

## **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>
12-02-2020	Whole revised document please read.

<b>Setting/Premises:</b>	Winterton Primary School & Nursery		
<b>Location:</b>	Winterton on Sea, Norfolk		
<b>Assessment Date:</b>	2 <sup>nd</sup> September 2020	<b>Review Date:</b>	14 <sup>th</sup> September 2020
<b>Assessment completed by:</b>	Caroline Richardson & Hannah Waters		

## 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		
	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		
	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		
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	Y		
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site	Y		

	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 Infospace 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		
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns	Y		
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		
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		
	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)	Y	EYFS ratios have been maintained.	
	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		
	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.	NA	Each class has a teacher every day. PPA will be covered by 2 TAs. SLT Monday 10.45am – 2 TAs to cover KS1 class.	
Business support and premises management staff	Staff work from home where it is possible	Y	OM will work in the school office. Windows will be open.  PPA can be taken in school (or at home by arrangement with AH).	
	Hot desking is avoided	NA		
	Office spaces are arranged to support social distancing (maintaining 2m distance)	Y	Only OM allowed in the office to allow for social distancing. Staff will wipe down contact points after using an equipment in the office (when OM not present)	
	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	NA		
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	EYFS will use the EYFS area for playtime and the KS1&2 children will use the playground. EYFS to not use equipment on the playground.	
	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Y	Cleaner has read guidance and shared with all staff.	

	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	No volunteers or parents on site.	

## Cohorting and limiting contact

### *Pupil and staff grouping*

Primary school classes and early years providers	Actions have been taken to create smaller groups in order to achieve social distancing (with a maximum of 15 pupils per small group, teacher and teaching assistant or smaller if the classroom size does not allow). The setting should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.	Y	Full classes will start from September. 2 children on each table facing forwards in KS1 & 2. Seating plans will be in place for Seals and Sharks.	
Secondary schools	Actions have been taken to create smaller groups in order to achieve social distancing (as a guide classes should be no bigger than half the normal size). The school should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.	NA		
Keeping cohorts together where possible	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Y	There will be individual children who will be moving between classes for phonics and other subjects.	
	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	EYFS will be separate for playtimes and lunchtimes. KS1&2 will be together for playtimes and lunchtimes. There are siblings across all 3 classes.	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Y	Sometimes there will be 3 members of staff if a pupil with an EHCP needs 1:1, or staff break times need cover.	

	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y		
	Where possible pupils use the same desk each day where they attend on consecutive days.	Y	Seating plan will be in place.	
	Multiple groups do not use outdoor play equipment at the same time.	Y	KS1&2 will use outdoor equipment. Children will wash their hands before and after playtime.	

### **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	Agreed at Trust meeting.	
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Y	OM to take away the visitor & staff pen from the signing in book.	
	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	OM to keep glass window closed to use as a screen. All visitors to ring the school office to speak to the OM.	
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Y	OM has a script for all staff to follow when answering the door.	
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Y	Wash hands in medical room sink. Door to be opened by staff. Hand sanitiser available in air lock.	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y		
Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Y	Or will be a part of the estates team and socially distance from the children.		

	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Y		
	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		

### ***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 vehicles will enter or leave the staff car park during 8.20am – 8.40am and 3.20pm – 3.45pm. Staff arriving or planning to leave during these times must park on the road.	
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Y		
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Y		
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	N	<p>Staff will use the staff car park to ease parking congestion on the road during pick up and drop off time. Staff will park at the top end of car park.</p> <p>As the front court yard is too small for parents to socially distance, we will be using the staff car park as a entrance and exit for 2 classes.</p> <p>Shark parents will collect their children from the hall fire escape door onto the playground.</p> <p>Seal parents will collect their children from the end of corridor door onto the playground.</p>	



			Car park large gate will be closed during entry and exit times. Pedestrian gate to remain open.	
	Parents and staff have been advised that only the same household members should travel together by car	Y		
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		
	Pupils and parents have been advised that they should not walk together in large groups	Y		
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	NA		
	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	NA		
	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 vehicles by substituting smaller vehicles with larger ones or running additional 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		
	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	NA		
	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)	Y	CR to send reminder 2.9.20	

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

<p>Parents and pupils – arriving and leaving the premises</p>	<p>All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.</p>	<p>Y</p>	<p>EY staff to see their class in and out the front door at the beginning and end of the day. Children’s temperatures will be taken with a contactless thermometer.</p> <p>EYFS children will use the classroom sinks to wash their hands when entering the classroom.</p> <p>Mrs J and Mrs S to see Seal class through the hall door at the beginning of the day.</p> <p>Mrs J and Mrs S to will see Shark children through FSC lobby in the morning.</p> <p>The contactless thermometer and hand wash station will be positioned in the car park, outside the fire escape door. The Shark and Seal children will use this before entering the building.</p> <p>Staff at both entry sites will use the contactless thermometers to check children’s temperatures before entry.</p> <p>Entry will be denied to anyone who registers a high temperature or appears to be unwell, staff will double check any positive results. See guidance from Robin.</p> <p>At the end of the school day, Sharks will leave through the hall door onto the playground.</p>	
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			Seals will leave through the corridor door onto the playground. Parents will be directed on a one-way system round the back of the school to avoid leaving the staff car park on a blind bend. Gate will be unlocked at 3.25pm by KJ.	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.	Y	See Parent slides PDF – amended for September reopening to all.	
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	See above  Hand sanitiser positioned on end of corridor door.	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	N		
	Floor marks have been added to assist with social distancing in outside areas.	N		
	Staff and school champions supervise at peak times.	Y	Staff will supervise	
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.	NA	No staggered times needed. Small number of pupils.	
	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.	NA	No parents on site. Staff will be posted on entry and exit points.	
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Y	One table at a time will collect their belongings.	
	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	Sharks will use the FSC pegs to avoid pupils gathering in a small space.	

### **Educational Activities**

	Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably	NA	All children will be in their classes.	
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Classrooms and other learning environments.	achieve social distancing measures and this is know to all e.g. through the use of posters			
	Where appropriate, capacity levels are detailed in each room for staff to refer to.	NA	Class groups have been assigned to rooms.	
	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	KS1 & 2 tables will be facing the front of the classroom. Windows and doors open for ventilation.	
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Y	Shark and Seals classroom contain only the essentials. EYFS all objects which cannot be cleaned have been moved into storage.	
	Classroom based activities have been reviewed and modified to support social distancing	Y		
	Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	Y		
Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Y		
	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	List of socially distancing games has been given to all staff.  Children will come to school in PE kits on PE days; this will mean PE kits will be clean on each new day.	
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	Each child has their own set of pencils on their table. Children will use their own water bottle or a cup with their name on, which has been assigned to them.	

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		
Use of school swimming pools	Please refer to updated swimming pools guidance.	NA		
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	KS1&2 children will sit in the hall in rows facing the same direction. Keep children in the same class near each other. Windows and doors open.  EYFS children will sit in their classroom to eat lunch. EY staff will use the kitchen trolley to take hot meals down to the classroom.  Lunchtimes will include hand washing time at the end (10 minutes) so all children are back in class and ready to learn by 1pm. MDAs will supervise this.	
	Times that meals are provided are staggered to reduce queues	NA	Low pupil numbers. Send only one table to the hatch to collect their dinner.	
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Y	EYFS children will sit in their classroom to eat lunch.	
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Y	Children will wash their hands. This will be supervised.	

	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	N	Send only one table to the hatch to collect their dinner.	
	Alternative payment methods are being used to eliminate cash handling	NA		
	Tills are screened where still in use	NA		
	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	KS1 & 2 will come through the hall door. This will be propped open.	
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	Hot lunches are left at the front door for collection by CJ.	
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	N	EYFS are in different location.	
	Play equipment use is supervised to ensure that pupils do not gather.	Y	Staff will supervise distribution of equipment to reduce gathering.	
	Pupils and staff have identified suitable play activities for break times	Y	A list has been distributed	
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y	Lining up for hand washing on the playground in socially distant lines before returning to class.	
	Markings have been added to outside spaces to assist with queues when coming back into the building.	N		
	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	Windows opened in classrooms and the hall.	

	Interactions take place side to side instead of face to face where it is possible	Y	Reminder to staff in risk assessment	
	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		
	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	Seal to use classroom door onto the playground for break times. Sharks to use corridor and back door onto the playground.	
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	Y	No assemblies No whole school events	
	Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	Y	EYFS children shouldn't walk down the corridor towards the hall. All self-contained.	
	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	NA		
	Where appropriate one way circulation and central dividers have been placed in the middle or corridors to keep groups apart.	NA		
	Movements around settings are supervised and school champions support this activity.	Y	Staff will supervise movements	

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

	Times are staggered where possible and consider the increased handwashing times that have been introduced.	Y	Window to be opened in the accessible toilet. Only 1 child washing their hands at once. Also use medical room sink.  <u>Sharks</u> Boys- FSC toilets Girls- FSC staff toilet (sanitary bin available)	
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			<p>Doors en route propped open to limit contact points.</p> <p><u>Seals</u> Girls- accessible toilet Boys- Boys corridor toilets (two at a time)</p> <p><u>EYFS</u> Starfish and Dolphin toilets only.</p> <p>Toilets will be cleaned after break and after lunchtimes.</p>	
	Distancing for queuing has been introduced e.g. through floor markings	N		
	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)	Y	Use of toilets in FSC.	
	Every other urinal/basin has been taken out of use in toilets that have high usage	NA	Using individual toilet cubicles at this time.	
	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	Sanitiser available when no sink is available.	
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Y	<p>Locked caretaker cupboard.</p> <p>Staff are not to share sets of keys, but key holders unlock internal doors when needed.</p> <p>Children are supervised by staff to use sanitiser</p>	



## 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 assemblies only	
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	Virtual meetings will be held. Or meetings outside at a social distance.	
	Additional staff room areas have been provided in order to avoid large gatherings at peak times	Y	EYFS staff to use the staffroom fridge, microwave and kettle upstairs. Seal and Shark staff to use FSC lounge (old staff room) facilities.	
	Furniture has been arranged to encourage distancing	Y		
Parents evenings	Meetings are undertaken by telephone or internet.	Y		
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	All lettings have been postponed	
Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	Y	None until Jan 2021	
Hire and use of school premise	Additional hire and use will not be planned until further notice.	Y	No additional use booked.	

## 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	Breakfast club 8am-8.20am. Children will enter through the front door supervised by KH and KJ. Temp and hand washing.  Rockpool will commence daily between 3.30pm-4.30pm from Sept 7 <sup>th</sup> .	
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			ESC Leader will assess the risk of each curriculum opportunity offered and the control measures.  Rockpool children will leave through the school front door.	
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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>	NA	KS1&2 will share the playground and are classed as one bubble. Children will wash their equipment after use.	
	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, telephones and dining room equipment.	Y	Break time, lunchtime and mid-afternoon. EB, MB & SM created day schedule to include cleaning rota.	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y	Wiped by an adult first thing in the morning and then by a child after use.	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Y	KS1&2 will wash equipment each day.	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Y	All telephones are wiped 3 times a day	
	Disinfectant wipes are available for staff to use where required.	Y		
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	NA	Chew toys are provided for children with SEND. Only used by the	

			individual child and are cleaned regularly.	
	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.	NA	These have been removed	
	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	Continue with Book Loan and quarantine box.	
	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	CR to check we have 4 bins with foot pedals for tissue use.	By 3.9.20

### **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. <b>observing young pupils, instructing in the class</b>	Y	9 times a day- this is on the class day schedule.	
	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	Hand washing station used in the morning on entry and then in the playground for the end of playtimes.  If the outdoor hand washing station becomes too busy, Shark children will enter the building (without touching doors) to wash their hands in the FSC bathroom.	
	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 are being used to encourage pupils to follow requirements.	Y		
	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	Clinically vulnerable staff have agreed individual risk assessments in place.  CR amended EY TA risk assessment as moving back into EYFS classroom	
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	Y	Completed on 25.5.20	
	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>	NA		
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	Counselling info sent with return to work survey. All staff said they were aware of the service in their RTW interviews.	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y		

### Pupil Health

Specific health considerations	Pupils who are clinically vulnerable ( <i>previously referred to as having an underlying health condition</i> ) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social	NA		
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	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	Children have been told to tell an adult if they feel unwell. Consideration given to children who are feeling anxious about contracting the virus.	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y	Temperature checks on pupils before entry.	
	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 following the guidance available on Norfolk Schools	Y	6 risk assessments completed. Agreed by parents and shared with staff. Revisit these with parents in Sept 2020.	
	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	Use the inclusion team to support children who are showing signs of distress. SLT to carry out regular check ins with staff and their wellbeing.	
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	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.	Y	Communication from the school from Sept 2020 via email.  All RAs are placed on the school website.	
	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	Setting good examples in school	
	Parents and carers have been communicated with about symptoms and household isolation requirements	Y	Information sent via email	
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	Information in lobby.  Posters reminding parents of social distancing rules placed in courtyard and on noticeboard.	
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	New arrangements sent out 1.9.20 via email to parents	
	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.	NA		

### 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	Informative webinar sent to all staff.  Staff will take their own temperature using the contactless thermometer	
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			on entry and wipe down the unit after use.	
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	PPE Guidance <a href="https://www.schools.norfolk.gov.uk/Pupil-needs/Health/Coronavirus/NCC189987">https://www.schools.norfolk.gov.uk/Pupil-needs/Health/Coronavirus/NCC189987</a>	
	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 receive a copy of this RA	CR to send out 2.9.20
	Staff have been involved in the practical implementation of this guidance.	Y	Feedback received from staff 2.9.20 and changes made.	

### ***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> .	NA	Not needed as pupil numbers low	Consider later in Sept.
	Pupils and staff have contributed towards how these new roles will support the schools aims	NA		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Y	All pupils	
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		
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	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 contains campaign materials.</li> </ul>	N		EB to look into these resources and share with staff ready for Sept
	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	Old staffroom in FSC	
	The room has been emptied of unnecessary items.	Y	Child to sit on wooden chair, not sofa.	
	Tissues and a waste bag have been provided in the room	Y	Cleaner organised	
	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	PPE arrived 1.6.20	
	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Y	Children with symptoms will travel from the isolation room, through the large FSC dorm out to the courtyard. Cleaner added cleaning materials & PPE to isolation room	
	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	Staff informed through this RA	
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### **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	Sharks – heritage centre- right hand corner. Key needed to access gate onto playground. Seals- Middle of the field Starfish- Top left hand corner. All facing away from school.	
	Fire drills that are carried out encourage social distancing.	N	Test on new fire drill rules- 2 <sup>nd</sup> week in Sept	
	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	NA		
	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	First Aid policy	
	A member of staff has been nominated to check and maintain first aid kit contents	Y	OR	
	First aid boxes are located in prominent places	Y	OR checks first aid boxes regularly and adds PPE	
	The location of the automatic defibrillator is known to all staff	Y	Outside school attached to the wall.	

	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	OR send out email	
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y	Where appropriate. Staff to make a judgement for each individual child.	
	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**

	Staffing plan		Staff know which class they will be supporting.	
	Face coverings		<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-should-ppe-and-face-coverings-be-disposed-of</a>	
	Jewellery		We suggest removing watches and wrist jewellery to ensure you can wash your hands and wrists correctly.	

			Wearing rings with raised stones could affect the wearing of PPE gloves.	
	Lanyards		Staff lanyards will not be worn at this time, as it is not possible to wash them daily and they could carry the virus.	
	Photos & videos		All photos & videos on FB, GC and Tapestry must show children socially distancing (1 metre +) at school.	
	Transition		Parents whose children will not separate easily must take their child home. We cannot try and take the child from the parent, as this will be breaking social distancing. This will be stressful for parents so patience and understanding will be key.	
	Intimate Care		If changing nappies stand at the side of the child not at the end and wear the appropriate PPE  Staff will wear PPE to support children with toilet accidents and bottom wiping.  The changing table will be in Dolphin classroom.	

<b>Assessor's Name: Caroline Richardson</b>	<b>Manager's Name:</b>
<b>Position: Academy Head</b>	<b>Position:</b>
<b>Signature:</b> 	<b>Signature:</b>