



COVID-19 Educational Settings Risk Assessment

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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 – Compliance code for all educational settings – Autumn Term

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
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
06-01-2021	Updated for Spring Term 2021



Setting/Premises:			
Location:			
Assessment Date:		Review Date:	
Assessment completed by:			

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team have reviewed the operation of the setting for welcoming Key worker and students meeting the CPA vulnerable status back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> The number of contacts that pupils and staff have during the school day are minimised The distance between people in the setting is maximised as much as possible, Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying Enhanced cleaning arrangements can be implemented The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Yes	<p>Transport staff wear PPE and pupils will travel on mini buses as normal.</p> <p>A 'Bubble' approach will be adopted and each classroom setup will continue.</p> <p>There will be toilets allocated for each Key stage and toilets will be cleaned regularly/ sprayed with disinfectant after each use and regularly by dedicated cleaners.</p> <p>Staff and pupils will only be permitted to use and operate in their designated areas.</p>	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.	Yes	Legionella: Site Manager has passed onto S.Brason that this was due at Christmas time.	



			Awaiting go ahead from KWEST team to proceed with payment/booking for testing co. this is now in process.	
	SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Yes	Site team available Teaching Staff and TAs clean classrooms during the day. Site Manager and cleaning rota staff clean floors and toilets throughout the day. Cleaning staff will clean at 3.00pm each day.	
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	Completed checklist	
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	All staff briefed, Risk assessment available, reviewed Protocols sent to all staff	
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Yes	All procedures and policies are continuously assessed	
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures.	Yes	The majority of staff have experienced working in a bubble with appropriate safety measures.	
	Senior colleagues will be present on the site in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	The SMT will be on site.	
	Specific consideration has been given to the management of the return to school and ongoing addition of students as circumstances change.	Yes	Transition back to school has been approved by KWEST.	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	A good understanding of our children's need, working closely with parents and a strong risk	



			assessment criteria, we can make informed choices to keep children and staff safe	
	COVID-19 Case Management Guidance is implemented.	Yes	Implemented needs to be signed off .	
	COVID Secure Commitments is signed and displayed	no	Needs to be signed	
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.	Yes	In progress with SLT and Trustee's	
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).	Yes	Existing safeguarding policies adhered to.	
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, tissues and PPE that is specified in PPE guidance.	Yes	PPE is PRE ordered.	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	Site managers	
Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	In progress	The importance of ventilation has Been shared with all staff.	

Staffing arrangements

Staffing levels	<p>Temporary staff, external specialist support staff and specialist coaches are not permitted at the current time Spring Term 2021</p> <p>Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis:</p> <ul style="list-style-type: none"> Short duration, ad hoc work is avoided where possible 	Yes	By Appointment only	
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	<ul style="list-style-type: none"> They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) All infection control requirements are followed. 			
	Temporary staff who work at more than one setting is avoided where it is possible.	yes		
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	Yes		
	Supply staff not used at this time Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Yes	SLT, Governors and KWEST	
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	Breaks to be covered by existing class staff.	
	Consistent working arrangements are applied to ITT trainees.	NA	No ITT trainees	
	Staff will be kept to 'Bubbles' in the unlikely situation where cover is needed which requires working in a different Bubble then a break of 72hrs will be ensured. Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.	Yes	Although whole school bubble, restricted consistency will remain. As pupil numbers increase to avoid staff mixing across bubbles, PPA will be taken off site with a school closure. (needs TRUST approval)	
	Wherever bubbles are compromised as a result of staff shortage, timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Yes	Rigorous safe hygiene practices in place and adhered to and strict compliance of individual staff/pupil and class risk assessments.	
	Where volunteers are used the same staff principles are applied.	NA	No volunteers to be on site during Covid Pandemic (except kick start)	



Premises and cleaning staff	Normal premises management arrangements have been limited to essential activities.	Yes		
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	No after school or rental activities taking place during the school day	
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	As well as rigorously cleaning, fogging is carried out as well when needed Cleaners clean classroom bases and office areas. A deep clean would be sought from KWEST	

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	Actions have been taken to create smaller groups in order to achieve social distancing. The setting should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interactions across groups. Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Yes	Groups of children will be no more than 9 per class. Govt changing social distancing laws and asking that all pupils return to school for September which will mean class sizes will be back to full capacity. CPA has requested a transition period where half a class will come in for 2 days and then rotate.	
	Groups are kept as static as possible including staff assigned to the groups	Yes	Although a whole school bubble, restrictions to both staff and pupils movement will be in place.	
	Extended groups for activities not used in Spring Term Only where necessary extended groups have been created to accommodate specific activities.	Yes	Only for break time for example, when a key stage may all be out on the playground.	



	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	No	Norse cannot separate pupil pickups, hence whole school bubble.	
	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	No	As above.	
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Yes	As below	
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	Using the bubble approach there is minimal/no staff movement between classes.	
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Yes	Lunches will be eaten in class. Breaks and outdoor activities will be contained within each class groups setting. Staggered breaks and Lunches will be eaten in class or as a key stage, breaks and Outdoor activities will be contained within each KS groups setting. Times to be organised.	
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	No	Staff from the same class, but not guaranteed to be the same staff each time.	
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	Staff are in teams. Teams will work for a full one week then have a two week break. Using the bubble within a bubble approach there should be minimal staff movement between classes. Staff teams will be with	



			their assigned class and key stage.	
	Where possible pupils will use the same desk each day where they attend on consecutive days.	Yes	Pupils access their own individual desks each day which are cleaned prior and after each use. Siblings may sit at the same desk.	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	Each group has its own play area	
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes	Each class group has access to contact details for each pupil. Staff contact details available.	

Other general measures

	The use of outdoor spaces has been maximised	Yes	Each Bubble has its own outside area	
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.			
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	No singing activities, for example choir or in assembly.	
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Yes	Policy and Home school agreement	
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Yes	Shared items restricted to class groups and thoroughly cleaned between each pupils use. Use of school laptops should be limited and thoroughly cleaned between each pupils use	
	If this is not possible, the resources will be quarantined for 72 hours between groups.	Yes		
	Large gatherings such as assemblies with more than one group is avoided.	Yes		
	Movement around the school is kept to a minimum:	Yes		



	<ul style="list-style-type: none"> Movement of whole bubbles is avoided where pupils can stay in the same room. Rooms used have been selected to enable this 		Pupils are always supervised by staff.	
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other	Yes	Pupils come in to class use hand sanitizer hang up their belongings and sit at their desk.	
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A		
	Locker cleaning and disinfection arrangements are in place	N/A		

Measures within the classroom

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Yes	Currently the large hall has been identified as a TESTING area.	
	Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Yes	Tables and chairs should be forward facing, some classes are set up with U shaped tables but with social distancing of at least a metre where facing each other.	
	Unnecessary furniture and objects are removed where possible	Yes		
	The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Yes		
	Where bags are not allowed to be kept at desks/workspaces they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of bag hooks	Yes		
	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Yes	Face coverings and PPE should be worn where close contact is unavoidable.	
	Where close contact is needed this is conducted side by side rather than face to face	Yes	Face coverings and PPE should be worn where close contact is unavoidable.	
	Pupils are not called to the front of the class	Yes		



	Staff going to a pupils desk to check on their work is avoided	No	Face coverings and PPE should be worn where close contact is unavoidable.	
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Yes	Each pupil should have their own equipment in a named zippy wallet where appropriate.	
	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Yes		
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Yes	Each classes resources to stay within that class.	
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes		
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Yes	Pupils will bring in their own needed resources or they will be left at reception.	
	How pupils enter and exit the classroom is managed to maintain distancing.	Yes	Pupils come in to class use hand sanitizer hang up their belongings and sit at their desk. Staff clean areas consistently.	

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes		
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	Equipment to be cleaned after each use.	
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	No	Equipment to be cleaned after each use.	
	A one-way system has been introduced around outdoor gym equipment and trim trails	No	Equipment to be cleaned after each use.	
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	No	Equipment to be cleaned after each use.	
	Hand sanitiser stations are positioned near to play equipment	No	Hand sanitizer is used within class.	



	and users instructed to perform hand hygiene before and after use.		Supervising staff can take hand sanitizer out on the playground and around school with them to use too.	
	Time is allocated for play equipment for each group/bubble	Yes	Break and lunch times will be staggered.	
	Equipment touch points are cleaned frequently and between each groups use.	Yes	Staff to clean equipment consistently.	
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Break and lunch times will be staggered.	

Specialist curriculum considerations

Music	Singing, does not take place in large groups such as school choirs and ensembles, or school assemblies.	Yes	No mixed singing/music groups. Clubs etc.	
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	Yes		
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	Yes	This could be done within each individual class	
	Where the music teacher needs to face the group they will maintain 3m distance.	Yes		
Drama and performances	Performances with audiences do not take place	Yes	No performances to take place during Covid 19	
	Activities that involve raised voices or shouting do not take place.	Yes	No activities of this nature to take place.	
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	Yes		
	Outside drama is planned as a first consideration where possible	Yes	When and if drama takes place	
	In all cases the following will be applied: <ul style="list-style-type: none"> Increasing hand hygiene and surface cleaning Using back to back or side to side positioning 	Yes		



	<ul style="list-style-type: none"> Maintaining distancing 			
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	Use of field and mugger. Forest school sessions will take place each day on the field until transport is provided by KWEST.	
	Prioritisation of low impact activities is given over high impact	Yes		
	Contact sports will not take place	Yes		
	Distance between participants is maximised.	Yes		
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	See previous	
	The use on non-personal kit is avoided.	Yes	No sharing of bibs or aprons	
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	Yes		
	Pupils are kept in consistent groups	Yes	Groups will be class groups, not mixing with other class groups.	
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Yes	Equipment must be rigorously cleaned in between each use,	
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code. NB- no visits during lockdown	Yes	External facilities to be used at a minimum. Individual risk assessments to be completed for each.	
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	No	Staff to look at the links to be aware of the information provided.	
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.- NB- no visits during lockdown	Yes	Visits to be kept to a bare minimum and each to be discussed by SLT/ELT.	
	The use of changing rooms and showering facilities are avoided	Yes		



	where possible.			
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.	Yes	If PE Kit required pupils wear for the day, appropriate for the weather .	
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	Yes	See prior information.	
	Changing and shower facilities must be used as quickly as possible.	N/A	Not to be used	
Swimming pools	Guidance is currently being updated and will be provided before use	N/A	Hydro pool not to be used until further notice.	
Subjects involving practical activities	Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact	Yes	Practical's and practical demos will take place using social distancing.	
	Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility		As above	
	Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.	Yes	All practical activities	



	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <p>Guide to doing practical work in Science</p> <p>Guide to doing practical work in DT</p>	Yes	Staff to read link	
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Educational visits

	<p>No overnight educational visits are carried out</p>	Yes	No overnight Ed visits to take place	
	<p>Outdoor spaces in the local area are used to support delivery of the curriculum NB- no visits during lockdown</p>	Yes	See prior information	
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve NB- no visits during lockdown</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> o Do they include measures relating to limiting contact between your group and other visitors? o Do they support you to maintain distances within your group? o Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? o Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? o Are appropriate cleaning and disinfection arrangements in place? 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>All checks and control measures to be in place and agreed with SLT/ELT before any visit can take place.</p>	
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and</p>	Yes	This will form part of the pre checks and control measures.	



	requirements for visiting groups.- Not during lockdown		This will be done during PPA time only.	
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Where a pupil attends more than one setting

	Schools work together to ensure that the approach is consistent and does not compromise the group/bubble	N/A	Placements not to take place during Covid 19 Pandemic.	
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Extra curricular provision

	Pupils will keep within their main bubble where possible.	Yes		
	Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:	Yes	Small class sizes will enable this.	
	<ul style="list-style-type: none"> Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained. Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend ensuring they only attend one setting consistently Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. Records are maintained of all bubbles or groups for 21 days Consideration is given to the types of activities organised in line with the compliance code The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as 	No	Parent Discretion	
		No	Parent Discretion	
		No		
		Yes		
		Yes		
		Yes	Sanitization resources to be taken to each outdoor setting.	



	<p>indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues</p> <ul style="list-style-type: none"> Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided. 	No	Due to whole school bubble this will not be possible. Toilets should be used in each key stage area for that key stage only.	
	As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided	Yes		
	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	No	Parent discretion	Could add this to parent agreement.

Measures for arriving and leaving

General principles	Particular attention has been given to how the first day of term will be organised	Yes		
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	Bus picking up and dropping off will be staggered from parents pick up and drop off times.	
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	N/A		
	There are hand sanitiser stations outside for pupil and visitor use	No		Outdoor sanitizer/ hand washing stations need to be placed outside and in corridors.



	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Yes	Hand sanitizers and thermometers in reception	
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Yes		
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Left in reception or straight to kitchen.	
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		
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Transport to arrive staggered Parents drop off 8.45 and pick up at 2.45 (side door and Rabbit entrance) Buses drop off at 9.00 and pick up at 3.00 (Main doors & Rabbit entrance)	
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes		
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes	Transport to arrive staggered Parents drop off 8.45 and pick up at 2.45 (side door and rabbit entrance) Buses drop off at 9.00 and pick up at 3.00 (Main doors & Rabbit entrance)	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes	As above.	
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at	No	Hand sanitizer only available at reception at present Need wall	



	the setting entrance (hand sanitiser has been provided at these points)		mounted sanitizer stations in place at all entrance and exit points.	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	Transport to arrive staggered Parents drop off 8.45 and pick up at 2.45 (side door and rabbit entrance) Buses drop off at 9.00 and pick up at 3.00 (Main doors & Rabbit entrance)	
	Floor marks have been added to assist with social distancing in outside areas.	No		
	Staff and school champions 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.	Yes	School/ home agreement.	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes		
	Parents have been advised that only one parent should attend.	Yes	School/ home agreement.	
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes		
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	No		
	Times of use are supervised and managed.	Yes	Supervised by staff.	

Transport and travel

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	No		
	Entrances are supervised to support hand sanitising on arrival.	Yes	At main entrance and classroom entrance	
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		



	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	No		
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		
	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	School/ home agreement.	
	Pupils and parents have been advised that they should not walk together in large groups	Yes	School/ home agreement.	
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	School/ home agreement.	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes		
	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	Yes		
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	Yes	Norse to organise	
	Markings are provided where queuing is required for transport services on school premises	N/A		
	Windows are opened during journeys where it is safe to do so	Yes	Norse to organise	
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	Yes	Norse to organise	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		



Visitors

	The number of visitors has been minimised as much as possible	Yes	Pre booked visits only	
	Visitor times are planned to separate visitors from other site users	Yes	As above	
	Visits are by appointment only – the setting has determined meeting times on site which are scheduled to avoid times of peak activity	Yes	As above	
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety • Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. • Action to take if they cannot maintain keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	Yes		
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes		
	Visitors confirm that they do not have symptoms no matter how mild.	No	Need to have a script to ask visitors about symptoms.	
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	No	Will need to set this up in reception	
	The reception is operating on a one in and one out basis for essential visitors	Yes		
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	N/A	Reception behind screens	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Left in reception or straight to kitchen.	



	Visitor records are maintained for contact tracing requirements	Yes	All visitors have to sign in. Will need to ask them for contact details	
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes	TEAMS should be the first resource for meetings rather than face to face.	
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes		
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Yes	Meeting via TEAMS or similar resource is preferable	

Movement around premises

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes		
	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes	Breaks and lunchtimes are staggered to minimise mixing.	
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes	Various entrances and exits into and out of school as well as exits into outside areas via classrooms.	
	One way circulation has been introduced where possible	No		
	Central dividers have been installed where necessary to avoid group mixing.	No	Wide corridors	
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/A		
	Posters have been used to encourage this where required	N/A		
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		



Lunchtime and breaks

Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Lunchtimes are staggered, 12.00, 12.30 & 1.00. lunch eaten in class and collected by staff.	
Hand gel is provided for pupils and staff to use immediately before collecting lunches.	Yes	Lunch will be collected by staff	
Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	As above.	
Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Packed lunches stored in classroom fridges.	
The use of pre-ordering and trolley services have been considered.	Yes		
Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A		
Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Yes		
Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	Lunch will be eaten in classes where furniture has already been arranged for social distancing.	
Plans are in place to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Yes		
One ways systems are used.	No	Wide corridors	
Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Yes		
Staff rooms allocated to bubbles	Yes	When provision increases may be better to take breaks in class or outside areas.	
Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Yes	Staff awareness of social distancing.	
Touch points are wiped down between different groups.	Yes	Cleaning resources need to be	



			distributed at each of these points.	
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	N/a	Each class/KS has their own area for break EYFS/KS1 have own outdoor area, KS2 have their own outdoor areas, KS3 will use quad KS 4 will use playground KS5 will use outside area	
	equipment use is supervised to ensure that pupils do not gather.	Yes		
	Pupils and staff have identified suitable play activities for break times	Yes		
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	N/a	As above	
	Markings have been added to outside spaces to assist with queues when coming back into the building.	N/a	As above	
	Additional staff supervision is employed to ensure social distancing takes place	N/a	As above	
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .		Norse to organise	
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	Norse to organise	
	The way in which essential food deliveries are received are managed	Yes	Norse to organise	
	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/A	Staff to collect food at staggered intervals	
	Additional meal collection points have been put in place to reduce queuing where necessary	No		
	Alternative payment methods are being used to eliminate cash handling	Yes	Parents pay online	
	Tills are screened where still in use	N/A		
Food Parcel Collection	Member of staff in PPE and maintaining social distance gives family member parcel and ticks collected	Yes		



	Families asked to socially distance whilst queuing for parcels	Yes		
	Side entrance used to avoid congestion at main entrance	Yes		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes		Diverse risk assessments
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes		As above
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes		Windows should all be open to allow ventilation and where safely possible doors should be open too. (If your cold put a jumper on!)
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	No		Need to talk to site manager
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	N/A		Only have air con in prep room which should be left off during covid 19
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		

Toilets and handwashing facilities

	Useage times are staggered where possible.	N/A	Each bubble has own toilet	
	Distancing for queuing has been introduced e.g. through floor markings	No		
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes		
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	No	Hand dryers will need to be replaced with paper towel dispensers paper towels in staff loos	Need to talk to site manager
	Consideration has been given to replacing traditional taps with easy operating lever taps.	N/A	Lever taps in place.	



Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	Yes	Space is an issue at CPA, and we will need to look into more staff space for break times and lunch to enable safe social distancing if number of bubbles increases.	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	No	See above	
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	Staff discretion	
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	Events to be cleared with SLT in agreement with the compliance code.	
Parents evenings	Meetings are undertaken by telephone or internet.	Yes		
Essential course delivery	Courses are delivered on line and all "in person" training is suspended for both employees and external participants	Yes	Need to look at monitored online training via twilight sessions.	
	Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	Yes		
	Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible. Not planned during lockdown	NO	TEAM Teach training physical restraint sections.	Have emailed Team Teach awaiting reply. Also consulted with CPA TT Tutors on the dangers of this.
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Yes		
	Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with	No	Staff cover makes this impossibility. Possible wearing of	



	staff who are in their cohorted group. – Not planned during lockdown		coverings.	
	Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. Not planned during lockdown	Yes	Responsibility of trainer/s	
	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room. Not planned during lockdown	Yes	Responsibility of trainer/s	
	Delegates will spread out in both outside and inside spaces. Not planned during lockdown	Yes	Responsibility of trainer/s	
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. Not planned during lockdown	Yes		
	Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. Not planned during lockdown	Yes	Responsibility of trainer/s	
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. Not planned during lockdown	Yes		
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Yes	Hygiene and sanitizer resources to be placed in training areas	

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to	Yes	Responsibility of class staff and	All staff need
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	disinfection. Even where you use a dual product as described in the compliance code.		Cleaning staff.	to read compliance code.
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Yes		
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes	All staff who are not shielding have been in and are aware of the cleaning and disinfecting required during the day and specific cleaning instructions have been emailed to Site manager to share with his team.	
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	Yes	Responsibility of class staff and Cleaning staff.	
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	Yes	Responsibility of class staff and Cleaning staff.	
	Hand contact surfaces are cleaned regularly throughout the day	Yes	Responsibility of class staff and Cleaning staff.	
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Yes		
	Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	Yes	Responsibility of class staff and Cleaning staff.	
	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	Responsibility of Class staff	
	Disinfectant wipes are more generally available for staff to use	No	Need to provide staff with more	



	where they wish to.		disinfectant wipes .	
	All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	Yes	Responsibility of class staff and Cleaning staff.	
	More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises	Yes	Responsibility of class staff and Cleaning staff.	
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes		
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	Responsibility of class staff.	
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes	Responsibility of class staff.	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	Responsibility of class staff.	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	Responsibility of class staff.	
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes	Responsibility of class staff.	
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Yes	All staff responsibility.	
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	To be discussed with Site manager.	
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 or these are allocated to individual children	Yes		
	Toys that are put into children's mouths are cleaned between	Yes	These toys where possible	



	use		should be kept to that particular child and not shared.
	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	Use of soft toys and dress up clothes should be discouraged and not shared between pupils.
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	Yes	These items should be removed.
Resources	Children are allocated their own resources e.g. pencils where possible .	Yes	Each child should have their own zippy bag or pencil case of resources. (where appropriate)
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	Yes	
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	Need to be cleaned after each use.
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes	
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	No	This needs to be set up.
	Books and posters checked for visible soiling and disposed of where necessary	Yes	
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Yes	Benches / Seats in outdoor areas
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	Responsibility of class staff and Cleaning staff.
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	Responsibility of class staff and Cleaning staff.
Tissues and waste	Tissues are provided in classrooms and other areas to ensure	Yes	



from bins provided	good respiratory hygiene.		
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	Emptied at the end of each day by cleaning staff.
	Bins and tissues are provided in the same place.	Yes	
	Waste bags for tissues are double bagged for disposal.	Yes	Responsibility of cleaning staff.

Handwashing and respiratory hygiene 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 NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	Children encouraged to wash hands, social stories and visual cues
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.	Yes	Responsibility of class staff.
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes	
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	No	This needs to be put in place.
	Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	No	As above.
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	No	As above.
	Event related prompts are given to pupils by staff..... <i>after.... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.	Yes	Responsibility of all staff.
	Staff, pupils (and parents) are advised that handwashing	Yes	Home school agreement.



	must be carried out when they arrive at home.			
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes		
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes		
	Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	Yes		
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes		
	Age and developmentally appropriate ways are being used to encourage pupils to follow requirements.	Yes		
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes		
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	Some pupils may find this difficult to understand.	
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing.	Yes		

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Yes	Majority of staff have been identified. Need to check whether individual risk assessments have been completed.	
	Pregnant members of staff have had a specific assessment	Yes	Risk assessment complete.	



	using the New and Expectant Mothers assessment process and specific COVID-19 guidance.		Currently not included on the rota.	
	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 COVID-19 guidance for all education settings.	Yes	As above	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	SAS	
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes		
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	Staff member will need to inform SLT as soon as possible.	
Lateral Flow Tests	See risk assessment below	Yes	Testing Team	
Staff tests	Staff to be tested once a week, when in school. If consent is given. If a member of staff is tested positive, they will be sent home to have a PCR test and follow guidance, if they have had contact with the class, the class to isolate. The school will not take part in serial testing. If staff do not consent they should be in school unless they show symptoms and sent home to isolate following guidelines.	Yes	SLT and Testing team	
Student Testing	Parents wishing for their child to be tested must complete the Consent form. They will be tested initially and then again 3-5 days later. Then tested weekly. Students will need to self-administer the test and staff will not support this process. Students testing positive will be set home to follow the guidance, bubble will close for initially for PCR test to be confirm positive result or if child is not tested 10 days isolation. During periods of isolation pupils will access the curriculum via Remote learning please see policy.	Yes	SLT and Testing team	



Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild		A lot of our pupils will find this difficult even with visual cues provided and so will be staff who look out for symptoms.	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		
	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	Yes	As above.	
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Yes	Home/School agreement.	
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	All staff need to read.	
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	All staff working with pupils with support plans need to be aware of all information.	
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self-protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly hand wipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	Yes		
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes		



Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	Supported by Recovery curriculum levers	
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes		
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Yes		
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	Yet to be implemented	
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	yes		
	Arrangements are in place to ensure parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	Yes	Home school agreement	
	Parents and carers have been communicated with about	Yes	As above	



	symptoms and household isolation requirements.			
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes		
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes		
	Site changes such as entrances and exits will be identified where required	Yes	Site manager	
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		
	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		
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub.	No	Staff will be aware. Not Pupils	
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes		

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes		
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	No	As above	



	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes		
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	Staff have been able to contact SLT with any concerns.	
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes		
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.		Need to record that they are aware of this.	
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	Needs to be followed up and monitored.	

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	SLT responsibility.	
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	According to above policy.	

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> .	No		
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	Pupils and staff have contributed towards how these new roles will support the schools aims	No		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	N/A		
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes		

Educational tools

Infection control education	<p>Personally appropriate education is used to encourage pupils to:</p> <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		
	<p>The following resources are used where appropriate:</p> <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	These or similar resources will be used.	
	<p>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.</p>	Yes		

Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance)

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Yes	Staff must sign in and out each day and class registers completed.	
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Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing			
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	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	Each bubble/key stage has a quarantine room.	
	Where possible there is separate use of toilet and handwashing facilities nearby.	No		
	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. Where it is possible the door will be closed and window opened for ventilation.	Yes		
	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.	Yes		
	Staff who look after a symptomatic person will 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		
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes	Each bubble/Key stage has its own Isolation/quarantine room.	
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		



Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Yes		
	The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Yes		
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Yes	Coverings can also be worn.	
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes	If equipment to do so is available.	
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	No	All contact areas will be cleaned.	
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes		
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	N/A	Test kits are not provided by the setting.	
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Yes	Home/school agreement.	
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes	As above.	
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Yes		
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Yes	Need to look at our protocols with test and tracing agents.	
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g.	Yes	System needs to be implemented.	



	unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.			
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes	This has been communicated.	
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	Yes	Completed.	
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes		
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	Yes	Responsibility of SLT	
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes	This will have to be monitored very closely as CPA will be a whole school bubble so mixing throughout the school by someone who tests positive for Covid 19 cannot be ruled out. Possibly resulting in whole school self isolation period.	Parents/Care rs need to be made aware of this.
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes		
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes	Staff need to be aware of these procedures.	
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes	SLT Responsibility.	
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	Yes	This has been in place since the start of the Pandemic.	



Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. Rooms are well ventilated (see section on ventilation) Staff are cohorted in consistent working groups Unnecessary items have been removed to support effective cleaning of the area Hot desking is avoided desks near busy circulation spaces are not used Shared equipment has been moved to reduce group mixing such as printer location 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p>	<p>Please see prior information in this Doc. All staff need to follow the risk assessment and staff protocols provided.</p> <p>There are several printers but mixing depends on which printers are actually working correctly.</p>	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> additional work spaces are be allocated where possible sharing of workspace is minimised and workspaces are thoroughly cleaned between users. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities Screens are installed as a last resort 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Need to investigate ongoing lack of space at CPA to comply to this.</p> <p>Staff with health conditions and pregnant staff. Individual risk assessments need to be agreed by all parties. (Pregnant staff of 28 wks will work from home).</p>	



Planning for emergencies

Fire evacuation	A fire drill is planned for the first week of term	No	Second week	
	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	KS1/2/3/4/5 - Playground	
	Fire drills that are carried out encourage social distancing.	Yes		
	Staff and pupils understand that in an emergency they must leave without delay	Yes		
	A fire drill has been planned to take place within the first two weeks (or sooner if there are significant changes to evacuation routes).	Yes	Week 2	
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes		
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 	Yes	Advised staff who hold current certificates and who need to renew when possible to do so.	
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	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			



PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	Also discussed in Staff protocols doc.	
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	Yes	Need to look at Norse policy on wearing of face coverings for pupils on transport.	
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. They must perform hand hygiene on arrival at the setting and after removing their face covering. 	Yes Yes yes	Home/School agreement.	

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	Updates need to be regularly monitored.	
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	SLT to regularly review control measures.	

Any other actions that are not listed above

	Need to review control measures in January to make sure all areas discussed are compliant with all measures.			



Assessor's Name:	Manager's Name:
Position:	Position:
Signature:	Signature:

**Churchill Park Academy Risk assessment
Covid –19 Rapid Testing in schools**

Assessment date	Assessment lead	signature
Activity / task		
Description of task /process /environment being assessed	General and clinical activities associated with the asymptomatic testing site at Churchill Park Academy.	
Activities involved	Traversing the site on foot Testing staff and students	
Hazards	Associated risks	Control measures
Contact between participants increasing the risk of transmission of covid-19 Contact between participants and test staff increasing the risk of transmission.	Transmission of the virus leading to quarantine, ill health or potential death	Queuing will be minimal due to calling to class on the internal telephone system Notice on the entrance door requesting anyone with symptoms to speak to a member of SLT and not to enter. Receptionist asks each person if they have any symptoms. Face masks Notice on entrance reminding a face covering must be worn whilst in the test hall. Receptionist reminds all that masks must be worn unless swabbing. Compliance with mask wearing to be visually checked by test staff throughout. Hand sanitiser is available at each station

		<p>Social distancing Measured floor markings to ensure compliance with the 2 metre safe distance guidelines Verbal reminders from test staff to follow the markings A one way flow of participants is to be maintained, floor markings and clear signage will aid this as will verbal instructions by test staff</p> <p>Cleaning Regular cleaning of all touchpoints during the testing session All staff are aware of where they should clean and when</p> <p>PPE Appropriate PPE is to be worn by testing staff following the donning and doffing guidance at the PPE station. Changing appropriate to role</p>	
Incorrect result communication	Wrong samples or miscoding of results	<p>2 identical barcodes are provided at check-in Each participant registers their details to a unique ID barcode before the test starts Barcodes are checked at the processing bay and 1 is attached to the LFD</p>	
Damaged barcode, lost LFD, failed scan	Orphaned record on portal No result communicated to participant	<p>Participant will be recalled if they have a voided result Participants to contact the testing staff using the hall extension number if they have not received their result within 1 hour</p>	
Extraction solution which comes with the lab test kit contains the following components: NA ₂ HPO ₄ (disodium phosphate), NaH ₂ PO ₄ (sodium phosphate)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical	<p>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</p> <ul style="list-style-type: none"> • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of 	



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Declaration If the above control measures are implemented the risk posed by the task / process /environment assessed will be controlled to as low as is reasonably practicable		
Persons involved in the assessment		
Signature of lead assessor		date