



COVID-19 Educational Settings Risk Assessment

Contents

Management Planning... 4
Senior Management Team ...4
Staffing arrangements ...9
Minimise contact maintain social distance and activity risk reduction ...12
Pupil and staff grouping – main groups and extended groups ...12
Other general measures ...15
Measures within the classroom...17
Playgrounds...20
Specialist curriculum considerations ...21
Educational visits ...26
Where a pupil attends more than one setting ...27
Extra curricular provision ...27
Measures for arriving and leaving...29
Transport and travel...36
Visitors ...38
Movement around premises ...42
Lunchtime and breaks ...43
Increasing ventilation ...47
Toilets and handwashing facilities ...47
Meetings and events...48
Universal Hygiene Arrangements ...51
Cleaning and disinfection...51
Handwashing and respiratory hygiene arrangements...58
Health Needs ...62
Staff health ...62
Pupil Health and planned close contact activities ...63
Communication and Involvement...69
General Arrangements ...69
Staff Instruction...71
Behaviour policy ...74
Pupil involvement and communication...74
Educational tools ...75
Planning for case management (please refer to COVID-19 Educational Settings –
Management of Cases Guidance ...76



Returning after isolation (pupils and staff) .....	83
Offices and other work spaces .....	83
Planning for emergencies .....	84
PPE and face coverings .....	87
Review of existing assessments .....	88
Any other actions that are not listed above .....	89

The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – Compliance code for all educational settings – Autumn Term

Please note: all COVID-19 guidance is available through HR Info Space 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	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow

<b>Setting/Premises:</b>	Thomas Bullock Primary		
<b>Location:</b>	Pound Green Lane		
<b>Assessment Date:</b>	14 July, 2002	<b>Review Date:</b>	Autumn Term
<b>Assessment completed by:</b>	Shannon O'Sullivan, Headteacher		

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

## Management Planning

### Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team have reviewed the operation of the setting 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"> <li>The number of contacts that pupils and staff have during the school day are minimised</li> <li>The distance between people in the setting is maximised as much as possible,</li> <li>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</li> <li>Enhanced cleaning arrangements can be implemented</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Individual Class bubbles are of no more than 30 pupils in a classroom</li> <li>Staff will be working in bubbles, within key stages. Minimising risk to exposure across the Key Stages. <i>See Reopening Timetable Appendix A</i></li> <li>Social distancing will be maintained for CV and CEV staff. Staff have been moved to upper years that need further distancing.</li> </ul>	August 2020 Sept 2020 July 2020 June 2020 April 2020



	<ul style="list-style-type: none"> <li>The whole setting community are engaged with and support the national effort to reduce the spread of the virus</li> </ul>		<ul style="list-style-type: none"> <li>Hygiene stations are available and sneeze stations in all classrooms.</li> <li>Paper towels in classrooms and toilets instead of hand dryers.</li> <li>Enhanced arrangements have been implemented throughout the lock-down. Additional cleaning services at lunch times daily, there is additional summer holiday cleaning.</li> <li>Full deep cleaning prior to the new pod being entered.</li> <li>Community engagement with the national effort to reduce the spread, through our parental communications, newsletters, website, pupil lessons. Assemblies and expectations.</li> </ul>	
	<p>SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.</p>	<p>YES</p>	<ul style="list-style-type: none"> <li>Deep clean has taken place across in the school at the point of closure.</li> <li>All tests have run as usual.</li> <li>Additional fire safety measures have been put into place.</li> </ul>	<p>Caretaker to complete by May 31<sup>st</sup> This is completed monthly. From Autumn</p>



				Stulee to complete regularly.
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	YES	Antibacterial soap dispensers are in classes, paper towel and alcohol gel will be provided in each classroom and communal areas. Additional Antibacterial Hand gels are being ordered for walls. Every class has an infection control station and snuffle station. Appendix B	Caretaker to have in place on, before or by May 31 <sup>st</sup>
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	YES	Shared info with staff to ensure they have a good understanding of health safety and wellbeing. <b>Confirm this includes e learning module on Inset day (HR Infospace)</b>	July 2020 update
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	Share draft with staff and add additional comments and suggestions. Staff Meeting held March 22 <sup>nd</sup> following governors meeting and reopening DSL training to share this document, which will be completed and full reopening plans. Staff Handbook shared on June 3 <sup>rd</sup> .	May 22 <sup>nd</sup> at 9:30am
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns <b>and updates to NCC guidance.</b>	YES	Review is continuous and ongoing. Actioned changes have been placed weekly on	Governors meeting September



			Governorhub. RA and all info is updated on the Governorhub	21st for next full LGB
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	YES	Training has been consistent and ongoing. With notes of meetings kept regularly. Training to take place during Sept 3-4 inset days Appendix A and B	Sept 3-4
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	YES	HT and new KS Leaders will be onsite from September. Appendix A and B. Appointments were made in July to cover additional SLT needs.	July 2020
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	YES	Yes. Staggered timetables for starts and departures. Appendix A and B	Sept 2020
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	YES	<ul style="list-style-type: none"> <li>NCC Compliance Code for educational settings is followed and regular weekly briefings to sure up issues raised.</li> <li>Full training at the beginning of year for all staff and RA to be read before re-entering school.</li> <li>Full Pod files have been made with 10 tabs of information for each bubble and classroom pod following update and consultation on July 20<sup>th</sup>.</li> </ul> <p>Appendix A-G</p>	Sept 2020



	COVID-19 Case Management Guidance is implemented.	YES	Training has taken place and staff are fully familiar with expectations. Isolation room has been added to the front of the school.	Sept 2020
	COVID Secure Commitments is signed and displayed	YES	Printed, signed by the Chair of Governors and is displayed.	Sept 2020
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	YES	Regular governor meetings are taking place monthly at present. Daily and weekly updates with the Chair of Governors with actions addressed. Governors are updated weekly via governor hub of changes or additions to the risk assessment.	July 2020
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	DSL training and updates have been undertaken by SLT throughout. These have been shared with staff at briefings.	DSL Training July 22 and 23rd
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Yes	<ul style="list-style-type: none"> <li>• SBM has been in school throughout the lockdown and has ordered necessary items and secured new companies wherever necessary.</li> <li>• Please see Appendix B.</li> <li>• All PPE is from approved educational providers and fit for purpose.</li> </ul>	In place
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	DNEAT and SBM ensure we have relevant and necessary materials which are fit for	In place



			purpose. All equipment has been ordered and is in place.	
Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	YES	Door guards are on internal doors, latches on external doors and exterior door openings. We use paper towels instead of hand-dryers to ensure thorough and safe hand drying. All windows are open for additional ventilation.	Sept 2020

**Staffing arrangements**

Staffing levels	<p>Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis:</p> <ul style="list-style-type: none"> <li>• Short duration, ad hoc work is avoided where 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> <li>• All infection control requirements are followed.</li> </ul>	YES	<ul style="list-style-type: none"> <li>• Yes, we do not use short-term ad hoc staff for cover or support.</li> <li>• Yes, we will be using Norfolk Music Hub who will send a consistent music staff member for the afternoon sessions Monday –Thursday.</li> <li>• We will be informed of who this music teacher is and other settings they attend. A joint risk assessment is to be made between Alison Corfield and myself.</li> <li>• Rotas are in place for Key Stage bubbles</li> </ul> <p>RA's completed with music team to ensure infection control measures followed. Appendix A and B</p>	Sept 2020
-----------------	---	-----	--	-----------



	Temporary staff who work at more than one setting is avoided where it is possible.	YES	<ul style="list-style-type: none"> <li>We will not use temporary supply agency staff from outside of our setting, or that work in other settings.</li> <li>We have a list of 3 supply who are not ad hoc and will work for us.</li> </ul>	September 2020
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	YES	We will not have multisite working. HT to have 48 hours out if necessary to offer support to another site.	Sept 2020
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	YES	If supply staff is necessary we will book a longer session of supply or use our preapproved list where we are familiar with where they have been be prior to coming onto site.	Sept 2020
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	YES	Two staff rooms will be available from September. The KS1 pupil kitchen will become the KS1 corridor staff room. The KS2 staff will use the current staff room. All office staff may use the staff room nearest to their office. Additional TA staff have been offered further hours from Sept to support staff lunch breaks and their pod lunchtimes. Appendix A	September 2020
	Consistent working arrangements are applied to ITT trainees.	YES	HT working with UEA to organise RAs for ITT trainees.	Sept 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.	YES	We have implemented deployment of staff within key stages so that delivering of PE provision does not break wider principles of bubbles. We have considered bubbles which link to specific pods so that interventions can be appropriately run as necessary. Appendix A	Sept 2020
	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 because the increases in staff changes increases the opportunity for the virus to transmit	YES	Provision for KS bubbles has been made. Year group pods will plan together to ensure PE and Music tuition is timetabled into there is afternoon and coverage for PPA Weekly. Timetable Appendix A	Sept 2020
	Where volunteers are used the same staff principles are applied.	YES	Volunteers will link to specific classes and bubbles within KS's. Staffing Appendix A	Sept 2020
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	Premises Management has remained constant throughout and will be strengthened with a new appointment in Autumn. Appendix B- Please see Appendix G new Premises RA from before Sept to be completed again with new caretaker in August.	Sept 2020
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	YES	Cleaning and maintenance is out of school hours. These take place before 8:30 and after 3:30pm.	July 2020



			Cleaning Appendix C	
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	YES	Heightened expectations will be specifically shared in September and shared in their pod file. All documents in updated files	July 19, 2020

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

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

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	YES	Class groups will be set at 30 in order to return to a full curriculum. 1 CT + TA will be in place for each class. To support closing gaps and delivering full curriculum to a wide ability range.	September 7, 2020
	Groups are kept as static as possible including staff assigned to the groups	YES	Class pods will remain in their classroom and staff will move around pods within bubbles. Staff are assigned to each year group whilst wider pods are created for the delivery of specialist teaching. Appendix A	September 7 2020
	Only where necessary extended groups have been created to accommodate specific activities.	YES	PE and Music will be delivered in classroom pods but staff will be restricted to KS bubbles. On one day staff will not be teaching in more than one bubble. Appendix A	September 15 202
	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	YES	TA's will deliver specific learning to smaller groups within their pod	Sherpa meeting July 31 <sup>st</sup>



			<p>only, linked to PiXL therapy strategies.</p> <p>Details focussed on delivery of music are detailed in a specific Music RA held by the Norfolk Music Hub and the Music section of the RA.</p> <p>Wraparound care is likely to be through Sherpa care this has not yet been completely arranged and transport is through LA.</p> <p>Further information is expected in August.</p> <p>Appendix B</p>	<p>Transport Aug 2020</p> <p>Music: September 15, 2020</p>
	<p>Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible</p>	YES	<p>We are in the process of working through a system of wraparound care. Transportation through LA and our service is organised and we are following their RA's.</p> <p>Parents will be notified of face coverings and face coverings storage.</p>	Sept 2020
	<p>Contact within and between groups is minimised through distancing measures which are outlined in this assessment.</p>	Yes	<p>Social distancing lines are on walkways to and from the school entrances.</p> <p>Distancing markers are in the corridors.</p>	July 2020
	<p>Consideration has been given to reducing the number of children to staff ratio further where necessary to assist with social distancing measures. Circumstances considered include:</p> <ul style="list-style-type: none"> <li>• some secondary curriculum practical activities</li> <li>• music</li> </ul>	Yes	<p>Music and classroom lessons include support staff in most circumstances.</p> <p>RA for all children needing additional support</p>	Autumn 2020



	<ul style="list-style-type: none"> <li>With very young children</li> <li>Because of health conditions or understanding of the children</li> </ul> <p>In order to enable distancing through designing spaces that achieve more separation.</p>		<p>For pods with pupils with additional needs or very young children the staff ratio is 1:10 or less</p> <p>Where there are LAC or EHCP's in place we have considered and supported with additional teaching and support staff. Appendix B and full pupil risk assessments are in the classroom individual pod files.</p>	
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	YES	Pods will be in classrooms and bubbles across KS. Appendix A and pod file	Sept 2020
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	YES	A full timetable has been made to show these adaptations. This includes lunches, breaks, PE or on subsequent. Appendix A	Sept 2020
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	YES	There are specific TAs in place. Pod File and Appendix A	Sept 2020
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	YES	There are specific teachers and TAs assigned to pods and bubbles. These will not mix. Appendix A	Sept 2020
	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	YES	We are currently avoiding the wraparound care for the initial Autumn term. We are looking at how to incorporate this safely into our provision, this is in a meeting July 31 <sup>st</sup> with Sherpa care. Appendix B	Sept 2020
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	YES	Larger spaces such as the hall are not being used as collective	Sept 2020



			worship is on line. Singing assemblies are not taking place. Lunches will be in the classrooms.	
Contact records	Contact records of groups are maintained in line with Case Management Guidance.	YES	We have a system of maintaining records of each pod and bubble. Pupil Asset and visitor record keeping system.	Sept 2020

**Other general measures**

	The use of outdoor spaces has been maximised	YES	We have an outdoor learning environment, pond, outdoor classroom and large outdoor area and provision for learning.	Sept 2020
	Unavoidable queues are managed	YES	We have socially distanced spaces and queue management system.	Sept 2020
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	YES	The only close contact would be in the office, in toilets, in hallways and outside of the school. These have been addressed with additional screens in the office, toilets have been spaced, and socially distanced lines have been placed at intervals outside. Appendix A and B	
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	YES	We will not engage in additional singing practice. Appendix A	Sept 2020
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	YES	Only school home reading books and reading logs will be taken home daily, but these can be kept in special packs All library and	Sept 2020



			reading books are placed into quarantined boxes to ensure they are safe microbial load. Appendix B	
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	YES	Outside areas will be weekly for playground equipment and trim trails so that 72 hours can be left each week between consistent pods of pupils. Pod timetable in Appendix A shows which groups will be using the weekly equipment.	Sept 2020
	If this is not possible, the resources will be quarantined for 72 hours between groups.	YES	We have quarantine stations for resources that cannot be restricted or cleaned. Appendix Cleaning and B	
	Large gatherings such as assemblies with more than one group is avoided.	YES	Assemblies will take place in classrooms and online.	
	Movement around the school is kept to a minimum: <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. 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 pupil movement around the premises cannot be eliminated e.g. for D&amp;T, sport.</li> <li>• Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering</li> <li>• Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is</li> </ul>	YES	<ul style="list-style-type: none"> <li>• All staff and pupils to remain with their pod. Staff will move around the school that need to, but not between pods. Pod rooms have external doors and are near to the toilets.</li> <li>• Pupils will not move internally unless extreme adverse weather presents itself. Staggered but due to limited spaces, staff and pupils will only be allowed to use their indoor classroom and outdoor grass space if weather allows.</li> </ul>	



	<p>given to implementing a one-way system where this is possible</p> <ul style="list-style-type: none"> <li>• Movements around settings are supervised and school champions support this activity.</li> <li>• Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.</li> </ul>		<ul style="list-style-type: none"> <li>• See above. All outdoor EYFS playground use will be stopped to ensure safety. Specific activities will be planned in the space, which allows for one group to use together at each point only. EYFS leader to plan and organise week beginning June 1.</li> <li>• Marked 2 metres spacing along corridors; TA to supervise social distancing in the corridor</li> </ul> <p>Outdoor classroom doors to be used for entry, exit and fire evacuation routes.</p>	
	The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)		Yes. Pupils will enter the school via the side doors and move through corridors only to their toilets. All other movement will take place outside of the classroom, outdoors.	
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	NA	No Lockers	
	Locker cleaning and disinfection arrangements are in place	NA	No Lockers	

**Measures within the classroom**

	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	YES	The assembly hall will not be used for lessons or assemblies,	Sept 2020
--	---	-----	---	-----------



Distancing is encouraged by reconfiguring furniture and chairs are forward facing	YES	All chairs and tables are configured forward facing. Group tables that do not face outwards have been removed.	Sept 2020
Unnecessary furniture and objects are removed where possible	YES	All soft furnishings and additional furniture has been removed.	July 2020
The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	YES	This has been placed near to the side of the classroom and not in front of the board where pupils may be accessing the WW's or Whiteboards.	July 2020
Where bags are not allowed to 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	YES	We are not using bags for the beginning of the Autumn term. PE uniforms will be worn into school and not brought in.	Sept 2020
The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	YES	Pupils will be sitting face on not in grouped tables. Face to face interventions will take place with staff wearing plastic visors or by using a screen if absolutely necessary.	Sept 2020
Where close contact is needed this is conducted side by side rather than face to face	YES	Teachers will work side on with pupils not face on in the classroom. Pupils will work side on with each other.	Sept 2020
Pupils are not called to the front of the class	YES	Pupils will only be at the front of the class to engage in specific learning opportunities as necessary and will not stand and report from the front of the class.	Sept 2020



Staff going to a pupils desk to check on their work is avoided	YES	Staff will work side on with pupils when required and not face on.	Sept 2020
Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	YES	Pupils will have their own set of key equipment to be kept in a plastic wallet to ensure they use only their own equipment	July 2020
Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	YES	This has been removed from our marking policy. Our marking policy stipulates stack and share with only the person sat next to them side on. Pupils will have their own set of resources in their pod. Book marking will take place in the moment in front of pupils aiding FWR to be immediate. Workbooks will not be brought home by teaching staff. Marking policy to be compelled in an SLT meeting July 23 <sup>rd</sup> , 2020	July 2020
Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	YES	Regular cleaning of classroom based resources takes place daily. Milton bowls will be used to disinfect used resources overnight and books will be left for 72 hours between pod usage. Shared reading books will be in sets for pupils and held at their desks. APPENDIX cleaning schedule and B	
The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery	YES	Pupils will use school resources in their own zip bag.	



	and mobile phones. and these are not shared with the group.		Pupils will bring in lunch boxes which can be wiped down with a disinfectant wipe. Appendix B	
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	YES	Yes, in every classroom there is picking up and dropping off collection box in each classroom, the library for books, the office for brought in goods and the assembly hall for sports equipment.	
	How pupils enter and exit the classroom is managed to maintain distancing.	YES	Children enter and exit from external doors. They do not go through the school.	
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	YES	This is part of current provision. Cleaners also attend the setting at lunch to ensure touch points are cleaned.	

**Playgrounds**

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	YES	We have set a rota for use of playground equipment encouraging bubbles only. Hand sanitiser stations are positioned near to play equipment.	Autumn 2020
	Equipment use is supervised, and time limited to enable other users to take their turn	YES	We have a rota in place.	
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	YES	Children are discouraged from sitting near to others. The outdoor classroom seats 64 and will be limited to 30 at any one time.	July 2020 and sign will go up Sept 2020



			Picnic benches have been roped off. Appendix B	
	A one-way system has been introduced around outdoor gym equipment and trim trails	YES	We have a one-way system in place for the trim trail. Arrows have been placed on the equipment. Appendix B	Sept 2020
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	NA	There is not equipment near to other equipment.	
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	YES	Sanitising stations have been placed at points near to all equipment. Appendix B	Sept 2020
	Bins are installed to encourage use of tissues and appropriate disposal	YES	Bins are at points throughout the playground.	
	Time is allocated for play equipment for each group/bubble	YES	A rota is appended and has been shared with all staff on Monday July 20 briefing. Appendix A	
	Equipment touch points are cleaned frequently and between each groups use.	YES	They will be cleaned however equipment will not be used by more than one bubble in a 72 hour period. Appendix Cleaning Schedule	
	Multiple groups do not use outdoor play equipment at the same time.	YES	Bubbles will not be mixed or able to use equipment at the same time. Groups will not mix Appendix A	

**Specialist curriculum considerations**



Music	Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies.	YES	The Norfolk Music Hub has assured me they will put in a programme of instrumental lessons that do not include wind, brass or singing ensembles. Appendix B	Autumn 2020
	Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people	YES	Singing will not be in groups of any more than 15.	Sept 2020
	Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person.	YES	The teacher will have a distance of 3m from the pupils and a TA will support these lessons. Singing will not be in groups of any more than 15. Pupils will face forward, side-by-side Appendix B	Sept 2020
	Where the music teacher needs to face the group they will maintain 3m distance.	YES	The teacher will have a distance of 3m from the pupils and a TA will support these lessons.	Sept 2020
Drama and performances	Performances with audiences do not take place	YES	We will not run any performances.	Sept 2020
	Activities that involve raised voices or shouting do not take place.	YES	We will not run any drama activities or performances, like conscious alley, within our lessons.	Sept 2020
	Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management	YES	We will be in specific class pods.	Sept 2020
	Outside drama is planned as a first consideration where possible	YES	Yes these will take place in our outdoor classroom.	Sept 2020



	<p>In all cases the following will be applied:</p> <ul style="list-style-type: none"> <li>Increasing hand hygiene and surface cleaning</li> <li>Using back to back or side to side positioning</li> <li>Maintaining distancing</li> </ul>	YES	<ul style="list-style-type: none"> <li>In all cases any specialist teachers will be given a copy of the risk assessment and reminded to have the children increase hand hygiene.</li> <li>Coaches and specialist teachers will be required to ensure children are side to side and teachers work with them side on, maintaining distances as above.</li> </ul>	Sept 2020
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	YES	We will use the outdoor space for all sporting activities. We will only use the hall when it can be cleaned or fogging can take place between usage for sporting activities.	
	Prioritisation of low impact activities is given over high impact	YES	We have employed a teacher who is a yoga instructor and invested in cosmic kids yoga and Pilates.	
	Contact sports will not take place	YES	We will not have contact sports.	
	Distance between participants is maximised.	YES	We will maximise distance and remind pupils to socially distance and keep clean at all times.	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	YES	We have a box outside of the PE equipment cupboard. Each pod has its own PE equipment for playtimes and there is Milton for cleaning and sterilising	



	The use on non-personal kit is avoided.	YES	Pupils will use their own PE kit. This has been ordered in advance	
	Any non-personal kit e.g. bibs are be carefully cleaned between uses.	YES	We will use a 70 degree wash for any items of fabric that need to be reused or leave for 72 hours between use.	
	Pupils are kept in consistent groups	YES	Pupils will be in consistent classroom pods within their KS bubble.	
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	YES	Disinfectant stations are available outside of the classrooms and pods. Each member of the pod has their own piece of equipment and it is used by only one member of the pod. This is not mixed.	
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	YES	The PE Leader is writing individual risk assessments for any physical education facilities or competitions as and when we re-enter these or we join them.	Autumn 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	Guidance has been followed by our PE Leader through Norfolk Sports Partnership Association.	Autumn 2020
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures	YES	We will only use sporting coaches following full additional risk	



	required and specific attention has been paid to the staffing section of this assessment.		assessments following our Norfolk Sports Partnership.	
	The use of changing rooms and showering facilities are avoided where possible.	YES	We do not have changing rooms in our school, and those at the swimming pool will only be used when safe and full additional risk assessments are able to be undertaken.	
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.	YES	Pupils will use their own PE kit. These will be cleaned after use.	
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	YES	We will follow Norfolk PE guidance	
	Changing and shower facilities must be used as quickly as possible.	YES	As above.	
Swimming pools	Guidance is currently being updated and will be provided before the start of term.	NA	See Above	
Subjects involving practical activities	Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact	YES	All practical experiments will be completed side-side by pupils. All experiments will be risk assessed to include social distancing factors.	
	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	YES	Any science experiments will be shared on an interactive whiteboard or through the whiteboard via the visualiser.	



	Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.	YES	We will use agile teaching approaches within the classroom pod and KS bubbles. Where close contact is necessary we will maintain 15 min time limits.	
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:  <a href="#">Guide to doing practical work in Science</a> <a href="#">Guide to doing practical work in DT</a>	YES	This has been shared with Science and DT leaders as is appropriate to Primary leaders.	

**Educational visits**

	No overnight educational visits are carried out	YES	We will not carry any visits out overnight for foreseeable future and only when it is deemed safe to do so.	
	Outdoor spaces in the local area are used to support delivery of the curriculum	YES	We intend to use our outdoor wildlife area and pond for QFT.	
	A risk assessment will be carried out for all educational visits and in addition to using Evolve: A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:	YES	Full Covid Safe risk assessments will be undertaken for any educational visits. We have no external educational visits planned for the Autumn term this year.	Autumn 2020



	<ul style="list-style-type: none"> <li>○ Do they include measures relating to limiting contact between your group and other visitors?</li> <li>○ Do they support you to maintain distances within your group?</li> <li>○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?</li> <li>○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?</li> <li>○ Are appropriate cleaning and disinfection arrangements in place?</li> </ul>			
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</p>	<p>YES</p>	<p>We always undertake a pre-visit and full risk assessment. This will be continued and CoVid safety considered to be paramount.</p>	

**Where a pupil attends more than one setting**

	<p>Schools work together to ensure that the approach is consistent and does not compromise the group/bubble</p>	<p>YES</p>	<p>From the Autumn term all teachers will undertake full risk assessments for pupils due to enter a second setting. This to include pupils with EHCPs</p>	<p>September 2020</p>
--	---	------------	---	-----------------------

**Extracurricular provision**

	<p>Pupils will keep within their main bubble where possible.</p>	<p>YES</p>	<p>Bubbles will be in KS's. We are intending to ensure that Class Pods are in KS bubbles and bubbles do not mix for hobbies or clubs. Clubs and hobbies will be offered two afternoons per week</p>	<p>September 2020</p>
--	--	------------	---	-----------------------



			to limited numbers that do not change throughout the half term.	
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> <li>• Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained 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  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 will be offered and the group limited to up to 6 people including staff members.</li> <li>• Records are maintained of all bubbles or groups for 21 days</li> <li>• Consideration is given to the types of activities organised in line with the compliance code</li> <li>• The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups</li> <li>• Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given</li> </ul>	NA	<p>We are not intending to run wraparound care in the first month of reopening as the school settles into routines, to ensure we can create consistent groups and social distancing can be maintained.</p> <p>We have a meeting on July 31<sup>st</sup> with Sherpa care to ascertain the possibility of wraparound care as we cannot run it as it has been previously ran. We will then speak with DNEAT and Howard and make a reasonable plan moving forward.</p>	July 31, 2020



	<p>to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues</p> <ul style="list-style-type: none"> <li>• Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided.</li> </ul>			
	As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided	YES	Please see above.	
	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	YES	We will be asking childcare providers to give us a full risk assessment for their setting. Where pupils attend other providers, we will request they keep a specific list of pupils that they have had on the premises.	

**Measures for arriving and leaving**

General principles	<p>Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.</p>	YES	<p>EYFS pupils will be entering the school over a 2-week period in line with current transition procedures. Pupils in EYFS will be welcomed in through staggered transition. Pupils in Years 1-6 that have not been into school will enter back into school on the first day in a staggered time. A video will be sent to pupils ahead of time by</p>	Autumn 2020
--------------------	--	-----	---	-------------



			their teachers showing them exactly what needs to be done when they re-join our school. This will include handwashing expectations and social distancing measures in place.	
	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	<p>Times will be staggered on entry with Year 5 and 6 entering at 8:35am each day and leaving at 3:20pm</p> <p>Year 3 and 4 will be invited in at 8:40am each day and leave at 3:15pm</p> <p>Year 1 and 2 will arrive at 8:45am each day and leave at 3:10.</p> <p>Year R will enter at 8:55am and finish at 3:05pm.</p> <p>This ensures that pupils are staggered in their bubbles and that most pupils are socially distanced outside of schooling hours and during breaks and lunchtimes.</p> <p>Families in EYFS with pupils in different KS's can drop off at the earliest time as a soft start. Class learning will not take place before 8:45 each day.</p> <p>The earlier time will be a soft start for organisation and written feedback in Years 2-6 and Curriculum based continuous provision in Year R and Year 1.</p>	Autumn 2020



			Appendix A	
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	YES	We are working with providers to ensure transport ensures bubbles do not mix. Appendix B	Meeting with Sherpa kids on July 31 <sup>st</sup> 2020
	There are hand sanitiser stations outside for pupil and visitor use	YES	Outside of every classroom and school entrance there is hand sanitising stations. Appendix B	July 2020
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	YES	Outside of every classroom and school entrance there is hand sanitising stations. A further sanitising unit is being installed at the main entrance gate. Appendix B	July 2020
	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	YES	Having endured weather changes we are able to quickly line-up pupils and move them into school in a socially distanced manner each morning and at the end of the day. Pupils in classrooms will line-up alphabetically for collection in Years R-4 for speed during adverse weather conditions.	
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	YES	We use a specific plexi glass screen inside of the glass window to manage delivery collections. Only essential and pre-arranged visitors will be invited onto the school premises. Appendix B	



Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	YES	CTs will meet their class pupils at the class drop-off point. 2m markings on school pathway to ensure social distancing and large signage around outside and inside of building. SLT to be on gate duty each day. Appendix Home School Agreement	June 2020
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	YES	Pods of children will have staggered arrival and exit times. Parents will be asked to wait for their child observing social distancing on the lines pathway area inside the gate but outside the main fenced area. Years 5 and 6 parents can wait outside of the main gate for collections. Appendix Home School Agreement	
	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	Reception teacher and assistant will stand near to the school entrance gates in readiness of collecting pupils and to check pupil wellness. Reception teacher and assistant to wear a visor. Appendix A	June 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	Year 1 and 2 teacher and assistant will stand near to the school entrance gates in readiness of collecting pupils and to check pupil wellness and	Autumn 2020



			temperatures. Year 1 and 2 teachers and assistants to wear a visor. Year 3 and 4 teachers will stand at main gates and walk pupils in, checking temperatures but not speaking with parents without a pre-approved meeting taking place or without wearing a visor. Appendix A and B	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	NA	As above Reception. We do not have a nursery.	
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	YES	Children will enter and exit the building through their identified Pod door. this is in rota guidance and on our website. Appendix A	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	YES	Staggering in all cases Appendix A	
	Floor marks have been added to assist with social distancing in outside areas.	YES	<ul style="list-style-type: none"> <li>On pathways marking has been put in place at 2m intervals.</li> <li>On pathways in use by multiple groups, arrows have also been added to direct the flow of traffic.</li> <li>Signage has been placed in clearly visible places for all to adhere to. Those not practicing social distancing will not be invited back</li> </ul>	



			onto the premises Appendix B and F.	
	Staff and school champions supervise at peak times.	YES	SLT and CTs will supervise arrival and exit of each pod of children. 2 members of staff per pod mostly throughout the day. Appendix B,C and F	
Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	YES	Staggered times are in place for all year groups of children. A large banner will be placed outside school to remind them to socially distance. Staggered times will be placed at the school entrance and near to the gate. Reception pupils will be invited from the entrance into school. So as not to mix, Year 6 children will be using a new pathway entrance to arrive and leave by – this has been marked in accordance with social distancing guide lines. This is also for our KS2 Pods. We are running two of these in the KS2 playground. Playgroup also use this path, but they are at different times of the day. Critical Workers will now enter through the hall door where staff will take their temperature and line them up to go to their pods. Appendix A and B.	



	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	YES	We have exterior classroom doors to all classrooms in the school. There are two in reception class.	
	Parents have been advised that only one parent should attend.	YES	All parents will see the sign at the entrance which explains only one parent is to drop off and pick up each day. This is reiterated in a letter, online and class video and newsletter.	
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	YES	Children will be advised not to bring a bag with them unless necessary. This has been communicated. Pupils will wear PE kits on PE days to school and will therefore not need to change into a PE kit onsite at school. Pupils will only be invited to bring a lunchbox and necessary items onto site. Additional clothing and backpacks will not be allowed. Coats will only be allowed if necessary on days of extreme adverse weather conditions. So that clothing is clean, pupils will not be required to wear a uniform but must be in sensible clothing and footwear or will not be allowed in school until suitably dressed. Appendix F- Home School Agreement and Parental Letter home	



	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	YES	Pupils will only be invite to bring a lunchbox onto site. additional clothing and backpacks will not be allowed. Coats will only be allowed on days of adverse weather conditions. Additional clothing will not be allowed in the Autumn term.	
	Times of use are supervised and managed.	YES	All cloakroom areas will be supervised.	

**Transport and travel**

	Consideration has been given to 'walking buses' (supervised walking groups to and from school.	YES	This has been shared in a newsletter to parents and as part of our Home School Agreement Appendix F	September 2020
	Entrances are supervised to support hand sanitising on arrival.	YES	There are hand sanitising stations at all school and classroom entrances including gates. Appendix B	June 2020
General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	YES	In a newsletter communication and shared ahead of September 2020.	
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	YES	In a newsletter communication and shared ahead of September 2020.	
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	YES	We have requested pupils do not bike during the first half of the Autumn term as it is not on school land, we cannot ensure it is properly sanitised and not	



			retouched by playgroup, bowls or community groups. Appendix Behaviour and F, Letter home	
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	YES	Consistently shared in newsletters	
	Parents and staff have been advised that only the same household members should travel together by car	YES	Shared in newsletter and on the website	
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	YES	Has been included in a letter/video/online May 20th-22 <sup>nd</sup>	
	Pupils and parents have been advised that they should not walk together in large groups	YES	Has been included in a newsletter and letter/video/online May 20th /22 <sup>nd</sup> and again in August 2020	
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	YES	Has been included in a letter/video/online May 20th/22 <sup>nd</sup> and again in August 2020	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	YES	Has been included in a letter/video/online May 20th/22 <sup>nd</sup> and again in August 2020	
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	YES	Has been done in a letter/video/online MAy20th/22 <sup>nd</sup> and again in August 2020	
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	YES	We are working with transportation services to ensure that they are following the RA and that social distancing is applied.	
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	YES	RA has been applied to current transportation services from Sept 2020.	
	Markings are provided where queuing is required for transport services on school premises	YES	Completed March 19 <sup>th</sup>	



	Windows are opened during journeys where it is safe to do so	YES	RA has been applied to current transportation services from Sept 2020.	
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	YES	RA has been applied to current transportation services from Sept 2020.	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	YES	RA has been applied to current transportation services from Sept 2020.	

**Visitors**

	The number of visitors has been minimised as much as possible	YES	No non-essential visitors are allowed on site. Recent up to date on Risk Assessment emphasising this point in place and further training 14 and 15 July 2020 following June 2 and 3 training. Additional training to take place September 3. Specific visitor register in place. Visitors are required to follow risk assessment and are not allowed to be onsite during school or class hours. Appendix B- Visitor Register information	June 2020
	Visitor times are planned to separate visitors from other site users	YES	Visitors are required to follow risk assessment and are not allowed to be onsite during school or class hours. Visitors will not enter classrooms when teaching staff is in school.	June 2020



	<p>Visits are by appointment only</p>	<p>YES</p>	<p>All visits are pre-arranged, placed on the calendar and reading the risk assessment is required in advance. Appendix F Home school agreement and B</p>	<p>June 2020</p>
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> <li>• Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety</li> <li>• Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied.</li> <li>• Action to take if they cannot maintain keep away from others</li> <li>• To leave the setting immediately if they develop symptoms, not matter how mild.</li> </ul>	<p>YES</p>	<p>All pre-arranged and essential visitors are informed of expectations before coming onto site.</p> <ul style="list-style-type: none"> <li>• Enter via the office entrance and sign in.</li> <li>• Use antibacterial hand wash before entering into the main entrance doors.</li> <li>• Specific arrangements ensure that visitors are informed which areas they are invited to attend to and ensure that spaces occupied or where a pod or bubble is working is not entered.</li> <li>• If social distancing cannot safely be maintained than the activity should be done outside of schooling hours.</li> <li>• If work with a pupil or other adult means you cannot maintain a distance or work side-by-side than a mask will be issued for</li> </ul>	<p>June 2020</p>



			<p>your use and the pupils use.</p> <ul style="list-style-type: none"> <li>• All visitors will have their temperature checked and be offered a mask to wear onsite.</li> <li>• If visitors are unwell they should not be onsite. If they begin to feel unwell they should leave the site immediately and inform the school if they develop symptoms later.</li> </ul>	
	Visitors are provided with further information on arrival and asked to perform hand hygiene	YES	A Coronavirus related safeguarding guide has been made for visitors to the school.	Autumn 2020
	Visitors confirm that they do not have symptoms no matter how mild.	YES	<ul style="list-style-type: none"> <li>• All visitors will have their temperature checked and be offered a mask to wear onsite.</li> </ul> <p>If visitors are unwell they should not be onsite. If they begin to feel unwell they should leave the site immediately and inform the school if they develop symptoms later.</p>	A new system will be in place by September 2020 for visitors onto school sites which will give them safeguarding info and covid track and trace details will be stored from this.



	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	YES	We have antibacterial gel and spray and wipe pens between use.	June 2020
	The reception is operating on a one in and one out basis for essential visitors	YES	A sign has been made and the office will only have 2 persons (including office staff) in at a time from Autumn 2020.	Autumn 2020
	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	Reception desk is in a separate office. Perspex screen has been installed at the 'hatch' opening to protect office staff and visitors.	July 2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	YES	<ul style="list-style-type: none"> <li>Food deliveries are outside through the kitchen and not through the school doors.</li> </ul> Deliveries for school goods are through main entrance doors.	
	Visitor records are maintained for contact tracing requirements	YES	From Autumn 2020 full visitor track and trace details will be taken in advance of entering the premises. This will be requested ahead of entering school via an email message that is sent out. Appendix B	Autumn 2020- order system July 2020
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	YES	Whenever possible non-essential visits are taking place out of hours or where there is no contact with staff or pupils.	Autumn 2020
	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	As above.	Autumn 2020



Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Yes	This has been reiterated online and in a newsletter shared in July 2020. Parents will be requested to email and request an approved appointment at a particular time.	Autumn 2020
-------------------	---	-----	--	-------------

***Movement around premises***

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	YES	All bubbles are planned to move only between the indoors and the outdoors.	
	Staggered movement times have been introduced to reduce the number of movements at the same time	YES	<ul style="list-style-type: none"> <li>Staggered lunch, break, toilet, opening and closing times have been agreed in advance to reduce the movements around school.</li> <li>Classrooms have been reconfigured to work with current bubbles to limit social mixing between classroom pods.</li> </ul> Classroom location has been adapted to limit interaction with more than one bubble in corridors.	
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	YES	As above. All classrooms have separate outdoor entrances and exits.	
	One way circulation has been introduced where possible	YES	Where possible, arrows are in place for one-way circulation.	
	Central dividers have been installed where necessary to avoid group mixing.	NA	Where possible, arrows are in place for one-way circulation.	



Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/A		
	Posters have been used to encourage this where required	N/A		
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		

**Lunchtime and breaks**

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	YES	Lunch is taken in class pods and is supervised by TAs attached to the pod or MSAs attached to a specific pod.	
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	YES	as above plus an outdoor classroom has been built to absorb additional pupils needing socially distanced outdoor space.	
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	YES	Packed Lunches are stored in individual class trollies which are cleaned daily. Packed lunches are in plastic containers and can be wiped down after use.	
	The use of pre-ordering and trolley services have been considered.	YES	Lunches are pre-ordered from the school kitchen and delivered to classes. Hot boxes have been considered so that pupils can have a hot lunch.	
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	YES	If it is necessary to have wrap around care in some format the hall will be partitioned for separation of groups and TA	



			support will look after separate KS bubbles of children	
	Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	N/A	Pupils will enter and leave via separate entrances to their class corridors	
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	YES	Within class tables are positioned to accommodate social distancing as far as possible. Seating and tables are facing forward and pupils are not face on with teachers.	
	Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	YES	As above. All classrooms have separate outdoor entrance and exits.	
	One ways systems are used.	YES	Throughout the classroom arrows and walkways have been planned in.	
	Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	YES	Staff are reminded not to mix with other groups of staff during breaks from other bubbles or during break duties outside with other bubbles. Appendix A	Staff Meeting July 20 <sup>th</sup> and September 3 training
	Staff room area use is staggered to support distancing	YES	Two staff rooms have been established to maintain integrity of KS bubbles, with a staff room in each corridor to support social distancing.	Autumn 2020
	Additional space has been provided to use as staff rooms.	YES	As above bubbles will have separate staff room facilities.	
	Social distancing continues with staff groups during these times and furniture has been arranged to support this.	YES	Yes. Furniture is positioned to maintain distancing	



	Touch points are wiped down between different groups.	YES	In the school, touch points are cleaned once per day by cleaning staff and in the staff room, staff are required to clean down areas between classroom pods and KS bubbles.	Since June 2020
	Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	YES	Yes breaks and lunchtimes are staggered to limit adults and pupils mixing	July 2020 full timetables of staffing will be completed.
	equipment use is supervised to ensure that pupils do not gather.	YES	Equipment for individual pods and bubbles. This is brought out for us, shared and cleaned between breaks. Bubble staff are on a break duty rota which is 1 or 2 times per week. Reception is responsible to look after the reception pupils during breaks and take turns to have 15 minutes whilst pupils have a longer session.	July 2020 full timetables of staffing will be completed.
	Pupils and staff have identified suitable play activities for break times	YES	Staff will be encouraged to support responsible play activities during break duties. MSA training to take place in September	MSA training and PE Leader training with Norfolk Autumn
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	YES	CV staff and CEV staff wait at either end of the line and pupils wait in-between groups or pods of pupils. Pupils use social distance	



			markers to enter or exit the classroom.	
	Markings have been added to outside spaces to assist with queues when coming back into the building.	YES	As above.	
	Additional staff supervision is employed to ensure social distancing takes place	YES	Additional TA staff have been employed to support break and lunchtime duties.	
Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	YES	Aspens have an additional risk assessment which is mutually shared with the school.	
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	YES	Aspens have ensured full compliance with COVID-19 secure arrangements	
	The way in which essential food deliveries are received are managed	YES	Food is delivered with support through an external food back entrance to the school. Guidance is followed thoroughly.	
	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	Meal collections currently take place outside of the dinner hall. From September a table will be placed outside of each classroom for teachers to collect the food trays from for their individual pods. 2 food deliverers will take food. 1 to KS1 and 1 to KS2. This is to ensure that KS mixing does not take place. Appendix A	September 2020 already spoke with Aspens July 2020
	Additional meal collection points have been put in place to reduce queuing where necessary	YES	See above.	As above
	Alternative payment methods are being used to eliminate cash handling	YES	Payment is cashless.	
	Tills are screened where still in use	NA		

### 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	Heating fans are in offices these have been agreed for use in cold weather.
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	YES	Heating fans are in offices, where others may be, these have been agreed for use in cold weather by HT and staff are asked before they are used,
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	YES	We remind staff to open doors and windows throughout the school.
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	YES	We do not have alarm activated doors however openers have been installed.
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	N/A	
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A	

### Toilets and handwashing facilities

	Useage times are staggered where possible.	YES	Classrooms have specific toilets for use. Toilets are now mixed use. Support or for CV Teaching staff to ensure toilets are wiped over between groups. Cleaning staff come into premises at lunchtime to clean toilets and touchpoints.	
	Distancing for queuing has been introduced e.g. through floor markings	YES	Floor markings are throughout the school.	
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	YES	Toilets and basins not in use are marked off. Pupils are informed to socially distance.	



	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	YES	Towels and efficient hand dryers in place as above.	
	Consideration has been given to replacing traditional taps with easy operating lever taps.	YES	Lever taps are in place in some toilet facilities. Trust will not look to replace other lever taps however additional cleaning of touch points is in place as above.	

**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	Collective Worship will be held remotely each day. Meetings are held remotely or if in school they take place in a large area and social distancing of 2m is in place. Teachers have individual desks for the meeting and do not work in groups.	
	Meetings only take place in person where: <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>	YES	As above.	
	The following measures have been implemented for in person meetings: <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> </ul>	YES	<ul style="list-style-type: none"> <li>• For assemblies, sports and other events where bubble may mix, these will be continued and held online.</li> <li>• All pupils and staff will access any gatherings internally in their classroom pod and year groups.</li> <li>• Yes, as above. Teachers are welcome to join</li> </ul>	Regularly assess ongoing risks



	<ul style="list-style-type: none"> <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>• No activities are undertaken that require or encourage people to raise their voices or shout</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 Head teacher, who has satisfied themselves that all reasonable measures have been implemented.</li> </ul>		<p>remotely or in person unless due to safeguarding or risk assessment training onsite is deemed more appropriate.</p> <ul style="list-style-type: none"> <li>• When training is onsite, socially distanced areas are spaced and placed throughout the school.</li> <li>• No activities which require shouting or voices raising takes place.</li> <li>• Teachers do not sit face on and do not shake hands</li> <li>• Handwashing and antibacterial use before and after the training is essential.</li> </ul> <p>All in person events are to be assessed and allowed with prior approval of the HT only.</p>	
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	YES	There are two staff rooms so that bubbles do not mix.	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	YES	Classroom pods have separate staggered break times.	
	Furniture has been arranged to encourage distancing and not sitting face to face	YES	Furniture is to be arranged in both staff rooms to ensure side on and not face to face conversations take place.	
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	YES	This includes meeting with parents and gatherings of pupils	



			onsite or in non-socially distanced areas.	
Parents evenings	Meetings are undertaken by telephone or internet.	YES	All parents' meetings are due to take place via zoom or TEAMS calls or over the phone. Information is shared in advance. Home school agreement and newsletters Appendix F	September 2020
Essential course delivery	Courses are delivered on line and all "in person" training is suspended for both employees and external participants	YES	DNEAT courses will be ran via webinars in the first term.	September 2020
	Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	YES	As above.	
	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.	YES	As above.	
	Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	YES	Staff join staff meetings remotely from pod bases, bubble staff rooms, a portioned area of the assembly hall or from home	
	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.	YES	As above.	
	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.	YES	All staff to check temperatures before engaging in wider group.	



	Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.	Yes	As above. Training will be split into groups, offsite or will be distanced in the hall.	September 2020 insets
	Delegates will spread out in both outside and inside spaces.	Yes	As above.	
	Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	YES	Handwashing is expected and reminded to all throughout.	
	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.	YES	Delegates will have individual training materials.	
	Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	YES	Training will take place in classroom pod or KS bubble.	
	Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	YES	All training areas will be in pods or bubbles with disinfectant wipes or cleaning supplies.	

## 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	See Appendix B and C for all below: A specific cleaning regime and schedule is appended. Two sets of daily cleaning services double check areas before fogging takes place to reduce microbial load.	
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	YES	There are cleaning stations throughout the school. These are	



			in the staff rooms and first aid and infection control pod spaces.	
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	YES	Cleaning and Caretaking staff have been fully informed of caretaking and cleaning expectations. All guidance has been read and updated and protocols are in place. New PPE and cleaning supplies are in classrooms and all areas around the school. Staff are taking account of additional cleaning. Newest guidance shared 15.7.20 with all staff in risk assessment reminder and update.	25.5.20 <a href="https://www.schools.norfolk.gov.uk/coronavirus/guidance-and-riskassessments/universalhygienearrangements">https://www.schools.norfolk.gov.uk/coronavirus/guidance-and-riskassessments/universalhygienearrangements</a> shared with team
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	YES	Additional cleaners attend the setting at the weekend, and at lunchtimes to ensure touch points are cleaned throughout the day. See Appendix D.	
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	YES	Reception class has Milton bowls with cleansing solution and contact areas are cleaned throughout the day. Anything that is used will be cleaned immediately after use with alcohol and Dettol sprays.	July 2020 check re-stock Appendix B
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	YES	Our cleaners come in and clean touch points more than once per day and TAs and CTs support hygiene by cleaning toys between	



			use. EYFS and Cleaning Schedule	
	In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day	NA		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	YES	Disinfectant wipes are in each classroom pod to clean computer surfaces and touch points.	
	Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	YES	Staff are reminded to ensure that items have the time to naturally dry and for the virus and microbial load to be removed from the surface.	Reminder on July 20 <sup>th</sup> staff briefing
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	YES	All equipment which is shared is timetabled and rota's are in place to ensure that it is only used within the KS bubble. Any equipment shared between pods is cleaned and then left for 72 hours.	Reminder Spet 3 <sup>rd</sup>
	Disinfectant wipes are more generally available for staff to use where they wish to.	YES	Ordered and available in cleaning stations. Cleaning Appendix and B	
	All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	YES	Touch points throughout the school are cleaned in the morning, middle of the day and after school. This includes handrails, door handles and taps.	
	More frequent cleaning requirements have been identified and implemented where appropriate, for example, where	YES	Toilets and touch points throughout the school are	



	pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises		cleaned in the morning, middle of the day and after school. Alcohol based sprays are in use for additional disinfecting of touch point areas. Cleaning Schedule Appendix	
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	YES	As above, quarantine boxes are in situ in each class, in the library and office.	
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	YES	These are wiped before each use with Dettol disinfectant spray.	
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	YES	Staff use hand hygiene and gloves may be used to stop the transfer of germs.	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	YES	All equipment is cleaned and disinfected before and after use.	
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	YES	All shared workstations are cleaned before and after use.	
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	YES	Lunchtime touchpoint cleaning takes place daily.	
Water coolers and drinking water.	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	YES	A notice has been placed above the water coolers.	=
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	This is stored in a locked flammable safe cleaning equipment storage space with other flammables. Cleaning Appendix	July 2020



Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	YES	Pupils have individual play dough and Lego packs. All other toys that are less easy to disinfect between use is not being used at this time and has been removed from the room. Individual packs Appendix B	July 2020
	Toys that are put into children's mouths are cleaned between use	YES	There is an awareness that younger pupils in EYFS and pupils with additional needs may need support	
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	YES	All toys that are less easy to disinfect between use is not being used at this time and has been removed from the room.	
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	YES	All soft furnishings, including fabric chairs, rugs, carpets and cushions have been removed. Items requiring cleaning are done on a hot wash of above 60 degrees. This includes cloths and aprons. Appendix B	
Resources	Children are allocated their own resources e.g. pencils where possible .	YES	Each child has their own set of resources in a labelled bag Appendix F and Behaviour	July 20, 2020
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	NA		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	YES	Books once used are stored in quarantine for 72 hours before being replaced.	



			Any books required will be distributed by teaching staff using PPE to distribute. Books will be on pupils' individual tables. The library will not be in use.	
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	YES	Books once used are stored in quarantine for 72 hours before being replaced. Any books required will be distributed by teaching staff using PPE to distribute. Books will be on pupils' individual tables. The library will not be in use.	
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	YES	Hand hygiene as above for handling books and workbooks.	
	Books and posters checked for visible soiling and disposed of where necessary	YES	Books will be placed aside in specific container – exterior covers will be wiped down to reduce risk of microbial transfer. Books will be used for the week. Then left on a Thursday so it can have 72 hours before the following Monday to reduce microbial load. Appendix B	
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> <li>Apply disinfectant and leave for the appropriate contact time applied</li> <li>Re-apply disinfectant and leave to dry naturally</li> </ul>	YES	<ul style="list-style-type: none"> <li>Health and safety walk to check condition of signage will be done daily by Office Manager.</li> <li>All books that are not easily wiped down due to age will be removed and disposed of.</li> </ul>	For Class Teachers- Shared with Gov 21.5

Lunchtime	Trays, tables and chair touch points are disinfected after use	YES	All wooden work surfaces near sinks have been sanded down and re-varnished with waterproof varnish. Disinfectant is applied and then reapplied as necessary to naturally dry.	
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	As above, MSA and Lunchtime staff as well as Support and teaching staff clean and disinfect regularly. Children will be eating in the classroom designated for their 'pod'. Post lunch time disinfecting wipe down will take place. Named lunchboxes can be brought to school, otherwise they will be brought to them.	
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	YES	Classrooms in KS1 have a snuffle station and there is a cleaning and PPE station with additional personal health and hygiene cleaning PPE.	
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	YES	All classrooms and mixed use spaces have bins.	
	Bins and tissues are provided in the same place.	YES	As above.	
	Waste bags for tissues are double bagged for disposal.	YES	Full PPE training given in June and again July 14 and 15 for all staff onsite and offsite. Appendix E	June 2020



**Handwashing and respiratory hygiene arrangements**

<p><b>Handwashing</b></p>	<p>Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class</p>	<p>YES</p>	<p>All children have received instruction and demonstration on how to wash hands effectively. This will be refreshed on 1<sup>st</sup> June and 7<sup>th</sup> September by HT and CT's as well as in training for all staff on Sept 3 and 4. Signage appropriate to age and stage of children will be placed in washing areas. Children will be escorted to the toilets, and reminded, no matter of age to wash hands for 20seconds whilst singing twinkle little star or ABC song etc...</p>	<p>New Signs printed 26.5.20 Training was refreshed on 1<sup>st</sup> June and 7<sup>th</sup> September by HT and CT's as well as in training for all staff on Sept 3 and 4.</p>
	<p>Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving, after removing their face covering on all arrival (where worn), at other required intervals during the day.</p>	<p>YES</p>	<p>Children will be instructed and supervised to wash hands at these intervals and any other additional intervals which may be appropriate depending on the nature of the learning – craft/art activities. Protocols are already in place and staff and Critical worker pupils are used to these conditions. See Appendix D and F</p>	
	<p>The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.</p>	<p>YES</p>	<p>There is a handwashing timed rota that has been shared with staff and will be added to the newsletter for parents in September as well as in each</p>	<p>July 24, 2020</p>



			<p>class on the wall. BM policy will include a 'Plan for the day' on the wall to include handwashing times.</p> <p>This will support our Behaviour Management policy which expects that all pupils that enter and re-enter the classroom from the toilet areas are then required to wash their hands again.</p> <p>Appendix B</p>	
	<p>Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.</p>	YES	<p>Throughout the school there are hand sanitising stations. These are outside of classrooms on walls internally and outside of classroom doors externally as well as at gate touch points.</p> <p>Appendix B</p>	July 2020
	<p>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.</p>	YES	<p>Handwashing stations are on exterior desks or walls. (Classroom tables will be used that do not need to be in classrooms.)</p> <p>Appendix B</p>	July 24, 2020
	<p>Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)</p>	YES	<p>Pumps are in use that do not require drip trays.</p>	July 24, 2020
	<p>Event related prompts are given to pupils by staff.... after.... before.... when as a more effective means of promoting hand hygiene that fixed time prompts.</p>	YES	<p>Parents and Staff are reminded that children must wash their hands before leaving the house and coming into school. Specific opportunities that require handwashing will be reminded.</p>	July 24, 2020



			Before entering the SLT/ OFFICE corridor there will be a reminder sign to wash hands of use antibacterial gel. Verbal reminders by all throughout the day. Appendix B	
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	YES	All staff, pupils and parents are informed. This is appendixed in the home-school agreement and in our RA staff handbook. Appendix F and Staff Handbook	July 27 <sup>th</sup> 2020
	Supervision arrangements are in place to support pupils with handwashing where it is needed.		Either teacher or TA will supervise children washing hands. As above Appendix D.	
	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	Supervision over hand sanitiser use takes place. MSA and TAs ensure that sanitising stations are clearly marked and pupils are encouraged to use them appropriately. Year R are encouraged to use on entry into school and then wash hands frequently. Appendix A	
	Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	YES	But these are alcohol based to kill the virus and parents are advised that antibacterial gel is being used in school.	
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	YES	Demonstrations and planned hand washing will be in place to encourage hand washing in preference to using sanitiser.	



			However sanitiser will be available throughout the school on exterior walls, Appendix B and C.	
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	YES	Videos, demonstrations, signage and songs have been selected to match the age and stage of pupils. We will be using the E-bugs from the government guidance. This has already been placed on our website. Appendix B, C, D This will be repeated when pupils re-enter school in September.	
	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	Signage is displayed to encourage this protocol. Reminders for using the snuffle stations are in action. Where pupils need reminding staff do so.	
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	YES	All pupils will be reminded to avoid their eyes, nose and mouth Signs in staff rooms for do not touch your men (Mouth, Eyes or Nose) Signs to be made in July 2020	Briefing in July and September
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing).	YES	We have reminded staff not to wear rings or bracelets, to school. HT has demonstrated this since March. <b>Reminded in September 3<sup>rd</sup> training</b>	Briefing on 16.7



Health Needs

Staff health

<p>Individual assessment</p>	<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>	<p>YES</p>	<p>HT has discussed and documented meetings in which measures have been put in place with each person in this category and made agreed appropriate provision for them to return to work safely. HT has sent out an additional flowchart to adults who may be clinically extremely vulnerable, clinically vulnerable or who were previously shielding. Within this risk assessment, a checklist of actions for CI, AP, ET, LF and CG has been considered. Letters sent 26.5.20 to those who are at risk, and risk. Additional specific TB Risks assessments were carried out with 3 members of staff who identified themselves with these categories.</p>	<p>June and July 2020</p>
<p>Wellbeing</p>	<p>Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support</p>	<p>YES</p>	<p>Staff have been provided with well-being contact numbers and have had an opportunity to discuss concerns in virtual staff meeting and in 1:1 discussion with HT. In addition, a wellbeing pack has been provided to staff.</p>	



	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	YES	Procedure is in place for all staff to notify SLT if feeling unwell and for action to be taken by HT. Staff have attended the UEA for testing as required this was supported by DNEAT who made this swiftly available to us. See Staff Handbook and Appendix D	
Symptoms	Staff will go home as soon as possible if they develop symptoms	YES	This has been reiterated in a staff training session on 14 and 15 June 2020. The full protocol is in staff handbooks and has been shared. They are to use the isolation unit in the first instance.	June 2020
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	YES	DNEAT have organised a testing number for us which we use to ensure staff are tested quickly.	May 2020

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

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	YES	Cough, rash, temperature/fever, un-wellness symptoms are all shared with staff and pupils.  Information on symptoms has been shared with children and parents. Pupils in school have been spoken to, a newsletter, video has been shared and there is opportunity to look on our	Remind parents no matter how mild, symptoms must be reported. Sept 2020
----------	--	-----	--	---



			website for additional information. Appendix C and D	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	YES	Staff ask parents vigilantly if their child has been unwell. Home school agreement supports this. Parents are not to bring in any pupils who are not well. Appendix F	Sept 2020
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	YES	Temperature checks are in place for less verbal pupils and younger pupils in KS1 and KS2.	September 2020 (additional thermometers to be ordered)
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	YES	We will share that we can offer a number if testing is required for their child or a member of their household.	September 2020 Shared in additional RA briefing June 14 and 15
Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	YES	A behaviour addendum is on our website and the behaviour and feedback marking policy have been adjusted. Children who present with a need for this to be done will be reviewed as the need arises. Details of provision and boundaries of behaviour linked to social distancing will be communicated to children and parents All pupils with an EHCP have	May 2020



			had an individual risk assessment created on their behalf, all social carers have had discussions. (With HT, SENCO and DHT) Pod File and Appendix G	
	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	<ul style="list-style-type: none"> <li>RA's for individual pupils and support plans for individual pupils have been added and updated onto CURA and our GoogleDrive. All staff have shared these at a transition meeting held on 8.7.2020</li> </ul> Pod File Appendix G	Completed July 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 handwipes before and after</li> <li>Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>	YES	<ul style="list-style-type: none"> <li>We do not have pupils with specific high needs in a wheelchair or that require specific changing.</li> <li>All behaviour RAs include risk to themselves or others from refusing to comply with Covid assessments</li> </ul>	
	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	Additional training has been undertaken and on June 2,3 and July 14 and 15. The PPE guide and infection control policy has been updated as well as the	July 2020



			Home School Agreement and Protocol for symptomatic pupils. All staff have used PPE since lockdown and are familiar with how to put on, use, take off, and store. Appendix C, D and E	
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	<ul style="list-style-type: none"> <li>• Parents have been informed we will be undertaking a Recovery Curriculum. Parents have answered a series of questions this is appended and this has guided the direction of our BIF Recovery curriculum.</li> <li>• Those with social workers, vulnerable pupils, EHCP and LAC pupils or those requiring additional needs that have not been attending the setting or being given a named Support Staff employee to support them.</li> <li>• PIXL Wellbeing resources will be used across the whole school for the first 10 full weeks of the term in each class.</li> </ul>	July-November 2020



	<p>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.</p>	<p>YES</p>	<ul style="list-style-type: none"> <li>• We have included videos with new teachers in a newsletter and on our website. We have had informal meetings with previous teachers online with new teachers and groups. We will speak with families who are concerned about how we can welcome those concerned to re-enter school.</li> <li>• Specific ELSA support will be available.</li> </ul>	<p>July 2020 expectation from staff meeting 8.7 completed by 17.7 with families.</p>
	<p>The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.</p>	<p>YES</p>	<ul style="list-style-type: none"> <li>• PiXL Wellbeing package is being used.</li> <li>• Where safeguarding concerns come to light, full safeguarding cause for concerns will be followed up on and all relevant parties will be spoken with around the child.</li> <li>• Families in FSP are being looked after over the summer and HT undertaking DSL Norfolk in July.</li> </ul>	<p>EYFS lead and HT to undertake Norfolk DSL training 22/7 and 23/7</p>



			<ul style="list-style-type: none"> <li>All existing arrangements will remain.</li> </ul>	
	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	Teachers and TAs will have provided general PSHE teaching on managing feelings during this time. Provision for children who may need additional support with emotions during this time will be able to speak with an ELSA trained member of staff, Bereavement training will be undertaken by staff and we will be using the 10 steps PiXL programme to support our pupils. We have also considered pupil wellbeing in our TA meetings. See Behaviour Policy Appendix F.	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	YES	We have a number of trained support staff who can identify any distress and share concerns with the pupils. We have learning stories to support anxiety and stress in pupils. AT spoken to about offering support.	
	The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.	YES	Staff who are a named contact will take this CPD	July 2020
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	YES	Behaviour policy is followed the addendum has been shared with parents and is in for all to see on our website.	July 2020 updated in line with new DFE behaviour



				guidance and expectations.
--	--	--	--	----------------------------

**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	Letters and a video to demonstrate the social distancing put in place in school. Survey of parents regarding communication routes being used so far will continue to be use – email, class dojo. Surveys of numbers and current feelings towards sending pupils to school have been completed. Appendix G new survey for BIF	Ongoing and constant as necessary to communicate with families. Survey to be sent to staff after briefing today to ask them if they feel confident about how to keep the setting safe from coronavirus mandatory response.
	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	Email to parents regarding our hygiene and being alert to taking extra care. A specific parent agreement has been made to request they adhere to this guidance. Appendix F Template letter completed and sent additional letters at the end	



			of July and in September to be sent.	
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	Signage has been on door in entrance hall. Externally there will be a Covid response information box. Non-essential visitors will be required to wear a mask onsite and PPE. Where visitors are essential PPE, any planned visitors will be required to share their Covid health and safety protocols with our school. Information and guidance is offered and an information sheet shared and they are required to sign in after reading this. All unnecessary visitors have been cancelled and are discouraged.	September 2020 New touch system implemented to counteract this.
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	YES	A sign has been erected outside to inform parents not to congregate or drive to school. To ensure social distancing and to not come to school unwell.	June 2020
	Site changes such as entrances and exits will be identified where required	YES	New graphic signage which is age and stage friendly will be displayed around the school. Further signage added 26.5 and again before September 2020.	September 2020
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	YES	New graphic signage which is age and stage friendly will be displayed around the school. The	June 2020



			staff room has been updated recently to include this new information. Outside the office the signage has been amended.	
	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	As necessary for individual needs that arise.	
	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	Instructional how to hand rub training will be shared with all staff on 16.7.20 in a TA and STAFF Briefing session.	
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	YES	This has been signed and is at the entrance of the office.	

**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	Multiple training sessions have been undertaken and weekly staff briefings with TA and CTs. Principles in the compliance code and local arrangements have been shared. All staff are required to read and sign the RA and attend the RA training.  <i>Staff Handbook and Pod File has been created. Pod File includes 10 tabs of updates and training Sept will include a fully updates handbook to be signed and held on file.</i>	June 2 and 3 July 14 and 15 September 3 and 4
-----------------------	---	-----	---	---



	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	YES	They have signed the staff handbook and confirmed by signing the sheet on July 14 that they are confident with RA arrangements. A further staff survey is to be sent out to remind them of RA training and to ensure they are clear on expectations.	July and September 2020 updates and acknowledgements.
	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	This has taken place throughout the lockdown. Staff will be expected to read this risk assessment and during a staff meeting Tuesday June 2 in the morning, this will be reiterated Annex B and Staff <a href="https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools">https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</a> has been shared.	
	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	This has been shared above under personal hygiene. See appended Staff Handbooks and briefing documents.	
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	YES	All staff, that have been necessary to opening for Critical workers, have been involved in socially distancing our school. Others have seen the video online understand what this looks like. All staff that required one, received an individualised RA to	



			support them to return to working in school when it was deemed safe to do so. All staff will be reminded to socially distance at all times and to use their own bubble spaces and not share these with others. Staff have been considerately placed with year groups that practice socially distancing well in the first instance of the recovery curriculum.	
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	YES	All staff have been consulted and the RA and operational plan will be shared with them on or before Monday June 21, so that they can consider this before school ends for summer and share any specific concerns should they arise.	June 20 <sup>th</sup> : SOS to request a signed agreement that they do not have any concerns and that they have read the new RA and operational plan for concerns before HT implement over the summer.
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how	YES	Specific instructions in handbook and shared in RA training June 2	June 2020



	to arrange for testing and will share test results as soon as they are available.		and 3 and July 14 and 15. To be reiterated in September	
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	YES	All staff have been informed that bubbles and pods have been implemented to support tracking and tracing within educational settings is in place.	July and September 2020
	The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	YES	Where significant changes have been made, these have been to support the RA and their health. New to school have been offered specific training and have read the RA in advance of entering the property.	July 2020

**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 is appendixed and displayed on our website.	June 2020
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	YES	As Above. The newest behaviour guidance from the DFE has also been carefully considered and implemented.	July 2020 and September 2020

**Pupil involvement and communication**

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in COVID-19 guidance for all education settings.	YES	Plans in place. Once pupils are in their pods, we will employ a champion in every class pod. HT to have assembly of certificates etc. online on Fridays if possible and share messages for keeping safe. All assemblies are online	June 2020
-------------------------------	---	-----	--	-----------



			and over the internet. Parents are involved in these.	
	Pupils and staff have contributed towards how these new roles will support the schools aims	YES	As above	
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	YES	As above	
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	YES	Throughout the pupils have been informed graphically or via video, song and rhyme to support their clear understanding. School has had posters added to walls and public spaces. Website and in school	Ongoing

**Educational tools**

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> <li>become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.</li> <li>encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>	YES	We will use the <a href="https://www.ebug.eu/">https://www.ebug.eu/</a> this should support their understanding in microbial load reduction and transmission.	May 2020
	The following resources are used where appropriate: <ul style="list-style-type: none"> <li><a href="#">e-Bug</a> resources to teach pupils about hygiene.</li> <li><a href="#">the Educational Settings poster</a></li> <li><a href="#">the Coronavirus Toolkit for Professionals</a> which contains campaign materials.</li> </ul>	YES	These are on our website and will be used with the pods in school. Printed and distributed around school. Appendix B and C	
	Additional information used to educate pupils is taken from trusted sources such as <a href="#">Info Space</a> or <a href="#">Norfolk Schools</a> (which both contain the same COVID-19 information) and <a href="#">Public Health England</a> .	YES	We are working in partnership with DNEAT our trust to ensure the guidance we share is accurate and supportive.	



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

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	YES	Pupil Asset, Visitor and GDPR records kept on file.	September 2020
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	YES	Guidance from NCC and DNEAT in place. DPO aware. New notice is in place.	New online touch screen sign in will include details for Track and Trace in September and Visitor information.
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	YES	Guidance from NCC and DNEAT in place. DPO aware.	Above
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	YES	We have identified our current DHT office as the appropriate place for our infection control isolation unit for the Autumn term. This room is near to a toilet and has a large door that can be opened and window. It is near to the front of the school and teachers do not need to access different bubble corridors in the event of Covid suspected illness. This is not a space for all illness. Other illness can remain in the classroom or be taken to the infection space in the assembly hall.	July 27 <sup>th</sup> 2020



	Where possible there is separate use of toilet and handwashing facilities nearby.	YES	This can be easily wiped down and there is a window and sink access in the room for handwashing.	July 27 <sup>th</sup> 2020
	The room has been emptied of unnecessary items.	YES	This room has appropriate PPE and sanitary support items. Appendix B and Appendix D and F	July 27 <sup>th</sup> 2020
	Tissues and a waste bag have been provided in the room	YES	As Above. See Appendix D.	
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	YES	We have 2 additional outdoor pod spaces where children can be moved to, if a child is presenting as unwell in each of the bubble corridors. These will then be cleaned by the cleaning staff at lunchtime or after school.	
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	YES	Deep clean needs to take place. Fogging will be completed on a weekly basis and cleaning is implemented by team either at lunch or after school. Rooms available as above. Cleaning Appendix	Cleaning updated September 2020
	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	YES	There is a sink and plenty of space in this room. PPE in place. All staff have been trained in wearing PPE and safe PPE removal. Staff Handbook	June 2 and 3, July 14 and 15 and September 3 <sup>rd</sup> training
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	YES	All staff have been informed of isolation requirements and the space. This will also be the	September 2020



			EYFS and KS1 PPA room during the Autumn term. All staff are required to sign a form on the door to inform all of when a suspected case has been brought into the room.	
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	YES	This has been shared with the cleaning team 26.5.20 and again with Stulee on 16.7.20 <a href="https://www.schools.norfolk.gov.uk/coronavirus/guidance-and-riskassessments/universal-hygienearrangements">https://www.schools.norfolk.gov.uk/coronavirus/guidance-and-riskassessments/universal-hygienearrangements</a>	
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	YES	As above. Cleaning takes place immediately with appropriate PPE in place and the support staff remains with the pupil until collection. The support staff uses Dettol and alcohol based cleansers to wipe down touch points and chairs/desks and handles, taps basins before leaving the room. All of this is then double bagged and thrown into the yellow bin for 72 hours.	
	The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	YES	The cleaning team will come into the setting at 2 points in the day and carry out a deep clean. The pupils will be moved to an outdoor or indoor space within	September 2020



			<p>their bubble while cleaning takes place.</p> <p>EYFS to use outdoor space within fenced off area.</p> <p>Year 1 and Year 2 to use the kitchen.</p> <p>Year 5 and 6 to use the wonder group room and Year 3 and 4 to use the pupil group room.</p> <p>This to then be shared with cleaning team for additional cleaning that day.</p> <p>Appendix A</p>	
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	YES	<p>PPE training has been undertaken. There are PPE and cleaning stations throughout the school in every classroom, office and space.</p> <p>Appendix B and F</p>	TA's to ensure on June 21 <sup>st</sup> .
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	YES	Soft surfaces have been removed from classrooms and will be cleaned by professional cleaners in other areas of the school if contaminated.	Share with Stulee on 16.7
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Yes	<p>Cleaning staff will be informed. The area will be cleaned during one of the two daily cleaning sessions.</p> <p>Appendix Cleaning</p>	



Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	YES	All DNEAT and NCC letters will be used by the school. Appendix E and F	June 2020
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	YES	YES. Testing kits, when offered will be given to suspected pupils. Where parents are uncomfortable with self-testing arrangements families will sent to testing units.	Sept 2020
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	YES	These have been shared on the website and will be shared in a suspected case briefing with pupils when they are sent home. This guide will include steps and expectations to confirm case or results immediately.	Action for JL and JW July 2020
	Parents/carers will be advised to notify the setting as soon as the test result is known.	YES	As above.	Action for JL and JW July 2020
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	YES	YES these have been shared in training on June 2 and 3 as well as updated in RA training on July 14 and 15. See staff handbook for full guidance. Appendix Protocol for Symptoms and Home School Agreements E and F	
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	YES	Where staff are taken ill the office will notify relevant family members without delay.	Office action from July 2020
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are	YES	As above with pupils and staff being informed. If there has been	Office action from July 2020



	not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.		a KS bubble breach, families will be informed in the first instance. Appendix E and F	
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	YES	This is provided by our trust DNEAT. See our Appendix Symptoms sheet E	May 2020
	The setting will register with the local testing service to receive their unique employer code by emailing: <a href="mailto:NorfolkRegistercovidtesting@nnuh.nhs.uk">NorfolkRegistercovidtesting@nnuh.nhs.uk</a> providing the name of the employing organisation, their job title and a contact telephone number.	YES	As above	
	The employee will be asked to provide their test result to the setting as soon as it is known.	YES	This has been shared in the staff handbook and updated training on July 14 and 15. This will be shared in Sept 3 training.	June 2020
Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	YES	School to share with HSO for DNEAT, SM and full process with NCC and DNEAT will be followed. All guidance followed and details for track trace will be held and shared as necessary.	September 2020
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	YES	As above.	Ongoing
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	YES	As above and will hold all details on their registers	September 2020
Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	YES	We have a new visitor register which will hold the information for the Tracking from September 2020. All staff will be required to	September 2020



			inform school of anyone they have come into contact with that may have coronavirus or is being tested, as well as many family or friends that may be tested due to symptoms. Please see symptoms Appendix.	
	The setting will contact the NCC Education Incident Room in the event of a positive test.	YES	As above. Appendix E	
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	YES	<p>The BIF and Home School Learning Action plan has been organised to take into account home learning arrangements.</p> <p>Appendix F</p> <p>The school is investing in additional technology that can be taken home for such incidents. Blended learning approaches will be offered and computers for incidents. Teachers will be required to video lessons where there is a pod or bubble closure takes place or in classroom videoing may take place of live lessons if and when appropriate if groups of pupils are required to isolate for 14 days.</p>	September 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	<ul style="list-style-type: none"> <li>• All office and work spaces have taken account of staff not sitting face to face.</li> <li>• Furniture has been arranged so that separation exists.</li> <li>• Classroom Teacher desks that are large and space teachers near to pupils have been moved away from the front of the class or removed and replaced with a much smaller desk for the time being.</li> <li>• Hot desking is avoided however where necessary cleaning supplies and wipes are placed on them so that each staff member can wipe down their area after use.</li> <li>• There are two printer locations so that specific staff groups and bubbles do not mix.</li> <li>• Leadership are given PPE gloves, shoe coverings and visors to enter mix</li> </ul>	<p>Staff to ensure this is in readiness of Autumn 2020</p> <p>Actions to be shared before the end of the term.</p> <p>New purchases and organisation of classrooms to account for leadership time and organised monitoring in place.</p>
--	--	-----	---	--



			areas if necessary. There will be a marked area in the classroom in each pod for leadership to enter and continue monitoring and control measures. This will be the same for governors and AGEPs.	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <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>	YES	<ul style="list-style-type: none"> <li>• Additional work spaces have been allocated for bubbles and additional cover as necessary.</li> <li>• As above for where workspace sharing cannot be avoided.</li> <li>• Individual risk assessments have been undertaken and considered for CV and CEV staff.</li> </ul>	

**Planning for emergencies**

Fire evacuation	A fire drill is planned for the first week of term	YES	Fire drill is planned for Weds September 9 <sup>th</sup> , 16 <sup>th</sup> and 23 <sup>rd</sup> . EYFS will not be in therefore fire drills will be planned for first 3 Weds. All fire- Appendix A, B and D	Placed on calendar 15.7.20
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate	YES	Each classroom has their own assembly point. The pod leader will be in charge of calmly	May 2020



	assembly points have been introduced in order to prevent large gatherings in one place.		removing pupils through the external doors onto the playground and their marked Fire Safety evacuation point. Fire Safety protocol Appendix D	
	Fire drills that are carried out encourage social distancing.	YES	Fire drills have been held bi-weekly and as new pupils started see phased return of year groups on Re opening Timetable and Appendix F New pupils to the setting and from September see above. All fire drills will be held at regular intervals and following first 3 Weds staff will not be informed in advance.	Shared with office July 2020
	Staff and pupils understand that in an emergency they must leave without delay	YES	This will be practised and communicated. Each classroom has their own assembly point. The pod leader will be in charge of calmly removing pupils through the external doors onto the playground and their marked Fire Safety evacuation point. Appendix F	
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	YES	See Above.	
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	YES	Our first aid room is stocked with appropriate PPE Appendix B and C, E and F	
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March	YES	<ul style="list-style-type: none"> <li>All fully trained.</li> </ul>	



	<p>2020, and requalification cannot be accessed because of coronavirus, the setting can:</p> <ul style="list-style-type: none"> <li>• Explain why requalification hasn't been possible</li> <li>• Demonstrate the steps taken to access training.</li> </ul>		<ul style="list-style-type: none"> <li>• First Aiders not to be CV group.</li> </ul>	
	<p>Normal first aid cover identified in the First Aid Risk Assessment is provided.</p>	<p>YES</p>	<p>This includes that the:</p> <ul style="list-style-type: none"> <li>• First Aid room is fully stocked.</li> <li>• Isolation room includes First Aid</li> <li>• First Aid boxes are checked regularly and in all bubbles.</li> <li>• All staff have regular first aid training yearly and all current staff are up to date with training.</li> </ul> <p>Appendix A, B, E, F</p>	
	<p>Staff who require refresher training use <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.</p>		<p>June 2<sup>nd</sup> and July 14 and 15 briefing reiterated this information shared to staff in school over the closure.</p> <p>Appendix F Share (Planning for emergencies advice)</p> <p><a href="https://www.schools.norfolk.gov.uk/coronavirus/guidance-and-riskassessments/planning-foremergencies">https://www.schools.norfolk.gov.uk/coronavirus/guidance-and-riskassessments/planning-foremergencies</a></p>	
	<p>To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate</p>		<p>Families will be called in the event of first aid assistance being</p>	<p>June 2020</p>



			needed that cannot be communicated either due to language, communication or age barrier. Or where additional family assistance is required. To be communicated by the first aid leader KM. Appendix D for protocol currently in place. KM to ensure First Aid boxes are fully stocked and will be on hand for KS1 bubble offer support as required. Appendix F, B, E	
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance		Full PPE is in place as above. Appendix A, B, E	

**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	Full PPE is in place in across the school for first aid, suspected cases and office and leadership when mobility across the school is required which breaks bubbles. Appendix E and F PPE training has taken place and been updated. This is also in the staff handbooks. Appendix E	June, July and Sept briefings
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	YES	Transport information is clear and guidance is in place. Transport has not been used as of yet.	Autumn 2020



			From Autumn parents and pupils will be offered PPE bags to safely store face coverings if taking public transport. Appendix E and F	
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> <li>• The wearer must not touch the front of their face during use or when removing the face covering.</li> <li>• They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin.</li> <li>• They must perform hand hygiene on arrival at the setting and after removing their face covering.</li> </ul>	YES	In staff handbook, appended and in training briefings on June 2 and 3, July 14 and 15 and Sept 3. Appendix E and F and Staff Handbooks	Consistently updated and un place May 2020

**Review of existing assessments**

	The setting regularly reviews their arrangements in line with compliance code updates	YES	Regular reviews take place weekly and are added to the governor hub. This is from updates on NCC in grey weekly. These are then transferred into practice and shared with staff at weekly meetings or monthly full RA re-briefings as necessary.	
	Review arrangements ensure that the control measures are effective and working as planned.	YES	We have re-addressed importance of safeguarding and supporting RA in additional briefing sessions. Staff are consulted and information is shared to them.	Autumn 2020 additional staff assurances.



			Staff quizzes from September about what to do in the case of? Who to go to etc. will take place and surveys which ensure all sign to agree to what they clearly understand from the risk involved.	
--	--	--	--	--

**Any other actions that are not listed above**

Appendix	Title	Appendix	Title
A	Opening Plan, Timetables and Rotas	D	Fire Safety
B	Opening Job List and RA List of actions	E	PPE guidance, Protocol for Symptoms and First Aid
C	Infection Control Policy	F	Home School Agreement and Behaviour Addendums
G Pod File BIF info	Table of Contents for File given to each pod BIF Survey of parents concerns and comments		

<b>Assessor's Name:</b>	<b>Manager's Name: Shannon O'Sullivan</b>
<b>Position:</b>	<b>Position: Headteacher</b>
<b>Signature:</b>	<b>Signature: Mrs. S O'Sullivan</b>

<b>DoN MAT REVIEW – for internal use only</b>				
	<b>Comments</b>	<b>RA agreed to take forward</b> <i>Please delete as applicable</i>	<b>Name</b>	<b>Date</b>
<b>AGEP/DoSI</b>	Detailed document- further editing has taken place for clarity. Further work was needed around the 'bubbles'. Several supporting documents provide further detail. I have advised that the letter to parents that includes information regarding the open afternoon planned for 4th September must be clarified for parents that it is only for pupils.	<b>Yes</b>	Karen Gay	21/07/2020
<b>H&amp;S specialist</b>	The Risk Assessment has been updated to incorporate guidance and advice ready for reopening to all staff and pupils from September 2020	<b>Yes</b>	Sharon Money	5 August 2020
<b>CEO FINAL approval</b>		<b>Yes</b>	Oliver Burwood	13 August 2020
		Once sign off received from CEO the academy and LGB will be notified (of approval) via GovHub.		