

COVID-19 Management Planning Checklist C646d

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This management planning checklist has been provided to support senior managers to ensure they have identified and implemented all of the control measures identified in the compliance code and risk assessment along with providing the guidance from the government relating to community transmission.

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

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

Date of change	Section, Page and Change
20/102020	New Document

Setting/Premises:	Kessingland Church of England Primary Academy		
Location:	Kessingland		
Date:	2 nd November 2020	Review Date:	7 th November 2020
Checklist completed by:	Headteacher and Senior Leadership Team		

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 and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people 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 are in place There is a plan in place to manage the first day back to reduce the risk of groups gathering together. The whole setting community are engaged with and support the national effort to reduce the spread of the virus. 	Yes	<p>SLT developed re-opening guidance for parents and staff.</p> <p>September guidance shared with staff prior to sharing with parents and pupils.</p> <p>Class bubbles set up, start times staggered and one-way system in place where needed. This includes drop off and departure.</p> <p>Nursery, Reception and Year 1 pupils use the normal playground entrance, follow the one-way system through the adventure playground and drop off or pick up at the appropriate place. 2m spacing identified with paint.</p> <p>8:45am – 8:55am soft opening 3:00pm – 3:10pm pick up window The same one-way system is applied.</p>	2/11/20 Ongoing



	<p>The risk assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).</p>		<p>Nursery opening hours will include the same window for opening (8:45am – 8:55am) and end of session 11:40am.</p> <p>Year 2 to Year 6 pupils use the entrance at the front of the school, following the one-way system. Entering the side without the barrier and exiting via the barrier side of the car park.</p> <p>2m spacing identified with paint.</p> <p>8:55am – 9:05am soft opening 3:10pm – 3:20pm pick up window The same one-way system is applied at the end of the day.</p> <p>All adults collecting and dropping off children will be asked to wear masks or shields from Monday 19th October.</p> <p>Staff now have four allocated staff room areas. EYFS are using the previous Owls classroom, KS1 are using the previous Otters Classroom and the designated staff room is divided in 2 for Upper KS2 and Lower KS2 staff to sit separately using two different sides.</p> <p>Cleaning stations set up for enhanced cleaning in each of the bubble areas. Sterilisation taking place in key stage areas at end of the day.</p> <p>Parent guidance promotes the national effort message.</p>	
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	All normal operational premises management requirements have been implemented including fire, asbestos, and legionella.	Yes	All checks have been completed and recorded by AG. Contractors will still be visiting the site to complete contractual duties adhering to social distancing and public health guidelines.	2/11/20 Ongoing
	HSW information provided on Infospace or Norfolk School is followed and communicated.	Yes	SLT have read and understood information provided on Infospace and check regularly for updates.	2/11/20 Ongoing
	Staff information, instruction and training arrangements including refreshers have been put in place for all staff and pupils.	Yes	Information shared and communicated on PD Day (03/09 and 04/09) Continually reviewed.	2/11/20 Ongoing
	Senior colleagues will be present at the site in order to provide additional support and reassurance and to notice any issues and review arrangements.	Yes	There will always be at least one member of SMT on site at all times.	2/11/20 Ongoing
	COVID-19 Case Management Guidance is implemented.	Yes	Guidance shared and implemented.	2/11/20 Ongoing
	COVID-19 Cleaning and Disinfection supplementary information for Educational Settings is completed and implemented.	Yes	SD and AG to continue to monitor.	2/11/20 Ongoing
	COVID-19 Autumn Exams Checklist is complete and implemented.	N/A		
	COVID-19 Educational Settings Risk assessment is completed and controls implemented.	Yes	Risk assessment completed, updated, and edited weekly to reflect current guidance and legislation.	2/11/20 Ongoing
	COVID Secure Commitments is signed and displayed.	Yes	COVID Secure Commitments is signed and displayed in the front entrance.	2/11/20 Ongoing
	Arrangements have been put in place to undertake a regular review of the assessments in place taking feedback, suggestions, concerns and updates to LEA guidance into account.	Yes	NCC and SCC guidance regularly checked and adjustments/ amendments made as needed.	2/11/20 Ongoing



Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure.	Yes	All contractors are asked to sign the agreement and whether they have any symptoms.	2/11/20 Ongoing
	Contractors are aware of the school's expectations and arrangements are in place to discuss their activities in advance of making a site visit.	Yes	All contractors to meet to discuss visit with SD or AG.	2/11/20 Ongoing
	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	All contractors to liaise with SD or AG to finalise suitable times either after or before school.	2/11/20 Ongoing
	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	All visits required to be during the school day, must be cleared by the Headteacher or Lead Teacher before being confirmed. A risk assessment will be formulated and agreed with the contractor before the visit can commence.	2/11/20 Ongoing
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure and complies with guidance for food businesses on coronavirus (COVID-19) .	Yes	A full risk assessment has been shared by Aspens.	2/11/20 Ongoing
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes	All Governors and Trust representatives will be involved in risk assessment decisions. Weekly meetings between the Chair of Governors and Headteacher. Governor Health and Safety walk completed with Chair and Vice Chair.	2/11/20 Ongoing
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team to ensure that they do not impact on safeguarding requirements in the setting.	Yes	Safeguarding procedures remain in place. DSL on site every day. Safeguarding policy reviewed.	2/11/20 Ongoing
Supply chain	Business management teams will ensure that arrangements are in place to ensure: 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	Orders have already been placed. Double ordering has taken place and regular stock checks planned. Three suppliers, (DNEAT, VERTAS and ESPO).	2/11/20 Ongoing



	at equipment purchased is fit for purpose e.g., meets with required standards.		Agreed minimum stock level for when re-ordering needs to take place.	
Premises adaptations	Small adaptations identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	All doors on site can be opened to allow ventilation. Hand dryers are checked to ensure all are in good working order.	2/11/20 Ongoing

Transport and travel

General	Carers, parents, and pupils are discouraged from social gatherings on the way to school and on school premises.	Yes	Additional staff (1 office, 1 SLT and 1 Pastoral) timetabled on each entrance area at start and end of day to assist with the flow of parents and encourage the parents not to gather.	2/11/20 Ongoing
Car journeys	Parents and staff have been advised to follow government guidelines regarding who can travel together by car.	Yes	Staff were informed at induction (21/05) and will be reminded on PD Day (03/09) and (04/09).	2/11/20 Ongoing
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. Pupils and parents have been advised that they should not walk together in large groups.	Yes	Advice given to parents as part of returning to school. Parents also reminded on the gate.	2/11/20 Ongoing

Communication and Involvement

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	This was agreed at LGB (16.07.20) Shared with all staff and parents and is shared on the school website.	2/11/20 Ongoing
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	This was agreed at LGB (16.07.20) Shared with all staff and parents and is shared on the school website.	2/11/20 Ongoing

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and 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> .	Yes	Staff will include social distancing and universal hygiene champions as part of their class responsibilities/ monitor systems.	2/11/20 Ongoing
	Pupils and staff have contributed towards how these new roles will support the school's aims.	Yes	Roles discussed in staff meetings.	2/11/20 Ongoing
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes	Roles discussed in staff meetings.	2/11/20 Ongoing
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	Yes.	2/11/20 Ongoing

Educational tools

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; 	Yes	<i>Discussed as part of daily routines and PSHE curriculum.</i>	2/11/20 Ongoing
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	<ul style="list-style-type: none"> encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses. 			
	<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	Staff are signposted to e-bug and other resources.	2/11/20 Ongoing
	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	Yes	2/11/20 Ongoing

Planning for emergencies

Fire evacuation	The Fire Risk Assessment has been reviewed to take account of any changes in the way of working.	Yes	No changes are needed.	2/11/20 Ongoing
	Fire drills have resumed as normal.	Yes	A fire drill commenced on the 16 th October 2020.	2/11/20 Ongoing
First aid – all settings	<p>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 has reviewed the first aid risk assessment and arrangements and is able to:</p> <ul style="list-style-type: none"> Explain why requalification has not been possible. Demonstrate the steps taken to access training. Demonstrate that the first aid cover in place is adequate for all foreseeable needs 	N/A	All existing staff have up to date first aid training.	2/11/20 Ongoing
	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code.	Yes	First aid qualifications all held centrally. Qualifications to be renewed at least one term before it expires.	2/11/20 Ongoing



	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	Staff will be signposted to this if they would like a refresher.	2/11/20 Ongoing
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Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates.	Yes	Continuously reviewed following the release of new guidance.	2/11/20 Ongoing
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Regular review with all parties following new government guidance.	2/11/20 Ongoing

Any other actions that are not listed above

Signed on behalf of Senior management team:

Adrian Crossland

Position:

Headteacher

Signature:

A Crossland

