

## COVID-19 Educational Settings Risk Assessment F646c

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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.

This template only covers the control measures needed to manage the risks presented by COVID-19. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

By implementing all of the controls you will be reducing the risk as far as is possible, in line with the community risk level.

The controls identified below are designed to manage the risks relating to:

- Positive cases bringing COVID-19 into the setting;
- Exposure to numerous people while in the setting increasing transmission risk;
- Direct person-to-person transmission;
- Surface transmission, including through the use of equipment;
- Staff and pupil health increasing the risk of transmission (separate risk assessments are available for staff at increased risk);
- Staff and pupil mental health and well-being due to anxiety or increased pressure;
- Educational visits increasing the risk of contact with others and therefore transmission;
- Extra-curricular activities increasing the risk of transmission with others and therefore transmission;
- Lack of awareness of the control measures and requirements (the need for information, instruction and training)

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

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

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

<b>Date of change</b>	<b>Section, Page and Change</b>
12-05-2020	Whole revised document please read.
18-05-2020 to 01-07-2020	Various minor amendments to reflect government changes.
13-07-2020	Updated for September Term.
17-07-2020	Clarification amendments following feedback.



24-07-2020	Reference to swimming pools risk assessment.
07-08-2020	Minor updates to wording.
21-08-2020	COVID-19 Secure contractor arrangements. Updated Music and Drama. New links to CLEAPSS guidance. Supervised toothbrushing programmes. New information for spaces without direct outside air.
27-09-1010	Contactors are aware of school's expectations in advance of making a site visit. Peripatetic teachers and invigilators added to staffing arrangements. Additional information for where resources are taken home. Reference to updated COVID-19 Cleaning and Disinfection supplementary checklist. Updated Music, Dance and Drama. Updated Physical Activity. Updated Extra-curricular provision to include wraparound care and Autumn Exams Checklist completed. Updated Public and School transport. Visitor section updated to including familiarisation and parent's evenings. Hand hygiene update to confirm that where hand washing is carried out, running water must be used. Parent communications updated regarding external wraparound care and extra-curricular providers where necessary. First aid section updated.
20/10/20	Updated completion guidance. Separated out management planning information into a new checklist. Changed wording from local lockdown to new alert level terminology. Updated shielding for pupils information to reflect new alert level advice. Updated information on temporary staffing. Updated information on performing arts.
05/11/20	Updated advice for vulnerable staff. Updated advice for clinically extremely vulnerable pupils and staff.
31.12.2020	All references to 14 day isolation period have been changed to 10 days. 15 minutes close contact can be accumulated. PE, sport and physical activity in Tier 4 update. New information for Messy Play. Educational Visits – updated to reflect visits that may be restricted as a result of Tier requirements. Extra-curricular provision and wraparound care in all tiers updated. All young people aged 11 and over must wear a face covering on all transport provided in connection with transport to and from school.



	Confirmation fans should only be used in well-ventilated areas Update to reflect the change that the extension period Paediatric First Aid Certificates deadline has passed. Additional restrictions in line with local tier restrictions for the hire of school premises.
11/01/21	Changes to document dated 11/01/21. New addendum added to Risk Assessment.
24/02/21	Changes to reflect updated government guidance on full reopening of education settings including the use of face coverings, educational visits, live performances, wrap around care and testing. Changes are highlighted in grey

<b>Setting/Premises:</b>	Kessingland Church of England Primary Academy		
<b>Location:</b>	Field Lane, Kessingland, Lowestoft, Suffolk NR33 7QA		
<b>Assessment Date:</b>	03.03.2021	<b>Next Review Date:</b>	12.03.2021
<b>Assessment completed by:</b>	Adrian Crossland and Sarah Smith		

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

### Management Arrangements

Item	Control measures	Yes/no/ not applicable	How? Notes and further information	Date required and completed
General management planning	Management planning has been undertaken following the management planning checklist and compliance code.	Yes	See separate document - planning checklist and compliance code.	02.11.2020 Ongoing Reviewed 11.01.2021
Opening after reduced occupancy	The <a href="#">Premises Management Risk Assessment</a> has been completed where applicable.	Yes	Risk Assessment updated – see separate risk assessment	Updated 02.03.2021

### Staffing arrangements

Staffing levels	Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches work is arranged where possible so that: <ul style="list-style-type: none"> <li>The number of such staff are kept as low and consistent as possible;</li> <li>They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary);</li> </ul>	N/A	N/A at the moment but any specialist staff used in the future will be advised accordingly and be expected to provide their own risk assessment to be checked by Senior staff. They will be advised regarding distancing and infection control requirements.	05.10.2020  Updated 11.01.2021
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	<ul style="list-style-type: none"> <li>They have minimal contact with, and maintain 2m distance from, permanent staff.</li> </ul>		The groups they work with are kept under review and monitored.	
	Teaching staff breaks are organised in a way that avoids staff covering for a different group.	Yes	Lunchtime and breaktime cover will be covered by staff in the same bubble or allocated MDSA. Any staff crossing bubbles will be outside observers at lunchtime and maintaining social distance. Allocated staff rooms in place for each bubble.	01.09.2020  Updated 11.01.2021 02.03.2021
	Consistent working arrangements are applied to ITT trainees.	N/A	No placements or work experience will take place during the Autumn Term.	15.07.2020
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	Yes	No staff are timetabled to teach across a wider key stage bubble. Academic Mentor will create their own bubble for teaching - in a designated classroom. Tables cleaned between use. SLT, SaFS, premises and office teams are the only ones crossing bubbles but this is kept to a minimum.	15.07.2020  Updated 11.01.2021  02.03.2021
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures.	Yes	Consideration will be given to wrap around care to ensure that bubbles are separated as far as is reasonably possible and where they cannot be separated, stringent control measures are in place (no extended school until Summer Term 2021).	15.07.2020
	Where volunteers are used, the same staff principles are applied.	Yes	No volunteers in school until at least Easter. Part-time staff can	12.10.2020

			volunteer extra hours if already working in the building. This will be reviewed Summer Term	Updated 11.01.2021 02.03.2021
Premises and cleaning staff	The principles of distancing and hygiene are in place for normal premises management activities.	Yes	This includes additional hours for the premises team.	01.09.2020
	Activities are scheduled to avoid times where pupils and staff are using the same areas.	Yes	Cleaning staff are in the building outside of school hours. Caretaking to take place out of school hours where possible. To be reviewed at Easter.	01.09.2020
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task in line with the relevant guidance/compliance code.	Yes	All staff have had training in how to use disinfectant on induction. This was reviewed 03/09 and 04/09 and includes MDSAs. All new staff starting in January now trained.	03.09.2020 04.09.2020  11.01.2021

### Minimise contact maintain social distance and activity risk reduction

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

Developing groups	<p>Main groups (staff and pupils) have been developed that are the smallest practicable, consideration has been given to the following where possible:</p> <ul style="list-style-type: none"> <li>• Groups are kept static;</li> <li>• Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements;</li> <li>• Contact within groups is minimised through measures outlined in this assessment;</li> <li>• Pupils will stay in their class/group throughout the day, or on subsequent days.</li> </ul>	Yes	Groups remain in their classroom with the same allocated staff from the wider bubble where possible. Bubbles of children remain separate throughout the day.	02.11.2020  Updated 11.01.2021 02.03.2021
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	Any extended groups created remain as small and consistent as possible.	N/A	No extended groups are in place.	02.11.2020
	Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including: <ul style="list-style-type: none"> <li>• some secondary curriculum practical activities;</li> <li>• some music activities;</li> <li>• With very young children;</li> <li>• Because of health conditions or understanding of the children.</li> </ul>	Yes	Individual risk assessments for health issues reviewed regularly as required.	02.11.2020
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Intimate care is completed with staff from the same bubble. At least two members of staff are timetabled throughout the day. In EYFS, there are at least 3 members of staff timetabled throughout the day.	15.07.2020  Updated 11.01.2021
	Staff are consistently assigned to each class group, and where possible for the same day and subsequent days.	Yes	All staff are assigned to individual wider bubbles for the whole day. Where staff are teaching different groups (academic mentor) additional distancing and cleaning is in place and children will remain in bubbles.	02.11.2020  Updated 11.01.2021 02.03.2021
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	All visitors sign the Covid-19 Agreement Log and provide a telephone number so they can be contacted, if needed.	15.07.2020

## Other general measures

	The use of outdoor spaces has been maximised.	Yes	Staff encouraged to use outdoor spaces for learning where possible.	15.07.2020
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely.	Yes	Social distance markers on entrance to school. Handwashing	01.09.2020





			and toilet queueing monitored by staff. Additional handwashing facilities have been sourced to reduce queueing.	
	Gatherings involving more than one group is avoided e.g., assemblies.	Yes	Collective Worship will take place in classrooms or virtually.	15.07.2020
	Activities involving invited audiences do not take place.	Yes	No planned events with audiences will take place.	15.07.2020
	An assessment has been made of all close contact within 2m interactions and these have been reduced where it is possible.	Yes	1:1 work is completed with a screen or staff wearing PPE. Live marking takes place from the side not face to face.	02.11.2020 Updated 11.01.2021
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	Yes	Staff monitor toileting and handwashing arrangements. A maximum number of 4 pupils in the toilets unless supervised by an adult.	02.11.2020
	Activities that encourage or cause people to raise their voices unduly will not take place. Pupils are advised of these requirements while on the premises.	Yes	Constant reminders about using 'indoor voices' and careful planning of activities.	02.11.2020
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	Books returned to school will be quarantined for 72 hours - books collected and changed on Mondays and Thursdays. Children will not be able to access the library books.	15.07.2020
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place.	Yes	Books are changed on specified days (Monday and Thursday) and stored in classrooms for quarantine. Homework tasks and Remote Learning are set on Class Dojo and Google Classroom.	02.11.2020  Updated 11.01.2021



	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	Pupils have individual pencil pots and stationery, further containers sourced. Where resources are shared pupils sanitise or wash hands after use.	02.11.2020
	<p>Movement around the school is kept to a minimum, as follows:</p> <ul style="list-style-type: none"> <li>• Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this.</li> <li>• Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks).</li> </ul> <p>Where large numbers of pupils need to move around the setting, the following have been implemented where possible:</p> <ul style="list-style-type: none"> <li>• Staggered times for using stairs and corridors;</li> <li>• Utilisation of alternative external routes;</li> <li>• One-way systems introduced;</li> <li>• Supervision of movements around settings;</li> <li>• Central dividers placed in the middle of wide corridors to keep groups apart;</li> <li>• The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other.</li> </ul>	<p>Yes</p> <p>No stairs on site.</p>	<p>Breaktimes and lunchtimes are staggered.</p> <p>Lunches are eaten in classrooms. Separate allocated toilets and handwashing facilities for each bubble.</p> <p>Allocated areas for each bubble to prevent bubbles mixing and separate corridor areas.</p> <p>Staff wearing PPE (face masks not face shields) in communal areas. Y3/4 and Y1/2 corridor divided. Y1 and EYFS use a separate entrance to Y2-6.</p> <p>Staff must remain in their allocated working area and use either Teams or telephones to contact other bubbles.</p>	<p>15.07.2020</p> <p>Updated 11.01.2021</p> <p>02.03.2021</p>
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	Resources are only collected and handed out by adults and from behind where possible.	02.11.2020
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	The only large space used by pupils are the playgrounds. The hall is allocated to the Year 1/2 bubbles and never used by more than one group at one time.	<p>02.11.2020</p> <p>Updated 11.01.2021</p> <p>02.03.2021</p>

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		02.11.2020
	Posters have been used to encourage this where required.	N/A		02.11.2020
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		02.11.2020
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Yes	Lockers must not be used.	02.11.2020 02.03.2021
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	Children will be instructed not to use cloakroom areas. Coats will be on the back of chairs and bags will be stored under the table.	15.07.2020
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering.	Yes	Cloakrooms are not used.	15.07.2020

### ***Measures within the classroom***

	<ul style="list-style-type: none"> <li>Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to.</li> <li>Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks.</li> <li>Seats are forward facing.</li> <li>The position of the teacher's space/desk is considered as part of the configuration to support distancing from the class.</li> </ul>	Yes	All children facing forwards. Minimal furniture in each area. Staff are encouraged to keep classes as minimalistic as possible and avoid any clutter. Teachers' desks need to not face the children and remain at a social distance of 2m where possible.	02.11.2020
	Where bags cannot be kept at desks/workspaces e.g., science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g., use of lockers, bag hooks.	N/A		02.11.2020
	The teaching approach is modified where possible in order to: <ul style="list-style-type: none"> <li>Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teacher's desk;</li> <li>Where close contact is needed, interact side to side with pupils and not face-to-face;</li> </ul>	Yes	Equipment is timetabled. Strict cleaning or quarantining takes place as required. Chromebooks will be sanitised before being returned to the trolley.	12.10.2020  Updated 11.01.2021



	<ul style="list-style-type: none"> <li>Not require pupils to share or swap resources, including no marking each other's books;</li> <li>Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand.</li> </ul>		Peer Marking will not take place.	
	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	<p>Bags from home are kept to a minimum (wipeable where possible).</p> <p>Mobile phones are placed in individual envelopes and stored by office staff.</p> <p>Children will not bring individual stationery or items from home.</p>	15.07.2020

### Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment.	Yes	Each class bubble has identified equipment that can be used by the bubble. This will be sanitised after use and steamed at the end of the day.	15.07.2020
	Equipment use is supervised, and time limited to enable other users to take their turn.	Yes	Equipment will not be shared between bubbles on the same day unless steamed or sterilised in Milton between use.	01.09.2020
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	All removed.	15.07.2020
	A one-way system has been introduced around outdoor gym equipment and trim trails.	Yes	The Adventure Playground and Tyre Area will not be used.	<p>15.07.2020</p> <p>Updated 11.01.2021</p>



	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements).	Yes	All removed	15.07.2020
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Yes	Hand sanitiser will be positioned outside near the adventure playground ready for when back in use. When required, staff will take out caddy with sanitiser and tissues.	15.07.2020
	Bins are installed to encourage use of tissues and appropriate disposal.	Yes	Bins outside for disposing of tissues etc. in each allocated area.	15.07.2020
	Time is allocated for play equipment for each group/bubble.	Yes	Timetabled equipment. Individual areas identified for each bubble.	15.07.2020
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Play Equipment is currently not in use.	15.07.2020  Updated 11.01.2021

### ***Specialist curriculum considerations***

All activities	<ul style="list-style-type: none"> <li>The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities.</li> </ul>	Yes	SD and AG continue to liaise with Vertas.	27.09.2020
Music, dance and drama – general principles	<ul style="list-style-type: none"> <li>Playing instruments and singing in small groups takes place outdoors where possible.</li> <li>Care is taken to observe 2m social distancing as much as possible.</li> <li>Background and accompanying music sound levels discourage unduly raised voices.</li> </ul>	Yes  No Wind and Brass Instruments in school.	Where possible, singing will take place 2m apart. Where possible, Music will take place in smaller groups with increased adult ratio. No use of wind or brass instruments.	02.11.2020



	<ul style="list-style-type: none"><li>• The available space and ventilation in that space is considered, and group activity has been limited where necessary due to space available and ventilation requirements.</li><li>• Microphones are used where possible to reduce the need to shout or sing loudly.</li><li>• Children are encouraged to sing quietly.</li><li>• Face-to-face positioning is avoided, giving preference to back-to-back or side to side positioning.</li><li>• Wind and brass players are positioned so that air from their instrument does not blow into another player.</li><li>• Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed.</li><li>• Drama activities are planned to map movements to ensure social distancing, including one-way systems.</li><li>• Extending main groups outside of curriculum requirements is avoided where possible.</li><li>• Hand hygiene and disinfection arrangements are in place.</li><li>• Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission.</li><li>• Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained.</li></ul>		Background music will be lowered and children will be encouraged to sing quietly.	
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Handling items, equipment and instruments	<ul style="list-style-type: none"> <li>• Equipment sharing is avoided wherever it is possible including microphones and instruments, limiting handling music scores, parts and scripts by issuing them for individual use.</li> <li>• Drop off points and transfer zones are provided where required.</li> <li>• Where equipment is assigned to an individual for sole use, it is labelled to identify the user.</li> <li>• The use of costumes are avoided in drama.</li> <li>• Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment.</li> <li>• Consideration has been given to limiting the number of suppliers when hiring equipment.</li> <li>• Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments).</li> <li>• Hand hygiene is always followed before and after handling shared items.</li> <li>• Items and equipment are stored in a clean location when not in use.</li> </ul>	Yes	<p>All guidance is being followed, where applicable.</p> <p>Costumes are not used.</p> <p>Percussion instruments will not be used by more than one child in a session and quarantined or sanitised after use.</p> <p>Pupils will be asked to sanitise or wash hands after use following strict hand hygiene.</p> <p>Items are stored in the music cupboard, which cannot be accessed by pupils.</p>	12.10.2020
Individual lessons	<p>Individual lessons apply all the controls outlined above as applicable including:</p> <ul style="list-style-type: none"> <li>• Staffing principles detailed in this risk assessment;</li> <li>• Limiting shared equipment and cleaning requirements;</li> <li>• Maintaining social distancing where possible;</li> <li>• Avoiding physical correction.</li> </ul>	N/A	No individual pupil music lessons are currently taking place.	02.11.2020
Physical activity	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.	Yes	<p>TB (PE Lead) – to monitor and share any future changes with HT.</p> <p>PE to be taught by staff in wider bubbles until after Easter.</p>	12.10.2020



	Team sports are only provided in line with the <a href="#">return to recreational team sport framework</a> .	Yes	TB to keep updated with guidance.	02.11.2020
	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	PE guidance will be followed. Only outside areas will be used.	15.07.2020 Updated 11.01.2021
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses.	Yes	On PE days children will come to school in PE kit. No spare PE equipment will be shared between pupils.	15.07.2020
	The means to collect, pass on and return shared resources and equipment to prevent close contact is in place.	Yes	All equipment will be sterilised or quarantined. This will take place in PE boys changing rooms that are out of action for pupils or in the designated area near the hall.	05.10.2020
	Facilities run by external organisations are used in line with Educational Visits arrangements.	N/A	No external facilities are used.	15.07.2020
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> <li><a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport;</li> <li>advice from organisation such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>.</li> </ul>	Yes	All guidance has been read and understood by PE staff. New guidance will be read when published. All staff who are teaching PE need to be aware of guidance.	15.07.2020 Ongoing 02.03.2021
	The use of changing rooms and showering facilities are avoided as much as is possible. Where used: <ul style="list-style-type: none"> <li>Their use has been limited e.g., allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.</li> <li>Social distancing is maintained in these facilities, including limiting the numbers in the space at any one time, the use of floor markings, planning movement around the space and cleaning arrangements.</li> </ul>	Yes	Changing rooms will not be used. Parents informed in the induction book that children will need to wear PE kit on PE days. Regular reminders of PE days shared on Class Dojo.	15.07.2020





	<ul style="list-style-type: none"> <li>Facilities will be used as quickly as possible.</li> </ul>			
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	N/A	Swimming will not commence. To be reviewed for September 2021.	15.07.2020 02.03.2021
Subjects involving practical activities	<ul style="list-style-type: none"> <li>Practical activities and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other.</li> <li>Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g., technology will be utilised to project the demonstration onto a smart board or screen to aid visibility.</li> <li>Where it is not safe to maintain social distancing such as D &amp; T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.</li> <li>Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact.</li> </ul>	Yes	<p>All staff advised during PD day (03/09 and 04/09) and through risk assessment.</p> <p>Visualisers and cameras will be used to show practical activities. Practical activities will only take place if enough equipment for individual use and can take place socially distanced rather than face to face group work.</p>	15.07.2020
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p><a href="#">Guide to doing practical work in Science</a></p> <p><a href="#">Guide for science departments returning to school after an extended period of closure</a></p> <p><a href="#">Guide for managing practical work in non-lab environments</a></p> <p><a href="#">Guidance for schools where pupils spend all day in a lab</a></p> <p><a href="#">Guidance for schools where pupils spend all day in a D&amp;T, food or art room</a></p>	Yes	<p>Relevant staff made aware during PD Day (03/09) and (04/09).</p> <p>Additional guidance shared with staff (14/09/20) and to new staff as part of induction.</p> <p>New guidance reviewed when published.</p>	15.07.2020  14.09.2020 02.03.2021



Supervised toothbrushing programmes	Relevant primary schools' guidance for example, <a href="#">Practical activities in a bubble</a>			
	<a href="#">COVID-19: guidance for supervised toothbrushing programmes in early years and school settings</a> has been followed and procedure documented.	N/A	No supervised toothbrushing programmes planned.	02.11.2020
Live Performances	Live performances are not taking place at this time			
Examinations	Only exams required and permitted by Government to take place are facilitated.  Where they do take place the requirements outlined in the compliance code have been implemented and the examinations checklist completed	N/A	All external assessments for primary schools have been cancelled.	02.03.2021

## Educational visits

	Educational visits are not taking place at this time in line with Government guidance			
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## Where a pupil attends more than one setting

	We will work with the other setting to ensure that the approach is consistent and does not compromise the group/bubble.	Yes	Close liaison with other settings (First Base, Assessment Centre) and further guidance will be sought if necessary. Currently no child is attending 2 settings.	15.07.2020  Updated 11.01.2021
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## Extra curricular provision and wrap around care

General provisions	<ul style="list-style-type: none"> <li>Extra curricular provision and wrap around care is only provided in line with legislation and Government advice (as outlined in the</li> </ul>	Yes	After-school and Breakfast clubs will not be starting before Easter.	02.03.2021
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	<p>compliance code). Provision is reviewed and amended regularly as this advice changes.</p> <ul style="list-style-type: none"> <li>Whenever the legislation and government advice changes parents are advised who can access services and for what purposes.</li> </ul>			
	We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.	N/A	No after-school clubs are currently taking place.	02.11.2020
	Pupils will keep within their main bubble where possible for the school's provision.	N/A	No current wrap around care.	02.11.2020
	<p>The schools provision ensures that small consistent groups created are as follows:</p> <ul style="list-style-type: none"> <li>Where main school bubbles cannot be maintained, Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity).</li> <li>Social distancing will be maintained both within and between groups.</li> <li>Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently.</li> <li>Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity.</li> <li>Where groupings cannot be consistent or static only outside provision is offered.</li> <li>Records are maintained of all bubbles or groups for 21 days.</li> </ul>	N/A	To be reviewed prior to clubs possibly commencing after Easter.	02.03.2021
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	N/A		02.11.2020
	<p>Activities are organised in line with all of the relevant requirements of this assessment and compliance code including:</p> <ul style="list-style-type: none"> <li>Utilisation of outside space as much as possible</li> <li>Social distancing</li> </ul>	N/A		02.11.2020



	<ul style="list-style-type: none"> <li>• Hand and respiratory hygiene</li> <li>• Cleaning</li> <li>• Provision to use equipment and resources safely</li> </ul>			
	Parents have been advised that where they use childcare providers or out of school activities for their children, they should seek assurance that the providers are carefully considering their own protective measures, and should only use those providers that can demonstrate this. The government <a href="#">guidance for parents and carers</a> has been supplied (or a link to it) to support their decision making.	Yes	A link to guidance for parents and carers will be included in Parent Handbook for returning to school on 8 <sup>th</sup> March.	02.03.2021

### Measures for arriving and leaving

General principles	Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour.	Yes	All pupils arrive through one of two entrances. Window of entry and exit times. EYFS/Y1 – 8:45am – 8:55am Y2 – Y6 – 8:55am – 9:05am  Nursery – 11:40am Y1/Reception – 3:00pm – 3:10pm Y2 – Y6 -3:10pm – 3:20pm	15.07.2020  Updated 11.01.2021 02.03.2021
	Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting.	N/A		02.11.2020
	There are hand sanitiser stations outside for pupil and visitor use.	Yes	Sanitisers available at all main entrances used by staff, pupils and visitors.	15.07.2020
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements.	Yes	Staff are present earlier than the window to allow children to go straight into class and avoid queueing.	15.07.2020



	Deliveries are managed to eliminate close contact e.g., having a pre-arranged drop off point, the delivery driver signing for you.	Yes	Premises manager and office staff co-ordinate visits and ensure guidelines are followed.	15.07.2020
Parents and pupils – arriving and leaving the premises	Consideration has been given to how to reduce the risk of gatherings while arriving and leaving (and particularly during the initial return to school in March)	Yes	KS1/ EYFS gates will be opened slightly earlier so parents can wait and social distance on school premises.	02.03.2021
	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	Additional staff (1 SLT and 1 Pastoral) available on each gate at start and end of day. Staff will wear masks (face shields must not be worn as an alternative) and parents will also be expected to unless exempt.	15.07.2020 Updated 11.01.2021 02.03.2021
	Parent/carer pick up and pick-up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	One-way system in place to avoid contacts and gatherings. Continuous moving line.	15.07.2020
	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	Adult will greet on the door and check pupils are well on arrival. Staff will model and support hand washing.	15.07.2020
	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	Parents will not enter the main building. All pupils will be dropped off at their designated entrance following the one-way system.	15.07.2020 Updated 11.01.2021 02.03.2021
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	Yes	One-way system in place. Children greeted by staff at classroom door.	15.07.2020 Updated 11.01.2021 02.03.2021



	Where parents/carers need to enter the setting only one parent will accompany their child.	Yes – in exceptional circumstances	Parents will not be allowed into the setting. If needed, parents will be asked to wear a mask and this will be arranged with SLT.	02.11.2020
Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance.	Yes	All available entrances have social distancing and one-way systems in place. Hand sanitisers at all entrance and exit points.	15.07.2020
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible.	N/A	EYFS and Y1 use a different entrance to Y2-6.	15.07.2020 Updated 11.01.2021 02.03.2021
	Staff and school champions supervise at peak times.	Yes	Additional staff (1 SLT and 1 Pastoral) available on each gate at start and end of day.	15.07.2020

### Transport and travel

General	Additional vehicles and vehicle movement changes implemented as a result of COVID-19 measures can be carried out safely (a vehicle movement assessment has been carried out where required).	Yes	Barrier in place to ensure additional vehicles are not coming on the premises without prior arrangement.	02.11.2020
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	All pupils in Y2-6 will leave their bikes at the designated area. EYFS and Y1 will use bike shed.	15.07.2020  Updated 11.01.2021 02.03.2021
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	Staff were informed at induction (21/05) and will be reminded on PD Day (03/09) and (04/09).	15.07.2020



Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms.	Yes	Advice given to parents as part of Parent Handbook.	15.07.2020
	Pupils, parents and staff have been advised to wash their hands before and after using transport services.	Yes	Advice given to parents as part of Parent Handbook.	15.07.2020
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so.	Yes	Advice given to parents as part of parent Handbook. Government guidance in place and facemasks are mandatory.	15.07.2020
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	Yes	Suffolk Transport Risk Assessment in place.	15.07.2020
	School groups/bubbles are maintained as far as is possible in school vehicles.	Yes	Seating plan ensures families are sat together when waiting for transport and on vehicle.	12.10.2020
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face-to-face.	Yes	Suffolk Transport Risk Assessment in place.	15.07.2020
	Markings are provided where queuing is required for transport services on school premises.	Yes	All pupils waiting for the bus have an identified area and stay in family groups.	15.07.2020
	Windows are opened during journeys where it is safe to do so.	Yes	Suffolk Transport Risk Assessment in place.	15.07.2020
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	Yes	Suffolk Transport Risk Assessment in place.	15.07.2020
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting).	Yes	Suffolk Transport Risk Assessment in place.	15.07.2020

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

General	The number of visitors is minimised as much as possible.	Yes	Only visitors required for essential maintenance and by prior arrangement are able to come on site.	02.11.2020
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	Visitor times are planned and by appointment only.	Yes	All essential visitors to be cleared by the Headteacher or Deputy Headteachers before being arranged and all visitors are expected to wear face masks in school.	15.07.2020
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> <li>• Site rules, which entrances and exits to use, vehicle movement and parking;</li> <li>• Specific arrangements such as areas of the premises that are and are not suitable for use;</li> <li>• Action to take if they cannot keep away from others;</li> <li>• To leave the setting immediately if they develop symptoms, no matter how mild;</li> <li>• How you will maintain social distancing during the visit.</li> </ul>	Yes	Visitor guide to be shared with visitors ahead of visit or at the latest, when this is not possible on arrival at the setting. Visitors cannot access the building due to instalment of new key code (December 2020)	05.10.2020  Updated 11.01.2021
	On arrival visitors will be: <ul style="list-style-type: none"> <li>• Provided with relevant site information;</li> <li>• Asked to perform hand hygiene;</li> <li>• Asked to confirm that they do not have symptoms no matter how mild.</li> </ul>	Yes	Visitors will complete agreement log confirming they have no symptoms and leaving a point of contact if needed.	15.07.2020
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	Visitors will be signed in by the office team or given a pen which can then be disposed of or taken away by the visitor.	15.07.2020
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance).	Yes	The office will keep this centrally.	27.10.2020
	The reception operates on a one in and one out basis.	Yes	Signage will be on the front of the building and this will be managed by office staff.	15.07.2020





			Essential visitors will only be allowed in school when there is a room or area for them to work in.	
	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.	Yes	A sneeze guard is in place. A screen is in place between the two office desks and one at the office window.	15.07.2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location).	Yes	Deliveries will be left in the foyer and will be dropped off from a social distance. Caretaker/ Business Manager or Office staff will receive all deliveries. Post will be left for 3 days or opened with disposable gloves. Caterers will have own risk assessment for their deliveries.	15.07.2020
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	These visits will be co-ordinated by the caretaker.	15.07.2020
	Where visits cannot take place outside of school hours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained has been carried out and agreed with the contractors in advance.	Yes	Shared as part of induction with visitors.	02.11.2020
Parents and carers (including parent evenings)	<ul style="list-style-type: none"> <li>All meetings are carried out remotely where possible.</li> <li>Parents and carers should only attend the setting where they have a pre-arranged appointment.</li> <li>Where possible, only one parent/carer attend.</li> <li>Visits are planned and organised to ensure distancing and hygiene measures can be maintained.</li> <li>Information is provided in advance to ensure arrangements are communicated.</li> </ul>	Yes	Parents will be informed that all appointments need to be made over the telephone. No parents will have access to the building. Signage is in place on the main door.	12.10.2020

Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	All visiting professionals briefed before a visit. The visit is to be kept as short as possible.	12.10.2020
Pupil familiarisation visits	Visits are provided virtually where possible.	Yes	All visits to be authorised by the Headteacher first.	12.10.2020
	The visitor arrangements in this section are applied where in person visits are planned.	Yes		02.11.2020
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Yes	All visits pre-arranged with the Headteacher.	02.11.2020
	Visitor numbers are limited and appointments are staggered.	Yes	All visits pre-arranged with the Headteacher.	02.11.2020
Pupil lesson attendance for familiarisation	Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include: <ul style="list-style-type: none"> <li>Limiting visiting pupils mixing between additional groups;</li> <li>Limiting the number of different visiting pupils joining at the same time (with at least a 48-hour period between different pupils joining);</li> <li>Avoiding compromising the existing social distancing arrangements within the class;</li> <li>The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented;</li> <li>Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.</li> </ul>	Yes	This will not be authorised at the current time. To be continually reviewed.	12.10.2020

### ***Lunchtime and breaks***

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	All bubbles have allocated lunchtime and breaktime areas.	12.10.2020  Updated 11.01.2021
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	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	Lunches will be provided in classrooms. Staff timetabled for lunchtimes will be responsible for wiping tables prior to eating. Hot dinners will be served in 'Grab and Go' bags and delivered to the children. Y1 and Y2 will continue to use the hall at separate times on separate tables.	01.09.2020 02.03.2021
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing.	Yes	Packed lunches will be stored in identified areas in individual classrooms.	15.07.2020
	The use of pre-ordering and trolley services have been considered.	Yes	All lunches are pre-ordered and are delivered to classrooms on trollies.	01.09.2020
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Yes	Y1 and Y2 will continue to use the hall at separate times on separate tables. All other groups are in their classroom.	02.11.2020 Updated 11.01.2021 02.03.2021
	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.	N/A	Children remain in their own seats in the classroom.	02.11.2020 Updated 11.01.2021
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing.	N/A	All staff have staggered breaktimes and allocated staff rooms with individual equipment e.g., toasters and kettles.	02.11.2020
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Yes	See Aspens risk assessment.	15.07.2020



	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	See Aspens risk assessment.	15.07.2020
	The way in which essential food deliveries are received are managed.	Yes	See Aspens risk assessment.	15.07.2020
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff.	Yes	Pre-ordered lunches are delivered to each classroom or the hall using trolleys.	01.09.2020
	Additional meal collection points have been put in place to reduce queuing where necessary.	N/A		01.09.2020
	Alternative payment methods are being used to eliminate cash handling.	N/A	Cashless School.	01.09.2020
	Tills are screened where still in use.	N/A		01.09.2020

### **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.	N/A	No fans used.	15.07.2020
	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.	N/A		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes	Staff were informed during staff induction (21/05) and were reminded on PD Day (03/09) and (04/09). New staff informed on arrival.	15.07.2020  Updated 11.01.2021
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Yes	Air conditioning will not be used. All rooms used by more than one person have ventilation.	15.07.2020
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		15.07.2020
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.)	Yes	These rooms must only be used by one person and the same person all day. Strict guidance already in place. Doors must be left open	14.09.2020



			even for short periods of time if no direct outside air.	
	Responsibility for opening and closing windows have been assigned to appropriate staff in all occupied areas of the premises	Yes	Each individual is responsible for ensuring windows are opened and closed. Premises manager will monitor this.	02.03.2021

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

	Times of use are staggered where possible.	Yes	Bubbles have their own toilets and handwashing area designated. Timetabled between smaller bubbles as much as possible.	15.07.2020  Updated 11.01.2021
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	This has been modelled, explicitly taught and monitored.	15.07.2020
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Yes	Hand dryers in place and paper towels also available.	15.07.2020
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Yes	New sinks have lever taps. To be reviewed. Additional cleaning in places.	15.07.2020

### ***Meetings and events***

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.	Yes	Phase and whole school Zoom and Teams meetings will continue virtually. No face-to-face meetings.  Staff pack given to all staff and visitors covering all necessary information and guidance. This will continue to be updated.	01.09.2020  Ongoing  Updated 11.01.2021
	Meetings only take place in person where:	Yes	See above.	15.07.2020



	<ul style="list-style-type: none"> <li>There is a need to be in person for safeguarding, well-being or statutory reasons or;</li> <li>Limitations of technology, poor or unstable signal.</li> </ul>			
	<p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> <li>They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings.</li> <li>All other participants will connect to the meeting remotely.</li> <li>The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather.</li> <li>Use separate spaces or rooms where possible to limit the number of people in the same area.</li> <li>Ensure 2 distance is maintained at all times, not sitting face to face</li> <li>Paperwork is shared electronically where possible.</li> <li>Consideration is given to meeting etiquette to maintain distancing, e.g., when meeting indoors leave the room in single file starting with the person nearest the door first.</li> <li>People do not shake hands.</li> <li>Participants practice good hand and respiratory hygiene before after and during the meeting.</li> <li>Where held indoors they are held in well ventilated spaces.</li> <li>All in person meetings are authorised by the Headteacher, who has satisfied themselves that all reasonable measures have been implemented.</li> </ul>	Yes	<p>Phase and whole school Zoom and Teams meetings will continue virtually. No face-to-face meetings.</p> <p>Guidance for any meetings that are going to take place shared with all staff – PD day (03/09) and (04/09) and updated as required.</p>	<p>01.09.2020</p> <p>Updated 11.01.2021</p>
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> <li>Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online.</li> </ul>	Yes	<p>Training is delivered virtually</p> <p>Group activities are not included as part of training.</p>	<p>02.11.2020</p> <p>Updated 11.01.2021</p>



	<ul style="list-style-type: none"> <li>• course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.</li> <li>• Where close contact is needed e.g., restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible.</li> <li>• Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g., leaving in single file starting with the person nearest the door.</li> <li>• Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.</li> <li>• Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.</li> <li>• Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.</li> </ul>		The latest guidance will be followed.	
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Yes	All bubbles have allocated staff rooms and designated areas within them. SaFS , SLT, and Office – Staff Room LKS2 – The Ark UKS2 – Staff Room KS1 – Old Otters classroom EYFS – Owls classroom	02.11.2020  Updated 11.01.2021  02.03.2021
	Times of use for staff breaks are staggered to prevent staff groups from mixing.	Yes	Separate timetable.	15.07.2020
	Furniture has been arranged to encourage distancing and not sitting face-to-face.	Yes	Designated areas for bubbles and socially distanced furniture.	15.07.2020

Events	Events other than those specified in the compliance code as being possible and legal will not be arranged.	Yes		15.07.2020
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	TLCs will be held over the telephone. Any appointments are arranged using the telephone or Microsoft Teams. No face-to-face meetings with parents are held.	02.11.2020  Updated 11.01.2021

## Universal Hygiene Arrangements

### *Cleaning and disinfection*

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	Cleaning guidance in place.	15.07.2020
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	Each classroom has their own equipment. Identified by colour.	15.07.2020
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes	Caretaker and Office Manager to co-ordinate cleaning schedule with VERTAS and staff.	15.07.2020
	All Staff who undertake cleaning: <ul style="list-style-type: none"> <li>Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</li> <li>Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them.</li> </ul>	Yes	Disinfectant and blue paper towel is available in every room. All staff advised and completed training on how to use disinfectant. Signed to show they understood (03/09 and 04/09). New staff trained on arrival.	15.07.2020  Updated 11.01.2021
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: <ul style="list-style-type: none"> <li>Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group.</li> </ul>	Yes	All touch points are cleaned at least twice a day. Resources and surfaces are cleaned when spaces or resources are used by different groups.	02.11.2020





	<ul style="list-style-type: none"> <li>• <b>Secondary settings</b> -, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes.</li> <li>• <b>Early years settings and settings where pupils may find it difficult to maintain personal hygiene</b> – the frequency of cleaning hand contact surfaces is increased.</li> </ul>		EYFS tables are cleaned throughout the day.	
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment and these are recorded.	Yes	This has been completed and is reviewed regularly to ensure compliance.	02.11.2020
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Quarantining and sterilisation will take place in individual areas. Continuous provision resources are steamed at the end of each day.	02.11.2020
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 to reduce the risk of cross contamination between filling.	Yes	Water fountains have been disconnected. Children are asked to bring individual water bottles. Disposable cups will be provided if necessary. Water bottles can be filled under direct supervision of adults from designated areas.	01.09.2020
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	Appropriately stored.	15.07.2020
Tissues and waste from bins provided	<ul style="list-style-type: none"> <li>• Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>• Waste bins are provided in classroom and other key locations such as dining areas.</li> <li>• Bins are emptied regularly throughout the day.</li> <li>• Bins and tissues are provided in the same place.</li> <li>• Waste bags for tissues are double bagged for disposal.</li> </ul>	Yes	Pedal bins, appropriately labelled are in place in every room.	15.07.2020

### ***Handwashing and respiratory hygiene arrangements***

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> <li>• Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and staff) following the requirements of COVID-19 <i>guidance for all education settings</i> and <a href="#">NHS guidance</a> in an age-appropriate way e.g., observing young pupils, instructing in the class.</li> <li>• Event related prompts are given to pupils by staff...<i>after... before... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.</li> <li>• Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>• Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.</li> <li>• Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</li> <li>• Entrances are supervised on arrival in the morning to support hand sanitising on arrival.</li> <li>• Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.</li> </ul>	Yes	<p>All staff aware.</p> <p>Soap is going to be checked at regular intervals throughout the day (at least 3 times a day).</p> <p>The corridor will be blocked when caretaker is completing checks and an additional adult will ensure no pupils.</p> <p>Modelling and adult support of hand washing where required.</p> <p>Hands are washed and sanitised throughout the day including before entering and leaving the setting.</p> <p>Sanitiser points are supervised on arrival.</p> <p>Parents were informed as part of parent handbook shared on PD Day.</p>	15.07.2020
	Hand washing is carried out using running water (static bowls are not used).	Yes	Additional sinks were sourced to ensure everyone has access to running water.	15.07.2020
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet	Yes		15.07.2020



	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.			
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g., on tables/temporary or movable stands etc.	Yes	All exits and entrances have fixed hand sanitisers or movable stand (Hall).	15.07.2020
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	N/A	All bases in areas with carpet or contact reducing risks of surfaces becoming slippery. Caretaker to regularly check for leakages.	15.07.2020
	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	EYFS and KS1 Sanitiser points are always supervised.	15.07.2020
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes	Pedal bins will be given to each classroom with a lid for disposal of tissues and blue roll. These will be emptied every day. Potential waste will be double bagged.	15.07.2020
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	Government guidance followed. Staff to remind pupils.	15.07.2020
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	Shared with staff on PD Day (03/09 and 04/09).	15.07.2020

**COVID-19 Testing**

COVID Testing	If staff or households have taken an LFD test which resulted in a negative test, yet the individual still showed symptoms, then a PCR test should be booked.	Yes	Staff informed of government advice and guidance	02.03.2021
	<p>Lateral Flow Device testing arrangements are followed as detailed in guidance on the <a href="#">COVID-19 website for Norfolk Schools</a></p> <p>The risk assessment templates for LFD testing have been completed as appropriate</p> <p>All eligible persons are encouraged to participate in testing</p>	Yes	<p>Testing will continue to take place on a Sunday and Wednesday evening.</p> <p>Staff will report all tests via government website and google questionnaire.</p>	02.03.2021



Staff health

Individual assessment	<p>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 <a href="#">template provided</a> is used to record conversations and agreed control measures.</p> <ul style="list-style-type: none"> <li>Staff who have received a letter advising them to shield do not come to work in setting until the government advise it is safe to do so in line with <i>COVID-19 Your health and your safety when working in educational settings</i></li> </ul>	Yes	Risk assessments have been completed for all staff who have a shielding letter based on advice from OT or other medical professionals. All staff have read and confirmed whether they are clinically extremely vulnerable and these are updated regularly. Risk assessments have been completed for those who have shared they are in a vulnerable group after reading the latest advice. Clinically extremely vulnerable staff are not to be in school.	<p>Ongoing 4/11/20</p> <p>Updated 11.01.2021</p> <p>02.03.2021</p>
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support.	Yes	School and Trust have shared a range of external support for wellbeing this includes externally sourced and trust-based support. Mental health first aider and pastoral team identified in school. Regular communication from SLT, staff meetings and check ins.	15.07.2020
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Staff need to leave the building at 4:45pm to ensure the building can be locked and closed at 5pm and emails are reduced out of working hours.	<p>15.07.2020</p> <p>02.03.2021</p>

***Pupil Health and planned close contact activities***

Shielding	Pupils who have received a letter advising them to Shield continue with remote learning until the Government advise it is safe for them to return to setting	Yes	Phone calls made to all families with children with pre-existing conditions No-one has been advised to shield	02.03.2020
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Yes	Guidance used and reflected in behaviour policy.	15.07.2020
	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	Individual risk assessments are completed following the Suffolk Guidance on return to school. This includes pupils whose doctors have confirmed they are still clinically extremely vulnerable and should not attend the setting.	4.11.2020
	Support plans include: <ul style="list-style-type: none"> <li>• Specific cleaning and disinfection requirements such as changing beds and wheelchairs.</li> <li>• Ensuring that staff increase their level of self-protection,</li> <li>• Ensure that the pupil washing their hands before and after where able to or use skin friendly hand wipes before and after.</li> <li>• Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>	Yes	Staff advised.	15.07.2020
	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	Relevant training given at induction given again on PD day (03/09) and (04/09). New staff trained on arrival.	15.07.2020  Updated 11.01.2021
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	This is part of the recovery plan and outlined in the BIF.	15.07.2020



	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	As above.	15.07.2020
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Pastoral time has been allocated. Full-time pastoral and behaviour support.	15.07.2020
	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	This is part of the recovery plan and outlined in the BIF.	15.07.2020
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	This is part of the recovery plan and outlined in the BIF.	15.07.2020
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	Yes	Signposted to all staff. Expectation for all staff to complete.	15.07.2020
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	Adapted behaviour policy agreed at LGB 16/07/20. Shared with all staff on PD Day (03/09 and 04/09) and reviewed and referred to regularly.	15.07.2020

### Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> <li>Staff know to go home as soon as possible if they develop symptoms of COVID-19</li> <li>Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible</li> <li>Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day</li> <li>Anyone who has developed symptoms and cannot go home immediately will wait in the designated room</li> <li>Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks</li> </ul>	Yes	<p>Guidance has been shared with all staff and parents.</p> <p>Designated area outside (quad area) while pupils wait for collection.</p> <p>If it's not appropriate to be outside use a well ventilated area not being used by children as a classroom base designated by lead teacher. This room will then be thoroughly cleaned and quarantined following guidance.</p>	02.03.2021
Self-isolation criteria	<p>Close contacts will isolate:</p> <ul style="list-style-type: none"> <li>Where notified by NHS Test and Trace that they are a close contact of a positive case</li> <li>Where they are notified that they are a close contact of a positive case by the School</li> <li>Where a member of their household or support or childcare bubble develops symptoms.</li> <li>Staff and pupils will immediate isolate if they test positive (PCR or LFD) and follow household isolation requirements.</li> </ul>	Yes	<p>The school community will be directed to the latest government advice.</p> <p>Guidance and training given to all staff around LFS Testing in training and handbook.</p>	02.03.2021
Travelling from abroad	<p>The school will encourage staff and pupils to follow the requirements for <a href="#">Entering the UK</a></p>	Yes		02.03.2021

### 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	Class Dojo has proved to be a successful method of communication for parents and will continue to be used. Microsoft Teams and Zooms have been used for virtual meetings. Google Classroom will be used for 'live learning' and handing in work.	15.07.2020  Updated 11.01.2021
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Yes	Individual Kessingland letter and Parent Handbook sharing all the relevant information and updated throughout the year as required.	15.07.2020
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the <a href="#">guidance for parents and carers has been shared to support their decision making</a>	N/A		02.11.2020
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	Posters displayed in main entrance areas and around the school where necessary. Guidance will be shared when appointments booked and on entry.  Office to have spare PPE in Reception if required.	12.10.2020  Updated 11.01.2021
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space.	Yes		15.07.2020
	Site changes such as entrances and exits will be identified where required.	N/A	Same entrance will be used for staff and visitors.	15.07.2020



	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices.	Yes	Communication and posters displayed throughout the school.	15.07.2020
	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	Yes – Staff and visitor induction in place. If parents are unable to access information, individual calls will be made.	15.07.2020
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub</a> .	Yes	Guidance given as part of induction on PD Day (03/09) and (04/09).	15.07.2020
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	Yes	Displayed in the front of the school.	15.07.2020

### 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	This will be delivered through external online CPD and virtual training delivered by school staff.	15.07.2020
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	Staff have been emailed the risk assessment. Further support will be given on a 1:1 basis if more explanation is required via completed Google questionnaire.	15.07.2020
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes	Delivered as part of PD Day. This supersedes the previous guidance given to all staff.	15.07.2020



	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes	Given as part of induction before Wave 1. Refresher advice given as part of PD Day (03/09) and (04/09).	15.07.2020
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	Staff have had the opportunity to read and contribute to the assessment and regular reviews.	15.07.2020
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	Continuously reviewed at each Wave.	15.07.2020
	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 resources shared regarding up to date advice and new guidelines.	15.07.2020
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	Agreed and signed on PD Day (03/09) and (04/09).	15.07.2020
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	All new staff will have mentors.	15.07.2020

### Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> <li>• Furniture has been rearranged/marked as not to be used to prevent face-to-face working and create separation to enable distancing of staff.</li> <li>• Rooms are well-ventilated (see section on ventilation);</li> <li>• Staff are cohorted in consistent working groups;</li> <li>• Unnecessary items have been removed to support effective cleaning of the area;</li> <li>• Hot desking is avoided;</li> <li>• desks near busy circulation spaces are not used;</li> <li>• Shared equipment has been moved to reduce group mixing such as printer location.</li> </ul>	Yes	<p>Screen separating desks</p> <p>Rooms have ventilation</p> <p>Hot-desking is avoided</p> <p>Any shared spaces e.g., staffroom areas will be wiped down by staff before and after use.</p>	15.07.2020
	The following measures are implemented where the above measures cannot be followed:	Yes	See above.	15.07.2020



	<ul style="list-style-type: none"> <li>Additional work spaces are to be allocated where possible;</li> <li>Sharing of workspace is minimised and workspaces are thoroughly cleaned between users;</li> <li>Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities;</li> <li>Screens are installed as a last resort.</li> </ul>			
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• **Planning for emergencies**

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	Fire assembly point will remain the same (outside forest area). Children will line up in their classes and staff will assemble encouraging social distancing starting with Y6 furthest away from building. Silent Drill with new groups.	15.07.2020  Updated 11.01.2021
	Fire drills that are carried out encourage social distancing.	Yes	Fire drills will be carried out on return to school and social distancing will be observed.	15.07.2020
	Staff and pupils understand that in an emergency they must leave without delay	Yes	This will be delivered to all pupils as part of fire drill.	15.07.2020
First aid – all settings	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		15.07.2020
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	PPE is available for everyone who needs it and is stored in main areas.	02.11.2020

**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	Latest guidance communicated and followed.	15.07.2020
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	A policy on wearing of face coverings in setting has been developed in line with the Compliance Code and Government advice	Yes	School policy dictates that staff wear face masks in communal areas and where they are unable to social distance from other adults. If exempt please put in writing to the headteacher.	02.03.2021
	Face visors or shields are not worn as an alternative to face coverings.	Yes	Staff advised about the change to guidance. If you are in your bubble the guidance is that you do not need to wear a mask. Face shields or masks are optional in your bubble.	02.03.2021
	Where face coverings are worn to or in a setting: <ul style="list-style-type: none"> <li>• Arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission.</li> <li>• A stock of disposable coverings is available to offer to people who are struggling to access them, need a replacement during the day or have forgotten their own.</li> </ul>	Yes	A stock of disposable coverings are available and stored in the school office. They are securely stored and a bin near the exit to safely dispose of them.	02.03.2021
	Communication about the use of face coverings includes: <ul style="list-style-type: none"> <li>• The settings policy on when face coverings must be worn</li> <li>• Even when a face covering is worn all other measures that are in place to reduce the risk of transmission continue to apply.</li> <li>• Advising that multi-layered face coverings are considered to be the most effective</li> <li>• If you have COVID-19, wearing a face covering does not make it safe to go out in the community, attend school or work</li> <li>• Hygiene measures regarding putting coverings on, taking off, storage and hand hygiene as detailed in the compliance code.</li> </ul>	Yes	Facemask guidance has been shared with all the school community and will be shared with visitors on arrival.	02.03.2021



## Any other actions that are not listed above

Messy Play	Materials should only be handled by a small consistent group of no more than 15 at a time and that nobody else outside of this group can come into contact with it. Increase the existing frequency of replacing material for messy play where it is possible (for example sand/water/mud) Children should wash their hands thoroughly before and after messy play. Frequently touched surfaces, equipment, tools and resources are thoroughly cleaned and dried before they are used by a different group.	Yes	The following guidance has been shared with all EYFS Staff.	11.01.2020

<b>Assessor's Name:</b> Adrian Crossland and Sarah Smith	<b>Manager's Name:</b> Rachael Judd
<b>Position:</b> Headteacher and Deputy Headteacher	<b>Position:</b> AGEP
<b>Signature:</b>	<b>Signature:</b>