidelines if this is possible.</p>	
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<p>Handling items, equipment and instruments</p>	<ul style="list-style-type: none"> <li>• Equipment sharing is avoided wherever it is possible including microphones and instruments, limiting handling music scores, parts and scripts by issuing them for individual use.</li> <li>• Drop off points and transfer zones are provided where required.</li> <li>• Where equipment is assigned to an individual for sole use, it is labelled to identify the user.</li> <li>• The use of costumes are avoided in drama</li> <li>• Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment</li> <li>• Consideration has been given to limiting the number of suppliers when hiring equipment.</li> <li>• Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments).</li> <li>• Hand hygiene is always followed before and after handling shared items</li> <li>• Items and equipment are stored in a clean location when not in use</li> </ul>	<p>Yes</p>	<p>Not used at current time Music lessons – children have own music scores</p> <p>Drama activities involving costumes not currently in place</p>	
<p>Individual lessons</p>	<p>Individual lessons apply all the controls outlined above as applicable including: Staffing principles detailed in this risk assessment Limiting shared equipment and cleaning requirements Maintaining social distancing where possible Avoiding physical correction</p>	<p>Yes</p>	<p>Clear routines in place for all peri musicians -music service guidelines</p>	
<p>Physical activity</p>	<p>Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.</p>	<p>Yes</p>		

	Team sports are only provided in line with the <a href="#">return to recreational team sport framework</a> .	Yes	As and when advised it is safe	
	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	Timetabled areas for use	
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses.	Yes	No loan kit provided. Children come in PE kit to school. Individual kit bought and provided for those who require this.	
	The means to collect, pass on and return shared resources and equipment to prevent close contact is in place	Yes		
	Facilities run by external organisations are used in line with Educational Visits arrangements.	Yes	Forest schools only external organisation currently being run – provided appropriate risk assessment	
	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>	Yes		
	The use of changing rooms and showering facilities are avoided as much as is possible. Where used: <ul style="list-style-type: none"> <li>• 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.</li> <li>• Social distancing is maintained in these facilities, including limiting the numbers in the space at any one time, the use of</li> </ul>	Yes	Not used. Children come in PE kit to school	

	<p>floor markings, planning movement around the space and cleaning arrangements.</p> <ul style="list-style-type: none"> <li>Facilities will be used as quickly as possible</li> </ul>			
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	NA	No swimming at present	
Subjects involving practical activities	<ul style="list-style-type: none"> <li>Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other.</li> <li>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</li> <li>Where it is not safe to maintain social distancing such as D &amp; 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.</li> <li>Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact</li> </ul>	Yes	<p>Teachers to ensure all demos are shown on whiteboard</p> <p>Teachers plan appropriate activities that do not involve close contact</p> <p>Review in Summer term</p>	
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p><a href="#">Guide to doing practical work in Science</a></p> <p><a href="#">Guide for science departments returning to school after an extended period of closure</a></p>	yes	Where necessary for a primary school setting the advice is taken	



	<a href="#">Guide for managing practical work in non-lab environments</a> <a href="#">Guidance for schools where pupils spend all day in a lab</a> <a href="#">Guidance for schools where pupils spend all day in a D&amp;T, food or art room</a> Relevant primary schools guidance for example, <a href="#">Practical activities in a bubble</a>			
Supervised toothbrushing programmes	<a href="#">COVID-19: guidance for supervised toothbrushing programmes in early years and school settings</a> has been followed and procedure documented.	NA		
Live performances	Live performances are not taking place at this time	NA	Correct None scheduled	
Examinations	Only exams required and permitted by Government to take place are facilitated.  Where they do take place the requirements outlined in the compliance code have been implemented and the examinations checklist completed	NA		

**Educational visits**

	No overnight or international educational visits are carried out  A risk assessment will be carried out for all educational visits and in addition to using Evolve:  1. A check has been made with all venues/providers to confirm they are COVID-Secure via a declaration or Good to Go accreditation 2. Updated visitor information and briefings, including in relation to the providers COVID-19 arrangements have	NA  Yes	None scheduled  No visits scheduled at this point however any visits to be discussed with H of S and EVC following all the guidelines included here.	
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	<p>been received and shared with all attending adults and parents/carers</p> <ol style="list-style-type: none"> <li>3. We have reviewed our own arrangements for the visit to ensure that they are appropriate (including relating to travel to and from the venue) applying all the relevant infection control principles we adopt in the setting.</li> <li>4. We have reviewed the venues arrangements to ensure that they are appropriate applying infection control principles and are satisfied that:</li> <li>5. They include measures relating to limiting contact between our group and other visitors</li> <li>6. They support us to maintain distances within our group</li> <li>7. They support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations</li> <li>8. 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>9. They have appropriate cleaning and disinfection arrangements in place?</li> <li>10. The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</li> </ol>			
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**Where a pupil attends more than one setting**

	We will work with the other setting to ensure that the approach is consistent and does not compromise the group/bubble	NA	At this present time	
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**Extra curricular provision and wrap around care**

General provisions	<ul style="list-style-type: none"> <li>• Activities will take place outdoors as much as possible</li> <li>• Social distancing will be maintained within and between groups</li> </ul>	Yes	Currently assessing provision to provide year group bubbles with activities	
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	<ul style="list-style-type: none"> <li>• Groups are organised to keep pupils within their main school bubble where possible.</li> <li>• Where not possible, groups will remain consistent and consider household groups</li> <li>• For indoor activities groups will be no larger than 15 and for all activities will be reduced where necessary (dependant on age, ability to maintain distance and hygiene, size of premise, type of activity)</li> <li>• Activities are organised in line with all of the relevant requirements of this assessment and compliance code including:             <ul style="list-style-type: none"> <li>• Hand and respiratory hygiene</li> <li>• Cleaning</li> <li>• Provision to use equipment and resources safely</li> <li>• Access to and use of toilet facilities</li> </ul> </li> </ul>			
	<p>We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.</p>	Yes	Set Your Sights wrap around care following all guidance and school's procedure re year group bubbles	
	<p>Pupils will keep within their main bubble where possible for the schools provision.</p>	Yes		
	<p>The schools provision ensures that small consistent groups created are as follows:</p> <ul style="list-style-type: none"> <li>• Where main school bubbles cannot be maintained, 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).</li> <li>• Social distancing will be maintained both within and between groups</li> </ul>	NA	<p>All bubbles maintained</p> <p>Advice to parents given around outside of school activities - link to be sent out in correspondence</p>	

	<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 is offered</li> <li>• Records are maintained of all bubbles or groups for 21 days</li> </ul>			
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	Yes	Playground rota to avoid cross bubble contamination	
	<p>Activities are organised in line with all of the relevant requirements of this assessment and compliance code including:</p> <ul style="list-style-type: none"> <li>• Utilisation of outside space as much as possible</li> <li>• Social distancing</li> <li>• Hand and respiratory hygiene</li> <li>• Cleaning</li> <li>• Provision to use equipment and resources safely</li> </ul>	Yes	In logistics plan	
	Parents have been advised that where they use childcare providers or out of school activities for their children, they should seek assurance that the providers are carefully considering their own protective measures, and should only use those providers that can demonstrate this. The government <a href="#">guidance for parents and carers</a> has been supplied (or a link to it) to support their decision making	Yes	Guidance link sent home to parents and on website	

### Measures for arriving and leaving



General principles	Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	Arrangements in place for all children to return 8th March as per the autumn term Arrival and leaving times staggered. Logistics plan	
	Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting	NA		
	There are hand sanitiser stations outside for pupil and visitor use	Yes	In entrances	
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	In extreme weather children must wear coats to school and indoor playtimes would be in place for extreme weather	
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Left in office vestibule	
Parents and pupils – arriving and leaving the premises	Consideration has been given to how to reduce the risk of gatherings while arriving and leaving (and particularly during the initial return to school in March)	Yes	Arrival and leaving times staggered. Logistics plan Communication to parents	
	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	Staff will be on duty to enforce expectations	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	As in Autumn Plan & sent again prior to opening in March	
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	NA		
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their	Yes	Y3 parents will drop off using a one way system All other parents will need to drop at or before gates	



	hands and check in with them to ensure they do not have symptoms.		Collection time parents allocated area zones	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	NA		
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	Logistics plan detail	
Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance	Yes	Logistics Plan detail	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible		As above	
	Staff and school champions supervise at peak times.	Yes	Support staff and non class based staff need to be visible on the playground	

**Transport and travel**

General	Additional vehicles and vehicle movement changes implemented as a result of COVID-19 measures can be carried out safely (a vehicle movement assessment has been carried out where required)	NA		
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes	Open for Y6 children bringing cycles – currently looking to increase racks. Communication to parents All other bikes/scooters to be taken home	
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	No parking on site allowed. Advice given to parents about congregating.	

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	In public information & school letters	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	In public information	
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so	Yes	In public information	
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	NA		
	School groups/bubbles are maintained as far as is possible in school vehicles	NA		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	NA	Mini bus only used to collect minimum number of children Space available	
	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	Yes		
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	Yes		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes	This would not happen.	

**Visitors (including familiarisation and parents evenings) and reception area**

General	The number of visitors is minimised as much as possible	Yes	Only essential visitors allowed and all must be checked with HoS beforehand.	
	Visitor times are planned and by appointment only			
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> <li>• Site rules, which entrances and exits to use, vehicle movement and parking</li> </ul>	Yes	This will be communicated beforehand by office staff.	



	<ul style="list-style-type: none"> <li>• Specific arrangements such as areas of the premises that are and are not suitable for use</li> <li>• Action to take if they cannot keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, not matter how mild.</li> <li>• How you will maintain social distancing during the visit</li> </ul>		Visitors to site are required to wear face masks.	
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> <li>• Provided with relevant site information</li> <li>• Asked to perform hand hygiene</li> <li>• Asked to confirm that they do not have symptoms no matter how mild</li> </ul>	Yes	By office staff	
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	Own pens only	
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Yes	Online system	
	The reception operates on a one in and one out basis	Yes	Clear signage	
	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 screens have been installed to protect staff	NA	Screen in place	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Food goes straight to kitchen area Parcels in vestibule	
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes		
	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 has been carried out and agreed with the contractors in advance.	Yes	By arrangement with SLT only	

Parents and carers (including parent evenings)	<ul style="list-style-type: none"> <li>All meetings are carried out remotely where possible.</li> <li>Parents and carers should only attend the setting where they have a pre-arranged appointment</li> <li>Where possible, only one parent/carer attend.</li> <li>Visits are planned and organised to ensure distancing and hygiene measures can be maintained</li> <li>Information is provided in advance to ensure arrangements are communicated</li> </ul>	Yes	Communicated to parents Parents evenings remotely	
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes		
Pupil familiarisation visits	Visits are provided virtually where possible.	Yes	Only in exceptional circumstances would a site visit be allowed	
	The visitor arrangements in this section are applied where in person visits are planned.	Yes		
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Yes		
	Visitor numbers are limited and appointments are staggered	Yes		
Pupil lesson attendance for familiarisation	<p>Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include:</p> <ul style="list-style-type: none"> <li>Limiting visiting pupils mixing between additional groups</li> <li>Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining)</li> <li>Avoiding compromising the existing social distancing arrangements within the class</li> <li>The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented</li> </ul>	NA	<p>There are no plans for numbers of visiting children at this point so this does not apply</p> <p>Assessment of new pupils induction will take place in the summer term</p>	



	<ul style="list-style-type: none"> <li>Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.</li> </ul>			
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**Lunchtime and breaks**

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Year groups staggered – see logistics plan	
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Packed lunches in classes/ outside area where possible	
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Yes	
	The use of pre-ordering and trolley services have been considered.	Yes	All lunches are preordered. Trolley service will deliver packed lunches	
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	NA		
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	One row per class and only sitting one side	
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Y	Logistics plan	
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Yes		
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Y	HT liaison with Edwards and Blake to ensure compliance	LW to ensure copy for records
	The way in which essential food deliveries are received are managed	Y	Through external door by E & B staff	

	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	Clear routine set up by supervisor	
	Additional meal collection points have been put in place to reduce queuing where necessary	Y	Two services will now take place and within those different points	
	Alternative payment methods are being used to eliminate cash handling	Y	All parents have been asked to pay by parent mail	
	Tills are screened where still in use	NA		

### Increasing ventilation

Ventilation	Windows and doors are opened as much as is safe and possible to do so to increase ventilation in line with the compliance code	Y		
	Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air.	Y	Only 3 units in school	
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	NA		
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	Y	Identify rooms- 2 rooms off library, and sensory rooms Doors propped open at all times	
	Responsibility for opening and closing windows have been assigned to appropriate staff in all occupied areas of the premises	Y		
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Y	To be discussed with HT before use	
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Y	HT to discuss before use of any fans (recirculating air)	

**Toilets and handwashing facilities**

	Times of use are staggered where possible.	Y	Timetable in place	
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Y	By teachers	
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Y	Hand driers operational	
	Consideration has been given to replacing traditional taps with easy operating lever taps	Y	Taps are easy operational.	

**Meetings and events**

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Y	All where possible	
	Meetings only take place in person where: <ul style="list-style-type: none"> <li>• There is a need to be in person for safeguarding, well-being or statutory reasons or</li> <li>• Limitations of technology, poor or unstable signal</li> </ul>	Y		
	The following measures have been implemented for in person meetings: <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>• The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</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>• Paperwork is shared electronically where possible</li> </ul>	Y	Avoid where possible but all guidance adhered to	





	<ul style="list-style-type: none"> <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, who has satisfied themselves that all reasonable measure have been implemented.</li> </ul>			
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> <li>• Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online.</li> <li>• course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible</li> <li>• Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible</li> <li>• Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.</li> </ul>	Y	<p>Arrangements in place for all learning to be online where it is possible. Decisions to be made re any other training in summer term/guidance updates</p>	

	<ul style="list-style-type: none"> <li>Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.</li> <li>Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.</li> <li>Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.</li> </ul>			
Staff rooms	Where available, additional areas are used in order to avoid compromising cohorted staff groups.	Y	Logistics plan identifies additional rooms. Where a room is shared staggered times are allocated and clear protocols in place to avoid transmission. Furniture removed from rooms to make socially distanced break possible.	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	As above	
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	As above	
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	agreed	
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	School cloud bought in	

## Universal Hygiene Arrangements

### Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	Household detergent and hot water available in all rooms along with antiviral disinfectant. Household detergent and hot	
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			water to be used for cleaning. Antiviral disinfectant to be used after cleaning where appropriate.	
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	Paper towels and antiviral disinfectant spray in all staff toilets and available for use after each class bubble toilet visit for children's toilets. Training provided for staff in September prior to opening.	
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes	Protocol for cleaning specific items, such as laptops to be identified and communicated via posters and video training in September.	
	All Staff who undertake cleaning: <ul style="list-style-type: none"> <li>Will 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.</li> <li>Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them.</li> </ul>	Yes	As cleaning protocol	
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: <ul style="list-style-type: none"> <li>Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group</li> </ul>	Yes	Cleaning schedule in place Additional onsite cleaner during the day	

	<ul style="list-style-type: none"> <li>• <b>Secondary settings</b> -, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes.</li> <li>• <b>Early years settings and settings where pupils may find it difficult to maintain personal hygiene</b> – the frequency of cleaning hand contact surfaces is increased</li> </ul>			
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment and these are recorded	Yes		
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.			
Water coolers and drinking water	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Yes	Only water cooler in staffroom with protocol in place. All water fountains out of use.	
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	Dedicated storage cupboard purchased in summer for this Kept away from children.	
Tissues and waste from bins provided	<ul style="list-style-type: none"> <li>• Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>• Waste bins are provided in classroom and other key locations such as dining areas</li> <li>• Bins are emptied regularly throughout the day</li> <li>• Bins and tissues are provided in the same place</li> <li>• Waste bags for tissues are double bagged for disposal</li> </ul>	Yes	As per logistics plan	

**Handwashing and respiratory hygiene arrangements**

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> <li>• Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and staff) following the requirements of COVID-19 guidance for all education settings and <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class</li> <li>• Event related prompts are given to pupils by staff.....after..... before.... when as a more effective means of promoting hand hygiene that fixed time prompts.</li> <li>• Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>• Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.</li> <li>• Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</li> <li>• Entrances are supervised on arrival in the morning to support hand sanitising on arrival.</li> <li>• Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home</li> </ul>	Yes	<p>Arrangements already in place as per Autumn term Each teacher is in charge of ensuring protocol is followed. Where it is not possible to wash hands sanitiser is in use.</p>	
	Hand washing is carried out using running water (static bowls are not used)	Yes	No bowls used	
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance	Yes	On entry to the school pupils coming in at Swansea Road	



	to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.		entrance must use hand sanitiser All other children go straight to class without touching any surfaces – doors open & wash hands	
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes		
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	yes		
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes		
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes	By teachers	
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	No jewellery in school fro pupils Advice given to staff	

**Health Needs**

**COVID-19 Testing**

COVID Testing	Staff are encouraged to have a PCR 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.	Yes	In email communication	
	<p>Lateral Flow Device testing arrangements are followed as detailed in guidance on the <a href="#">COVID-19 website for Norfolk Schools</a></p> <p>The risk assessment templates for LFD testing have been completed as appropriate</p> <p>All eligible persons are encouraged to participate in testing</p>	Yes	For staff only as a primary school – completed at home. All staff have had training and instruction by HT	

**Staff health**

Individual assessment	<ul style="list-style-type: none"> <li>All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the <a href="#">template provided</a> is used to record conversations and agreed control measures.</li> <li>Staff who have received a letter advising them to shield do not come to work in setting until the government advise it is safe to do so in line with COVID-19 Your health and your safety when working in educational settings</li> </ul>	Yes	<p>Risk assessments carried out where necessary by DD/MH Further conversations will be had as and when necessary and any reviews completed</p> <p>CEV staff not in school</p>	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Email correspondance with staff & through training	

			Availability of Norfolk support line and access to pastoral team in school Staff well being training and access to activities to enhance well being & counselling if necessary	
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Where possible if roles can be completed at home PPA for teachers can be completed at home	

#### Pupil Health and planned close contact activities

Shielding	Pupils who have received a letter advising them to Shield continue with remote learning until the Government advise it is safe for them to return to setting	Yes	Communicated via parents	
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Yes	All staff have had relevant and up to date behaviour training in last year and support is available	
	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).	Yes	SENDSCO liaising with families to complete individual risk assessments. Further guidance will be sought where needed Risk management plans updated to reflect situation	
	Support plans include: <ul style="list-style-type: none"> <li>• Specific cleaning and disinfection requirements such as changing beds and wheelchairs.</li> <li>• Ensuring that staff increase their level of self protection,</li> </ul>	Yes	As above	





	<ul style="list-style-type: none"> <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>			
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes		
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	Wellbeing support built into timetable. For children with specific needs pastoral team are available. School can access counselling See Wellbeing Policy for further details	
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	Full plan in place. Many children already in school. Wellbeing lessons built into curriculum Clear signpost for staff if concerns	
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Yes		
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	Yes	Training in Autumn term completed	

	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	Additional COVID Behaviour amendment as guidance from DFE shared with parents and children appropriately Yes	
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### Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> <li>• Staff know to go home as soon as possible if they develop symptoms of COVID-19</li> <li>• Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible</li> <li>• Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day</li> <li>• Anyone who has developed symptoms and cannot go home immediately will wait in the designated room</li> <li>• 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</li> </ul>	Yes	Regular communication for parents and staff Staff vigilant and system in place for symptomatic staff and/or pupils	
Self-isolation criteria	<p>Close contacts will isolate:</p> <ul style="list-style-type: none"> <li>• Where notified by NHS Test and Trace that they are a close contact of a positive case</li> <li>• Where they are notified that they are a close contact of a positive case by the School</li> <li>• Where a member of their household or support or childcare bubble develops symptoms.</li> </ul>	Yes	Communicated to all	

	Staff and pupils will immediate isolate if they test positiv (PCR or LFD) and follow household isolation requirements.			
Travelling from abroad	The school will encourage staff and pupils to follow the requirements for <a href="#">Entering the UK</a>	Yes	As applicable	

## Communication and Involvement

### General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	Use of Class Dojo to parents and children. Email and website also used For staff RA will be sent to all staff & discussed with union reps Prior to starting back communication will be sent to parents to discuss with children.	
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Yes	Update will be sent to parents as applicable	
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the <a href="#">guidance for parents and carers has been shared to support their decision making</a>		SYS communicated with parents School will send out information once extra-curricular provision is ready	



Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes		
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Yes	To be redone prior to opening	Completed 6.3.21
	Site changes such as entrances and exits will be identified where required	Yes		
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices			
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes	Where necessary	
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub</a> .	Yes		
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	Yes	To display in and outside of school	

**Staff Instruction**

All staff 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.	Yes	All staff received full training in September and have been reminded regularly of requirements throughout the year.	
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	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	By attending training they are required to raise any concerns they have in ensuring compliance	
	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.	Yes		
	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.	Yes		
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	Meetings 3.3.21 & remotely to contact HT/EHT with any concerns  PPT for all staff as well as risk assessment and logistics plan	
	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.	Yes		
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes		
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	Mentor in place for NQTs	

**Offices and other work spaces**

	The following measures are applied where staff cannot work from home:	Yes	Office spaces are re arranged & excess furniture removed.	
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	<ul style="list-style-type: none"> <li>• Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.</li> <li>• Rooms are well ventilated (see section on ventilation)</li> <li>• Staff are cohorted in consistent working groups</li> <li>• Unnecessary items have been removed to support effective cleaning of the area</li> <li>• Hot desking is avoided</li> <li>• desks near busy circulation spaces are not used</li> <li>• Shared equipment has been moved to reduce group mixing such as printer location</li> </ul>		<p>Partitions created where necessary Staff work in consistent working groups. (office rota) Desks are assigned. Printer use by identified staff only and wiped down after use.</p> <p>Additional offices/desk areas specified users.</p> <p>PPA – staff. Where it does not disrupt the running of the school &amp; there is sufficient time, staff may work from home in order to reduce the need for desk space.</p>	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> <li>• additional work spaces are be allocated where possible</li> <li>• sharing of workspace is minimised and workspaces are thoroughly cleaned between users.</li> <li>• Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities</li> <li>• Screens are installed as a last resort</li> </ul>	Yes	Workspaces that need to be shared will be thoroughly cleaned between use.	

**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 routine has been reviewed and considered safe	
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	Fire drills that are carried out encourage social distancing.	Y		
	Staff and pupils understand that in an emergency they must leave without delay	Y	Regular drills as per Fire Policy	
First aid – all settings	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y	Children put on own plasters etc	
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y	First aid only performed by members in bubble	

**PPE and face coverings**

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Y		
Face coverings	Staff and pupils have been advised that it is mandatory to wear face coverings on public and school transport and where the exemptions to this apply	Y	Communications with parents	
	A policy on wearing of face coverings in setting has been developed in line with the Compliance Code and Government advice	Y	Face covering are worn by all adults in all communal areas of school Staff have been given the option of wearing masks in the classroom	
	Consideration has been given to where it would not be appropriate for some people to wear a face covering as described in the Compliance Code and additional hygiene measures implemented as appropriate.	Yes		
	Face visors or shields are not worn as an alternative to face coverings.	Yes		
	Where face coverings are worn to or in a setting: <ul style="list-style-type: none"> <li>Arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission.</li> </ul>	Yes	Staff are aware of the use of face coverings (Covered in PPT) Children have been instructed on how to store face coverings	



	<ul style="list-style-type: none"> <li>A stock of disposable coverings is available to offer to people who are struggling to access them, need a replacement during the day or have forgotten their own.</li> </ul>		<p>they may have worn to school. Communicated to parents and teachers</p>	
	<p>Communication about the use of face coverings includes:</p> <ul style="list-style-type: none"> <li>The settings policy on when face coverings must be worn</li> <li>Even when a face covering is worn all other measures that are in place to reduce the risk of transmission continue to apply.</li> <li>Advising that multi-layered face coverings are considered to be the most effective</li> <li>If you have COVID-19, wearing a face covering does not make it safe to go out in the community, attend school or work</li> <li>Hygiene measures regarding putting coverings on, taking off, storage and hand hygiene as detailed in the compliance code.</li> </ul>	<p>Y</p>	<p>Parents are aware face coverings must be worn on school site. Teachers fully aware of wearing face coverings correctly and in all communal areas.</p>	

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






<b>Assessor's Name: Deborah Dismore</b>	<b>Manager's Name: Mike Grimble/Nania Poulson</b>
<b>Position: Executive Headteacher</b>	<b>Position: Joint Chair of Governors</b>
<b>Signature:</b>	<b>Signature:</b>