

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

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

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

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

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

| Date of change | Section, Page and Change |
|-----------------------|---|
| 16-07-2020 | Whole revised document please read. |
| 01.09.2020 | Changes made following discussion with staff (in red) |
| 08.09.2020 | Changes in blue |
| 15.09.2020 | Changes in green |
| 22.09.2020 | Reviewed in SLT – no changes made |
| 30.09.2020 | Changes in pink |
| 22.09.2020 | Reviewed in SLT – no changes made |
| 01.11.2020 | Reviewed following Gov announcement 31.10.2020 – no changes |
| 08.11.2020 | Reviewed following start of Lockdown |
| 04.01.2020 | Reviewed January 4 th in light of Tier 4 |

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|---------------------------------|--------------------------|---------------------|---------------------------|
| Setting/Premises: | Middleton Primary School | | |
| Location: | Middleton IP17 3NR | | |
| Assessment Date: | 16.07.2020 | Review Date: | Weekly from September 1st |
| Assessment completed by: | Gail Jerman | | |

Management Planning

Senior Management Team

| Item | Control measures | Yes/no/not applicable | Notes and further information | Date required and completed |
|---|---|-----------------------|--|--|
| Senior Management Team responsibilities | Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels. | Yes | No staggered start required. Parents drop at front gate and go into own entrance door; a member of staff to meet and greet children at gate to discourage parents in and to guide pupils Everyone entering building will have temperature checks before entry Pupils and staff checked on entry to school. Staff briefed on these during PD day <i>At 3.30pm, parents ask to wait inside the first yard to avoid gathering on the road and prevent accidents – letter sent 28.09.2020</i> | 03.09.2020 08.11.2020 <i>30.09.2020</i> |
| | An assessment has been undertaken that considers different ways of operating where it is required in order to operate | Yes | KS1 class to use own doors to main building and KS2 use own | 01.09.2020 |

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| | 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. | | Toilets – narrow corridor, and a only room for one at a time. Marks in floor for waiting Arrangements will be finalised with staff on PD day 01.09.2020 KS2 Line up on playground when bell goes and go in class at a time to minimise cloakroom mixing. | 4.1.21 |
| | Plans have been put in place to address lack of adequate space or available staff to achieve separation of people/cohorting. Class size issues have been escalated to the Cluster Adviser | Yes | Arrangements will be finalised with staff on PD day | 01.09.2020 |
| | Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management. | Yes | Arrangements will be finalised with staff on PD day | 01.09.2020 |
| | SLT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period | Yes | Confirmation will be gained from CMAT (Robin Chew) | 01.09.2020 |
| | SLT have ensured essential premises management arrangements continue to ensure the safe operation of the setting. | Yes | | |
| | SLT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site | Yes | | |
| | SLTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information. | Yes | | |
| | SLT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions | Yes | Completed in discussion with SLT Draft version will be shared with staff over summer holidays for comments and feedback. Fully discussed with staff on PD day and final version shared | 22.07.2020 |

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| | Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns | Yes | Weekly with SLT with feedback from staff | |
| Ensuring compliance | The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed. | Yes | Clear expectations set out to pupils by CT on first day of re-opening Reiterate the expectations following class restructure | 03.09.2020 4.1.21 |
| LC engagement | LC are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role. | Yes | Draft Risk assessment shared with LC for feedback and comment over summer holiday Final version shared with LC | 22.07.2020 |
| Safeguarding | The introduction of new arrangements have been reviewed by the Senior Leadership Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools). | Yes | Discussed and reviewed by SLT. Normal safeguarding procedures will be in place. The DSL will follow up any issues that might emerge from safeguarding concerns that may have arisen for individual children whilst they have not been attending school and are not known to the school. families that are not attending Staff reminded about arrangements on PD day | 01.09.2020 |
| Supply chain | Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance. | Yes | In liaison with CMAT Facilities Office managers to order our sanitisers. Staff to monitor stock levels | 01.09.2020 4.1.21 |
| | Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards. | Yes | In liaison with CMAT Facilities | 01.09.2020 |

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| Essential and non-essential activities | <p>All non-essential face-to-face activities stopped (defined as adult focussed activities includes including meetings, moderation and CPD events)</p> <p>All essential will continue (pupil focussed as include teaching, coaching and mentoring, monitoring, , interventions and enrichment activities)</p> <p>Definitions agreed by CMAT CIT</p> <p>Statutory training includes, fire safety, first aid and safeguarding where this cannot be delivered virtually should continue to be planned and delivered throughout this period.</p> <p>Again additional measures will be considered to minimise contact</p> | | <p>All non-essential moved to digital events or postponed</p> <p>Adjustments made to monitoring arrangements and shared with staff</p> <p>Letter from CEO to staff outlined clarification and definitions</p> | <p>08.11.2020</p> <p>04.11.2020</p> |
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Staffing arrangements

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| Staffing levels | <p>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)</p> | Yes | <p>Staffing has been organised based on pupil needs</p> <p>Draft timetables shared before end of term but final versions shared on PD day</p> <p>Timetables to be shared again following class restructuring</p> | <p>01.09.2020</p> <p>4.1.21</p> |
| | <p>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).</p> | Yes | <p>Senior Teacher in close liaison with AH on a daily basis</p> <p>All pupils in own classes at all times</p> <p>Minimal mixing of staff with classes</p> <p>No alternative buildings used</p> | <p>Daily from 01.09.2020</p> <p>08.11.2020</p> |
| | <p>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.</p> | Yes | <p>Staffing has been organised based on pupil needs</p> | 01.09.2020 |

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| | | | Draft timetables shared before end of term but final versions shared on PD day | |
| Business support and premises management staff | Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting. | Yes | OM has own office with sliding glass window No access to other staff except AH/Senior Teacher to access AH office AH office only used by one person per day – no more than 2 people in there at a time Expectations will be made clear to staff on PD day No pupils to visit office. | 01.09.2020 4.1.21 |
| Premises and cleaning staff | Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting. | Yes | Vertas will be working out of hours Monitor level of cleaning | 01.09.2020 4.1.21 |
| | Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time. | Yes | Vertas will be working out of hours | |
| | Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building. | Yes | Vertas will be working out of hours – clear communication between cleaners and SLT | |
| Volunteers | Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members. | N/A | No volunteers will be in setting until further notice | |

Cohorting and limiting contact

Pupil and staff grouping

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| 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. | Yes | Pupils in appropriate classes with minimised mixing of classes Staggered playtimes to reduce interactions Playtime 10:30 | 01.09.2020 03.09.2020 |
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| | during breaks and lunch to reduce the interaction across groups. | | <p>Split playground between KS1 and KS2</p> <p>Staggered playtimes</p> <p>10:20- Maple on playground Ash in EYFS area</p> <p>10;40- Spruce</p> <p>Expectations will be made clear to pupils by CT on first day back</p> | 4.1.21 |
| Keeping cohorts together where possible | Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days. | Yes | <p>Yes – classes stay together</p> <p>Expectations will be made clear to pupils by CT on first day back</p> <p>Maple and Ash bubble for PE only</p> <p>Ash to have PE then Maple have PE then switch with PE team and LP/LBr</p> <p>Maple to stay in own classroom</p> <p>Friday pm</p> | 01.09.2020 4.1.21 |
| | Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days. | Yes | <p>Staggered break times, own access to playground</p> <p>All classes to stay with their own class.</p> <p>Playground split</p> <p>Lunchtimes in own room.</p> | 01.09.2020 4.1.21 |
| | Staff are paired consistently for two person activities e.g. supervision, teaching, personal care. | Yes | Staff made aware of Intimate Care policy on PD day | 01.09.2020 |
| | The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days. | Yes | <p>Staff rota designed to ensure minimal movement of staff although some movement is necessary</p> <p>No crossing sites during the same day</p> <p>Academy Head minimising cross sites as much as possible</p> <p>Staff to stay with bubble.</p> | 01.09.2020 08.11.2020 4.1.21 |

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| | Where possible pupils use the same desk each day where they attend on consecutive days. | Yes | Same desks and desk facing front wherever possible | 01.09.2020 |
| | Multiple groups do not use outdoor play equipment at the same time. | Yes | Play equipment and sports kit used but cleaned between classes Staff made aware on PD day Separate equipment for key stages. | 01.09.2020 |

Reducing and managing visitors

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

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| | | | including contact numbers for Track and Trace (contractors, Trust team) OMJs aware of GDPR when collecting contact numbers and these are not on display. QR codes for NHS Track and Trace now in place for all visitors who have the APP; paper copies still in use if no APP on phone Strict entry regimes to be followed to ensure bio-security | 30.09.2020 |
| | The reception is operating on a one in and one out basis for essential visitors | Yes | | Until further notice |
| | Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible the installation of screens to protect staff should be considered | Yes | Only one person in reception area at a time due to small space Other wait outside Glass window in front of office | Until further notice |
| | Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises. | Yes | Everyone entering building will have temperature checks before entry | |
| | Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival) | Yes | Handwashing station situated by main entrance Hand gel in reception area and in classrooms for where washing isn't available | 01.09.2020 |
| | Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location) | Yes | No Food deliveries to Middleton Fruit and milk delivery left at front door. | 01.06.2020 |
| | Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed. | Yes | | Until further notice |
| | Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements. | Yes | | Until further notice |

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| | Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances | Yes | Parents updated with information prior to 03.09.2020 CEO letter and AH letter sent on 01.09.2020 and also posted on website | Until further notice |
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Travel and parking

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|-----------------------------|--|-----|---|----------------------|
| General | The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required) | Yes | School minibus will not be used | Until further notice |
| | Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children | Yes | Letter will be sent to parents outlining expectations and reminding them about following Government Guidelines All updated information/letters posted on website CEO letter and AH letter sent on 01.09.2020 and also posted on website | By 03.09.2020 |
| Cycling | Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required. | Yes | | |
| Car journeys | Parents, staff and pupils have been advised not to gather in parking areas. | Yes | CEO letter and AH letter sent on 01.09.2020 and also posted on website | |
| | Parents and staff have been advised that only the same household members should travel together by car | Yes | | |
| On foot | Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible | Yes | Parents reminded not to gather in newsletter | 4.1.21 |
| | Pupils and parents have been advised that they should not walk together in large groups | Yes | | |
| Public and school transport | Pupils, parents and staff have been advised not to use school transport if they have symptoms | Yes | | |
| | Pupils, parents and staff have been advised to wash their hands before and after using transport services | Yes | | |
| | Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles. | Yes | School minibus will not be used | |
| | Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face. | | | |

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| | Markings are provided where queuing is required for transport services on school premises | No | Monitored by staff – so few children on school transport | 03.09.2020 |
| | Windows are opened during journeys where it is safe to do so | | Office Manager liaising with school transport/local taxi | 03.09.2020 |
| | Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use | | School transport/contracted companies | 03.09.2020 |
| | Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) | No | | |

Arriving at and leaving the setting

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| Parents and pupils – arriving and leaving the premises | All site movements will be supervised by staff members who will ensure that social distancing measures are being followed. | Yes | Updated information sent to parents by start of term <i>Reminded in newsletter about social distancing</i> | 02.09.2020 15.09.2020 |
| | Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings. | Yes | A member of staff will be at the school gate to greet children and limit parents coming into playground Letter outlining expectations and arrangements will be sent to parents before 2 nd September <i>Reminded in newsletter about social distancing</i> Support for new reception nursery intake on first day and for anxious children returning – if enter playground they must be socially distanced and not enter school buildings <i>Parents to wait inside the gate or on school side of the road so children not crossing the road.</i> | 02.09.2020 15.09.2020 4.1.21 |

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| Managing peak times | Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points) | Yes | Staff briefed on PD Day | 01.09.2020 |
| | Where alternative entrances cannot be provided, times have been staggered to prevent queuing. | Yes | KS2 enter through own doors EYFS/KS1 own door | 03.09.2020 |
| | Floor marks have been added to assist with social distancing in outside areas. | Yes | Lines will be on playground by entrances Area caretaker to ensure they are fresh and visible for start of term | 01.09.2020 |
| | Staff supervise at peak times. | Yes | | |
| Reception class | Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time. | No | | |
| | Where possible, additional supervised entrances will be used to avoid people gathering at the same time | n/a | No additional entrances to school site but manned by staff | |
| | Parents have been advised that only one parent should attend. | Yes | Letter outlining expectations and arrangements will be sent to parents before 2 nd September following up to date guidance CEO letter and AH letter sent on 01.09.2020 and also posted on website | 02.09.2020 |
| Bags and coats | Staggered access times allow for cloak rooms to be used without pupils gathering. | Yes | Pupil asked to avoid bringing coats where possible; bags and jumpers in class to avoid gatherings in cloakrooms. Letter outlining expectations will be sent before 2 nd September CEO letter and AH letter sent on 01.09.2020 and also posted on website | 02.09.2020 |

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| | | | Parents to be reminded not to bring things in from home. Lunchboxes only. | 4.1.21 |
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Educational Activities

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| Classrooms and other learning environments. | Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve social distancing measures and this is know to all e.g. through the use of posters | Yes | Desks facing front wherever possible Resources in place where needed for educational or pastoral benefit Resources stored and cleaned after use Children have own pens/pencils/rulers/rubbers on desk where possible Staff briefed on PD day | 01.09.2020 |
| | Where appropriate, capacity levels are detailed in each room for staff to refer to. | N/A | | |
| | Rooms have been organised to encourage social distancing, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture seats are taped off/marked as not to be used to support social distancing | Yes | Resources in place where needed for educational or pastoral benefit Resources stored and cleaned after use Children have own pens/pencils/rulers/rubbers on desk where possible Staff briefed on PD day | 01.09.2020 |
| | Unnecessary items have been removed from learning environments where there is space to store elsewhere. | Yes | | |
| | Classroom based activities have been reviewed and modified to support social distancing | Yes | | |
| | Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate. | Yes | | |
| Outdoor learning and PE | New outdoor learning opportunities have been considered to encourage pupils to be outside | Yes | | |

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| | Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place. | Yes | Staggered break times then zone area at lunchtimes PE equipment to be cleaned between uses | 4.1.21 |
| Monitoring of Teaching and Learning | Monitoring of teaching and learning has been reviewed and modified | | Formal observations carried out but observer remains by door or at a safe social distance throughout observation Book scrutinies carried out but hands washed/sanitised before and after; books from classes not mixed Subject leaders will monitor via Google Meet discussions to avoid crossing sites Pupil discussions help hall at a safe social distance CMAT Central team advised of arrangements on arrival | 08.11.2020 |
| Close contact educational activities | Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils. | Yes | Pupils will come to school in PE kit to reduce changing | |
| Resources | Resources and the exchange of resources that are taken home have been limited | Yes | | |

Lunchtime and breaks

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| Lunch | The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment. | | | |
| | Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity). | Yes | Tables in hall will be arranged so children sitting side by side rather than opposite Pupils having packed lunch will use classrooms to enable spacing while eating | 01.09.2020 |

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| | | | Staff updated on PD day Pupils to stay in their bubbles. Hot dinners to be served in classrooms by their bubble CT or TA. | 4.1.21 |
| | Times that meals are provided are staggered to reduce queues | No | Low numbers mean this is not necessary | |
| | Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space | Yes | Tables arranged so side by side – this means only half number of people can use hall so the classrooms used for packed Thorough cleaning of tables after eating and before clearing away All children eating in their classroom bubble | 03.09.2020 4.1.21 |
| | Hand gel is provided for pupils and staff to use immediately before collecting their lunch | Yes | Handwashing will be implemented but hand gel available too | |
| | Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff | Yes | Tables arranged so side by side – this means only half number of people can use hall so the classrooms used for packed Thorough cleaning of tables after eating and before clearing away All children eating in their classroom bubble | 03.09.2020 4.1.21 |
| | Alternative payment methods are being used to eliminate cash handling | Yes | On-line payments | |

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| | Tables and seating are moved apart and reflect the maximum capacity to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. | Yes | Tables arranged so side by side – this means only half number of people can use hall so the classrooms used for packed Thorough cleaning of tables after eating and before clearing away All children eating in their classroom bubble | 03.09.2020 4.1.21 |
| | A different entry and exit route are being used at dinner times where more than one door is available | NO | Not possible as no other entrance | |
| Contracted food preparation | The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area. | Yes | Vertas will deliver and serve food following school guidelines and guidance from Vertas Consider kitchen staff wearing a mask when on site. | 4.1.21 |
| Breaks | Breaks are staggered to reduce the numbers of pupils who take a break at the same time | Yes | Play time staggered 10:00, 10:20, 10:40 Lunchtime –Playground split | 4.1.21 |
| | Play equipment use is supervised to ensure that pupils do not gather. | Yes | Play equipment and sports kit cleaned between classes/groups | |
| | Pupils and staff have identified suitable play activities for break times | Yes | Each keystage to have own equipment. | |
| | Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting | Yes | Line up and come in a class at a time Separate handwashing facilities Ash class handwashing in library | 4.1.21 |

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| | | | Maple in toilets and servery Spruce in own classroom | |
| | Markings have been added to outside spaces to assist with queues when coming back into the building. | Yes | | |
| | Additional staff supervision is employed to ensure social distancing takes place | No | | |

Movement around the premises

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| General interactions and movement around the building | An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible. | Yes | Social distancing between staff 1m+ to be maintained Staff to avoid congregating in shared areas such as staff rooms | 01.06.2020 | | |
| | Windows are open to increase ventilation where it is safe and appropriate. | Yes | | | | |
| | Interactions take place side to side instead of face to face where it is possible | Yes | Ventilation V Heat loss considered and shared with staff – windows open before lessons and break times, and partially during lesson times; pupils advised to dress appropriately; Where possible pupils not sitting in direct draught or under windows to avoid getting cold Guidance from Norfolk CC shared with staff 07.11.2020 | 08.11.2020 | | |
| | 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. | Yes | | | | |
| | Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. | Yes | | | | |
| | Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity. | Yes | | | | |
| | Times for using corridors have been planned to ensure that use of common areas does not encourage gatherings. | Yes | | | One way system in place for corridor to toilets/staff room | |
| | Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one way system where this is possible | Yes | | | | |
| Where appropriate one way circulation and central dividers have been placed in the middle of corridors to keep groups apart. | Yes | | | | | |

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| | Movements around settings are supervised and school staff support this activity. | Yes | | |
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Toilets and handwashing facilities

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| | Times are staggered where possible and consider the increased handwashing times that have been introduced. | Yes | Hand wash station in playground by gate for pupils on arrival and during breaktimes | 03.09.2020 |
| | Distancing for queuing has been introduced e.g. through floor markings | Yes | | |
| | Every other urinal/basin has been taken out of use in toilets that have high usage | No | Urinals not in use, only toilets are in cubicles. Numbers in cloakrooms will be limited and monitored by staff | |
| | Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas. | Yes | Hand wash station in playground by gate for pupils on arrival and during breaktimes Each bubble to have own sink in toilets. Each bubble to have own toilet cubicle and main door wedged open. One child at a time from each class visiting the toilet. | 4.1.21 |
| | Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. | Yes | Hand wash station in playground by gate for pupils on arrival and during breaktimes | |

Meetings and events

| | | | | |
|----------|---|-----|---|------------|
| Assembly | Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible | Yes | Any assemblies will be virtual or class based | 03.09.2020 |
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| | | Yes | Virtual assemblies planned and delivered across partnership and within own school | |
| Events | Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings. | Yes | Celebration assemblies done virtually | |
| Staff spaces and meetings | Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings. | Yes | | |
| | Additional staff room areas have been provided in order to avoid large gatherings at peak times | No | There is no other space available but space made in staffroom by removal of some furniture Staff advised not to congregate in shared spaces Staff reminded not to congregate in staffroom. Breaks to be taken in own bubble after making a drink No pupils to be in staffroom for first aid. | 4.1.21 |
| | Furniture has been arranged to encourage distancing | Yes | | |
| Parents evenings | Meetings are undertaken by telephone or internet. | Yes | | |
| Urgent meetings | Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related. | Yes | | |
| School clubs and community sports (non curriculum) | The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs) | Yes | ESC only for childcare provision. | 4.1.21 |
| Trips and work experience | Trips and work experience will not be planned until further advice is provided from PHE. | Yes | | |
| Hire and use of school premise | Additional hire and use will not be planned until further notice. | Yes | | |

Breakfast and afterschool clubs

| | | | | |
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| School clubs that are essential | An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment. | Yes | Breakfast clubs will be re-instated based in hall | |
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| | Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format. | | Tables arranged so side by side Activities outside wherever possible ESC only for childcare provision. | 4.1.21 |
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Universal Hygiene Arrangements

Cleaning and disinfection

| | | | | |
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| Cleaning | A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <i>COVID-19 guidance for all education settings</i> | Yes | Vertas continued high level of cleaning in all areas of school Deep clean over summer break | |
| | Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use | Yes | Staff do additional cleaning during the day of main touch points | |
| | All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. | Yes | Rota to be set up for cleaning throughout the day | 4.1.21 |
| | Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use. | Yes | Staff have wipes available and briefed on PD day | 01.09.2020 |
| | Handheld and frequently touched sports/PE equipment is disinfected prior to use | Yes | PE equipment cleaned between each group of children | |
| | Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use | Yes | Toys cleaned at end of day | |
| | Disinfectant wipes are available for staff to use where required. | Yes | Equipment that supports pastoral or educational benefits returned to classrooms | |
| Cleaning play equipment and toys | Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys | Yes | | |
| | Toys that are put into children's mouths are cleaned between use | Yes | | |

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| | Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible. | Yes | Additional wipes in staffroom for cleaning photocopier, guillotine and computer | 4.1.21 |
| | Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home | Yes | | |
| Books (books are items that are difficult to clean) | Books are issued to pupils on a rotational basis | Yes | | |
| | Used books are set aside for 72 hours after use to reduce microbial load | Yes | | |
| | Books and posters checked for visible soiling and disposed of where necessary | Yes | | Staff carry out additional cleaning during the day |
| Lunchtime | Trays, tables and chair touch points are disinfected after use | Yes | | |
| Cleaning equipment after breaks | Outdoor play equipment is cleaned between group use (including climbing frames if used) | Yes | Senior teacher to produce a Staff checklist for cleaning Quarantine box for books in use. | 4.1.21 |
| Waste tissues | Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day | Yes | Bins with swing lids available in each classroom Bins to be emptied throughout the day as required. | 4.1.21 |

Handwashing arrangements

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| Handwashing | Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class | Yes | Guidance will be shared with staff on PD day Handwash station by main entrance for pupils on arrival and at break times | 01.09.2020 |
| | Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day. | Yes | | 01.09.2020 |

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| | Supervision arrangements are in place to support pupils with handwashing where it is needed. | Yes | | |
| | Handwashing is being encouraged rather than using hand sanitizer wherever it is possible | Yes | | |
| | Age and developmentally appropriate ways area being used to encourage pupils to follow requirements. | Yes | | |
| | All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use. | Yes | Bins with swing lids in each room | 01.09.2020 |

Health Needs

Staff health

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| Specific health considerations | Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. in accordance with the guidance in <i>COVID-19 Your health and your safety when working in educational settings</i> | Yes | All 'shielding' pauses 1 st August All staff expected to attend work from 01.09.2020 Exceptional cases based on medical advice | 01.09.2020 |
| | Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance. | Yes | In place if needed | 01.09.2020 |
| | Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the <i>COVID-19 guidance for all education settings</i> | Yes | All 'shielding' pauses 1 st August All staff expected to attend work from 01.09.2020 Exceptional cases based on medical advice | 01.09.2020 |
| Wellbeing | Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support | Yes | Part of PD day presentation Additional support will be in place if identified in CMAT survey Staff signposted to CMAT well being and Government services on PD day | 01.09.2020 |
| Symptoms | Staff will go home as soon as possible if they develop symptoms | Yes | Track and Trace system in place – reporting system made clear to all staff in-line with up to date information from DfE and PHE Information shared on PD day | 01.09.2020 |

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| | | | Home testing kits will be available and sent home with staff (kept safe and signed for) | |
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Pupil Health

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| Specific health considerations | Pupils who are clinically vulnerable (<i>previously referred to as having an underlying health condition</i>) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i> | Yes | Risk assessments will be put together in discussions with parents and pupils, and following medical advice Support may be gained from inclusion team where needed | 03.09.2020 |
| | Pupils who are living in a household with someone who is shielding (extremely vulnerable) or clinically vulnerable. These pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i> | Yes | As above | 03.09.2020 |
| Symptoms | Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild | Yes | Age appropriate learning resources will be used Guidance to be updated with the new symptoms following new variant | 4.1.21 |
| | Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day | Yes | Temperature checks undertaken on arrival Information shared with parents prior to 03.09.2020 | 03.09.2020 |
| | Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks | No | Risk assessments will be put together in discussions with parents and pupils, and following medical advice Support may be gained from inclusion team where needed | 01.09.2020 |
| Increased supportive | Individual pupil risk assessments have been undertaken where required and management plans reviewed. | Yes | Risk assessments will be put together in discussions with | 01.09.2020 |

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| measures for pupils/ psychological needs | | | parents and pupils, and following medical advice Support may be gained from inclusion team where needed | |
| | Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns | Yes | Curriculum focus will be PSHE at start of term | |
| | Available resources are used to identify and support students and staff who exhibit signs of distress. | Yes | Support from Inclusion team if needed | |

Communication and Involvement

General Arrangements

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| General Arrangements | Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. | Yes | CEO has been in contact with unions on behalf of schools | |
| | Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting. | Yes | All updated letters/communications on website | Ongoing |
| | Parents and carers have been communicated with about symptoms and household isolation requirements | Yes | | |
| Visitors | Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance. | Yes | Office Manager to out these up in relevant places and on website | Ongoing |
| Communicating safety arrangements | Site signage has been reviewed, referring to the following: temporary signs for outside space | Yes | | |
| | Site changes such as entrances and exits will be identified where required | Yes | | |
| | Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices | Yes | Outdoor notice board | |

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| | The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols. | Yes | Markings will suit the needs of our pupils including the youngest Area caretaker to ensure fresh markings are in place for start of term | 01.09.2020 |
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Staff Instruction

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| 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. | Yes | CEO letter with links to Gov websites | |
| | All staff have confirmed that they are confident in applying the control measures identified in this assessment. | Yes | Register of attendance on PD day stating they are confident | 01.09.2020 |
| | Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) | Yes | Staff will be updated during half term and RA shared once approved. Full staff briefing on PD day | 01.09.2020 |
| | Staff have been involved in the practical implementation of this guidance. | Yes | SLT consulted over practical implementation RA shared for comment with SLT and shared over summer and discussed/reviewed on PD day 01.09.2020 | 01.09.2020 |
| | | | Staff input on PD Day Jan 2021 | 4.1.21 |

Pupil involvement and communication

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| Championing COVID-19 measures | Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> . | | | |
| | Pupils and staff have contributed towards how these new roles will support the schools aims | | | |
| | School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them. | | | |

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| Pupil information | All information is provided to pupils in an honest, age-appropriate manner. | Yes | Class teachers update pupils on 1 st day back Reiterate guidance and expectations to pupils | 03.09.2020 4.1.21 |
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Educational tools

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| Infection control education | Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses | Yes | | |
| | The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. | Yes | | |
| | 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. | Yes | | |

Other considerations

Actions if a person develops symptoms

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| Actions if a person becomes unwell with COVID-19 symptoms | A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible) | Yes | AH office will remain ready as an isolation room. | 01.09.2020 |
| | The room has been emptied of unnecessary items. | Yes | | |
| | Tissues and a waste bag have been provided in the room | Yes | | |
| | If a pupil develops symptoms they will wait in the room that has been identified as soon as possible | Yes | | |
| | In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed | Yes | | |


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| | symptoms, arrangements will be made to move pupils and staff while that area is cleaned. | | | |
| | Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left. | Yes | Additional PPE in school from DFE and also face visors provided by CMAT for staff if they wish to wear them | |
| | Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance. | Yes | | |
| | Where a person tests positive, the rest of their class or group will self-isolate for 14 days. | Yes | Home testing kits will be sent home with staff/pupils showing symptoms Track and trace details available DfE template to be used In the event of positive confirmed cases AH makes prompt consultation with CMAT | |
| Waste | If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste. | Yes | | |

Planning for emergencies

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|--------------------------|---|-----|--|--------------------------|
| Fire evacuation | Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place. | Yes | Fire drill arrangements to be clear to all pupils on 1st day- practice Full Fire drill carried out within 1 st full week – | 03.09.2020 11.09.2020 |
| | Fire drills that are carried out encourage social distancing. | Yes | | |
| | Staff and pupils understand that in an emergency they must leave without delay | Yes | Staff updated on PD day as part of H&S | 01.09.2020 |
| First aid – all settings | Pupils with specific first aid requirements only attend where the appropriate first aid can be provided | Yes | | |
| | First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained | Yes | | |

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| | 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: | | | |
| | Higher risk activities are avoided where it is possible e.g. use of D & T machinery | Yes | | |
| | The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk. | N/A | | |
| | There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999. | Yes | | |
| | A member of staff has been nominated to check and maintain first aid kit contents | Yes | | |
| | First aid boxes are located in prominent places | Yes | | |
| | The location of the automatic defibrillator is known to all staff | N/A | | |
| | Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use. | Yes | | |
| | Changes to first aid arrangements are communicated to all staff | Yes | | |
| | To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate | Yes | | |
| | Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance | Yes | | |
| Paediatric First Aid | There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered "no") | Yes | | |
| Alternative paediatric first aid arrangements) | Every effort has been made to provide a Paediatric First Aider. | N/A | | |
| | The above is not possible and there is access to a trained First Aider or emergency PFA on site. | N/A | | |

Any other actions that are not listed above

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| Assessor's Name: Gail Jerman | Manager's Name: Rachel Youngman |
| Position: Academy Head | Position: Senior Teacher |
| Signature:  | Signature: |