

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

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### Contents

Management Planning	3
Senior Management Team	3
Staffing arrangements	6
Cohorting and limiting contact	8
Pupil and staff grouping	8
Reducing and managing visitors	9
Travel and parking	11
Arriving at and leaving the setting	12
Educational Activities	14
Lunchtime and breaks	15
Movement around the premises	17
Toilets and handwashing facilities	18
Meetings and events	18
Breakfast and afterschool clubs	19
Universal Hygiene Arrangements	20
Cleaning and disinfection	20
Handwashing arrangements	21
Health Needs	22
Staff health	22
Pupil Health	23
Communication and Involvement	24
General Arrangements	24

Staff Instruction	25
Pupil involvement and communication	26
Educational tools	26
Other considerations	27
Actions if a person develops symptoms	27
Planning for emergencies	28
Any other actions that are not listed above	30

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

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

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

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

Date of change	Section, Page and Change
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12-02-2020	Whole revised document please read.
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<b>Setting/Premises:</b>	Glebeland and Barnby North Cove		
<b>Location:</b>	Beccles		
<b>Assessment Date:</b>	13/05/20 (red = to do) Routinely reviews required	<b>Reviews completed on</b>	29/5/20, 05/06/20, 24/8/2020 30.8.2020, 2.9.2020, 13.9.20 7.10.2020 5.11.2020
<b>Assessment completed by:</b>	L.Scott - 2020/21		

The risk assessment below is informed and underpinned by the government's guidance to issue to schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

## Management Planning

### Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	Adjustments to setting hours ( <del>staggered times, attendance for specific hours</del> ) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels.		Both settings now 8.55 – 3.15 teaching time Parent drop off times set in 3 groups alphabetically School day will commence at 8.30am and finish at 3.30p.m. for all pupils. Transport requirements were finalised prior to the end of summer term.	Need to send this info to parents – completed 28/5 and %  w/c: 1.9.2020 - parents have received information regarding updated timing for the day.

			<p>Current staffing levels allow for keystage bubbles to be implemented.</p> <p>Parent leaflet to be created and sent out to all parents.</p> <p>No change to timings of the start and finish of the school day</p>	<p>Leaflet to be sent out Thursday 27th September (staff sent copies)</p> <p>Q&amp;A leaflet to be sent out 1st September - LS</p> <p>Supporting your child back to school leaflet sent out 1st September -LS</p>
	<p>An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, <del>using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught.</del> and the delivery of a full board and balanced curriculum including specialist teaching across classes.</p>	Yes	<p>Glebeland</p> <p>Year 6 can stay in their classroom as up to 15 and can be separated easily using library toilet.</p> <p>Key worker children to stay in class 3 if below 15</p> <p>KW chn to use boys toilet block</p> <p>Year 1 to stay in class 2 – and use girls toilet block</p> <p>Reception to stay in class1 with their own toilet block</p> <p>BNC</p> <p>If Nursery and Reception all return = 21 children</p> <p>Toilet sharing will be an issue</p>	<p>Need to put up signs on each toilet block for age ranges – planned for PD Day</p> <p>Completed 1/6/20</p> <p>Signs placed to signal maximum usage and KS usage - Inset Day 2</p> <p>Inform parents</p> <p>All R/1/6 children to join their cohorts this should keep KW to below 15</p> <p>Able to be flexible as numbers on 1/6/20 are so low and teaching staff are supervising children of KW until 4pm to allow them to be with peers</p> <p>Possibly mix R/1 - survey of parents will provide info needed here</p> <p>Groups are very small and staffing is more than adequate for the numbers</p> <p>Create rota for toilet completed and shared with all staff on 1/6/20</p>

		<p>Create a rota for classes to avoid congestion in the corridor</p> <p>Reception class to use the boys toilets as there is space for changing nappies</p> <p>Yr 6 to use accessible toilet</p> <p>KW and Yr 1 have a rota for the girls toilet</p> <p>Groupings of pupils will remain consistent within key stage bubbles. Where possible, staff will remain within their bubbles, however, to ensure the full delivery of the curriculum, it is recognised that staff may need to move across bubbles and therefore social distancing from pupils is recommended.</p> <p>Whole-school assemblies will not take place. Shared spaces will be restricted to Key Stage bubbles.</p> <p>Breaks will be staggered to avoid high footfall in the corridors and restricted space. Pupils will access the outside space via their classroom exit where possible.</p> <p>Use of toilet blocks will need to be shared, therefore cleaning must be strictly adhered to.</p> <p>No Change - cleaning rota remains in place (cleaning</p>	<p>BNC numbers very low but space is limited – monitor future requests to return as capacity and space would be a problem beyond 8 children.</p> <p>STaff handbooks created and shared on day 2 of inset (2/9/20) details timetable logistics, staffing rotas, hygiene controls &amp; cleaning rotas and what to do when suspected or confirmed cases.</p> <p>Staff rota for cleaning created and shared - 2.9.2020 - L.C &amp; J.W</p>
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			products with bleach have been removed as per latest guidance amendments)	
	<p><del>Plans have been put in place to address lack of adequate space or available staff to achieve separation of people/cohorting. Class size issues have been escalated to the Cluster Adviser</del></p> <p>As per full opening guidance, classes in primary are full classes.</p>		<p><del>No issues on class size at Glebeland possible issue re Nursery Reception at BNC</del></p> <p><del>Need to move 2 PT TAs from Glebeland to BNC to address staff shortage at BNC due to shielding</del></p> <p>Unnecessary furniture has been removed from classrooms to allow for the adjustment of classroom layouts - unused equipment and furniture will be stored safely and neatly in the halls whilst not in use. Classes now return to full size with forward facing desks - pupils in pairs/single sitting side-by-side.</p> <p>No change implemented</p>	<p>Wait for survey info</p> <p>Low uptake makes class size manageable on 2/6</p> <p>Only one moving to BNC as staff numbers are ok now 29/5</p> <p>Classrooms to be set up ready for pupil return 3.9.2020 - class teachers</p> <p>Learning trays to be set up and ready for pupil return 3.9.2020 - class teachers</p>

	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.		<p><del>No access to hall or upstairs at Glebeland</del> Yr 6 only can access ICT room</p> <p>No hall use at BNC Hall is used for small group work in zoned areas. The areas are cleaned after use.</p>	<p>Hand sanitiser to be used before and after entering- arrange this by 22/05/20 Complete 1/6/20 Remains in place 25.8.2020</p> <p>13/9/20 Hall can be used for intervention - areas to be thoroughly cleaned after use.</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 in line with the checks you would normally undertake at the end of the summer period	n/a	<p>School is classed as a bubble, therefore hall space can be used for break-out &amp; intervention areas directly outside the classrooms. Furniture must be thoroughly cleaned down after use. Use of hall must be minimised</p>	
	SMT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.		<p><del>Broken toilet at Glebeland reported and outstanding</del></p> <p>Heating/water quality issue at BNC Facilities are aware of both issues</p>	<p>Must be complete by 28/05/20 M A-D has completed</p> <p>Heating confirmed to be fixed 27/5/20</p> <p>Checks were completed on 28/5/20 and water confirmed to be acceptable quality – Trustees and CEO informed that DT was satisfied school was compliant with all H&amp;S requirements</p>



			All heating and water facilities have received full maintenance are in full working order	Site staff continue to carry out compliance checks - last compliance check completed - TBC September '20
	SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	yes	Vertas to liaise with Robin Additional cleaning remains in place - cleaners are on site to do a thorough clean at the end of each day	School would still like further detail on cleaning but some issues have been clarified. DT to contact RC 2/6/20
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.		DT shared with all staff	13/05/20
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions		DT to share LS to share Updated risk assessments are shared with all staff.	To be shared w/c 18/05 Shared 25/5 To be shared 1.2.2020 - feedback to be received 2.9.2020 during inset.
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns	Central team meeting	Risk Assessment will a standing item on all staff and SLT meetings. All staff will be asked to provide time relevant feedback regarding the RA and changes made as deemed required to do so. Risk assessment shared with all staff	Weekly review on Thursdays Met 4/6/20  De-brief to be held on Thursday 3rd and Friday 4th with LC & JW.

			20.11.2020- feedback requested.	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	yes	<p>Parents have been notified that they are unable to enter the building. Adjustments to be made to support individuals as required</p> <p>Monitoring of cleaning and adherence of RA is completed daily by SLT and feedback provided where necessary.</p> <p>Parents are requested to social distance when on site.</p>	<p>Follow up with LCahill</p> <p>DT to attend on 2/6/20</p> <p>Adjustments made and restrictions fully adhered to – Observed by DT 2/6/20</p> <p>Email sent detailing new arrangements to aprent 27.8.2020.</p> <p>Q&amp;A and supporting your child back to school leaflet to be sent w/c: 31.8.2020 - LS</p>
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.		<p>DT sharing info with LCs – invited to Google Meet</p> <p>A new positive behaviour system will be implemented in September that includes clear expectations and routines. The document will be shared with all LC, staff and parents.</p> <p>Parents will not be allowed onto site - specific arrangements</p>	<p>Chair attended briefing on 1/6/20</p> <p>To be shared with staff during day 1 of inset. Sent to parents during the first week of return and shared with LC week 2.</p>

			made for the integration of new reception pupils. Updated RA sent to chair of Governors.	
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	15/5/20 completed All new staff will complete the annual safeguarding training and induction training. All staff will complete the annual safeguarding training including COVID specific guidance. Safeguarding remains secure.	Addendum provided by Trust To be completed 1st and 2nd of September 2020.
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance.	Yes	Facilities team completing Weekly purchasing ensures that there is a full supply of cleaning products on site - additional purchases are made as required.	Need to know how this will be delivered RC confirmed delivery due on PD Day All PPE delivered to both sites on 01/06/20 Confirmation that both schools have sufficient cleaning supplies 21.7.2020 Extra cleaning materials purchased to ensure each class could provide handwashing and anti bac contact points All requirements met
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.		Delegated to Facilities Vertas	In place

## Staffing arrangements

Staffing levels	Reduced staff ratios do not significantly compromise the safety and security of pupils (please note EYFS ratios can also be changed due the current exceptional circumstances)	Yes	<p>Have enough staff to put one teacher and 1 TA in each group</p> <p>Lunch breaks will have to be half hour and one staff from each team at a time Teachers to have tea break pm to compensate for short lunch</p> <p>Staff capacity is sufficient to to support the logistical requirements for the safety of children. Currently no staff are isolating or shielding. Where staffing is impacted, cover is arranged to ensure the safety of pupils is maintained.</p>	<p>Draw up rota</p> <p>Create outdoor seating space</p> <p>Rota complete</p> <p>All info shared with staff on both sites on 1/6/20 and rotas shared on 29/5/20</p> <p>Rota for staff duty to be completed and shared on Inset 1st September Rota is in place and is updated as required to reflect staffing.</p>
	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Arrangements for the deployment of staff and use of alternative buildings have been drawn up for implementation where appropriate and possible (see pupil and staff cohorting).		<p>Staff still shielding this will impact on ratios and capacity to open BNC is down by 2 FT staff and if</p> <p>Union advice prevents teachers returning there</p>	<p>Depending on number of pupils may be able to mix groups if staffing not adequate</p> <p>Emailed staff 29/5 for update</p> <p>We have excess staff on both sites enabling release for SLT</p>

			<p>may be a staffing issue at BNC</p> <p>Currently staffing is sufficient at both schools - communication system implemented to monitor staffing levels</p> <p>Rotas and staffing is monitored daily by SLT to ensure the school is fully operational where possible.</p>	<p>Staff to directly inform the Senior Leader on the school site and daily staff sheet completed by the office manager.</p>
	Plans are in place for teaching assistants to be allocated to lead a class group under the direction of a teacher if there is a shortage of teachers.		<p>All staff made aware PPA will be covered by TAs and planned for by teachers</p> <p>No staff are isolating or shielding at present. HLTAs/TAs are available where cover may be required. Senior teachers have release time and can support if required.</p>	<p>BNC has staff member available to deliver PPA so TA's not required to teach Glebeland – supported by DT on PPA afternoon – pupil numbers are very low and ratios are good – no concerns re safety</p>
Business support and premises management staff	Staff work from home where it is possible		<p>PPA encouraged to be at home</p> <p>DT will attend each site on PPA day</p> <p>Teachers take PPA off-site</p>	<p>Teachers left school to work at home during PPA</p> <p>DT attended Glebeland on Wednesday to support and BNC on Thursday</p>

	Hot desking is avoided	Yes	Hot-desking will continue to be avoided - 1.9.2020	
	Office spaces are arranged to support social distancing (maintaining 2m distance)	Yes	No other staff to enter either office as not possible to social distance Staffrooms restricted to a maximum of 3 persons at once. Social distancing to be respected.	Staff informed on 18/5/20
	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	Yes	<del>DT to work from home 3 days a week</del> LS will remain in 1 school per day unless in the case of an emergency. Staff will carry out PPA in school due to two sessions offered (will be reviewed as required). PPA arrangements now allow for staff to take their PPA offsite.	Begins w/c 8/6/20  w/c: 1.9.2020  PPA timetable established allowing staff to work remotely - W/c: 13.9.2020
Premises and cleaning staff	Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting.	Yes	Staff rota for cleaning and Vertas arrive at 3,30pm	Staff clean contact points at 11 and 1 – Vertas clean at 3.30pm Vertas sharing detailed cleaning expectations with LS 1.9.2020 LS will monitor hygiene and cleanliness of the premises Continue with focus on high-frequency touchpoints.

	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Delegated	Facilities to confirm	Need update on Vertas cleaning o/s Vertas sharing detailed cleaning expectations with LS 1.9.2020 LS will monitor hygiene and cleanliness of the premises
	Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.		PPE is provided in both schools. Appropriate cleaning materials have been provided.	Need update on Vertas cleaning equipment at BNC received from Robin 28/5 Vertas sharing detailed cleaning expectations with LS 1.9.2020 LS will monitor hygiene and cleanliness of the premises
Volunteers	Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members.	yes	No volunteers on site Peripatetic & specialist staff allowed to return	1.9.2020

## Cohorting and limiting contact

### Pupil and staff grouping

Primary school classes and early years providers	<del>Actions have been taken to create smaller groups in order to achieve social distancing (with a maximum of 15 pupils per small group, teacher and teaching assistant or smaller if the classroom size does not allow). The setting should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.</del> Full opening as from 1st September allows primary schools to operate with full classes.	Yes	Timetables in place Class sizes return to normal class sizes. Whole school is classed as a bubble. Restrictions of interactions are reduced to keystages as much as possible to minimise movement and contact between staff and pupils.	Class sizes are between 2 and 7 with up to 2 adults  w/c: 1.9.2020
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			Breaks have been staggered and designated play areas provided. Lunchtimes play areas designated for each keystage. Lunches are held in classrooms. Movement of staff has been minimised as much as possible but cannot be entirely removed due to size of school and staffing capacity.	
Keeping cohorts together where possible	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	Classroom furniture to be removed to allow for separation of desks and movement Remains in place	Completed 1/6/20  1.9.2020
	Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days.	Yes	Each school has zones on the outside play areas for keystage bubbles – children eat in their classrooms or outdoor zones There is enough space for PE to take place in each zone	Each school has zones on the playground for their bubbles – children eat in their classrooms or outdoor zones There is enough space for PE to take place in each zone as pupil numbers are low enough to allow lots of space 1.9.2020



	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	<p>Apart from PPA time</p> <p>Where staffing capacity allows, there are 2 members of staff in each class. A senior teacher or the headteacher is available on both sites.</p>	<p>BNC have staff absence and Year 6 group has 1 teacher</p> <p>A second teacher is available to support in adjacent classroom and is not currently working in a bubble so supervises when needed. This teacher does not enter the bubble but observes from the adjacent classroom.</p> <p>w/c: 1.9.2020</p>
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	<p>Where possible staff are consistently within a keystage bubble, however where the need of the children or the staff contracts demand, staff movement cannot be entirely removed. Where movement across the schools occur - measures are in place to mitigate risk - social distancing &amp; hygiene controls.</p> <p>Where staff move across classes - risks are mitigated through</p>	<p>Most bubbles are made from 2/3 staff and are consistent all week</p> <p>Due to PT staff contracts some bubbles have a different TA – This TA does not work in another bubble and is assigned to one class only</p>

			social distancing and the wearing of visors.	
	Where possible pupils use the same desk each day where they attend on consecutive days.	Yes	Pupils will remain in their own seats - movement around classrooms will be minimised. Pupils will keep their belongings with them at their desks.	Yes – across both schools 1.9.2020
	Multiple groups do not use outdoor play equipment at the same time.	Yes	Zoned areas created for play	Yes – across both schools some equipment is out of bounds to prevent possible cross contamination Maintained 1.9.2020

### **Reducing and managing visitors**

Visitors	Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the most senior person on site if they are in doubt about an unplanned visit	Yes	Visits to the school must be prearranged and added to the school calendar.	Yes All staff informed in briefing 1/6/20 BNC had planned maintenance on 4/6/20 – DT on site to supervise Remains in place 1.9.2020
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	yes		
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	Office staff to organise this Including extra sanitation	Emailed to office staff 28/5 Needs follow up as not in place on 4/6/20 Maintenance used own pen Staff are sharing pen but have sanitiser next to signing in sheet – This can be replaced with a staff PA register DT to email OMs 5/6/20 to put this in place

				Remains in place 1.9.2020
	The reception is operating on a one in and one out basis for essential visitors	n/a	Visitors to the site are minimised - specialist staff & teachers are permitted on site on an agreed rota basis.	w/c: 1.9.2020 - office staff to enter visitors to the school calendar
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible the installation of screens to protect staff should be considered		Keep glass closed at all times	In place
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Delegated	Office managers to organise this Contact details to be taken for track and trace purposes. Details will be stored away confidentially Temperatures will be taken of visitors.	To be in place at end of PD Day DT to follow up 05/06/20  1.9.2020 - office managers to create a Google form for recording.
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)		Sanitisation stations in place All visitors sanitise before entering the school via the school office.	PD Day Not in place at BNC DT to follow up 5/6/20 Hand gel available in both office areas - office staff must remind visitors to sanitise before entry allowed 1.9.2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)		Check on delivery times for food and how do we ensure sanitisation	Deliveries can be made without staff entering the premises on both sites  NOW Complete

	Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	yes	CContinue to minimise the footfall in the school from visitors.	Office managers/site managers to ensure this happens w/c: 1.9.2020
	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	n/a		
	Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances		No parents in school building Must wait in reception area 1 parent per household No face to face meetings – all made over phone Parents are able to visit for exceptional circumstances - temperatures are taken on site. Meetings will be held in the reception area.	remains in place 1.9.2020

### Travel and parking

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)		<del>Glebeland will have a 3 tier drop off system to avoid congestion</del> N/A	Observed by DT on 2 <sup>nd</sup> and 3 <sup>rd</sup> June No issues at Glebeland  This will be monitored by LS & LC on a daily basis to ensure social distancing is complied with by adults.
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	Parents to be informed in a letter	Complete 1/6/20 1.9.2020

			clinically vulnerable groups are able to collect their children from school - social distancing must be adhered to. Parents may wear masks on site.	
/Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	yes	“ “	Complete 1/6/20 remains in place 1.9.2020
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	“ “	Complete 1/6/20 1.9.2020 - letter sent advising parents to socially distance.
	Parents and staff have been advised that only the same household members should travel together by car	Yes	People from the same household or bubble may share car journeys.	Complete 1/6/20
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	n/a		Complete 1/6/20
	Pupils and parents have been advised that they should not walk together in large groups	yes	“ “	Complete 1/6/20
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	yes	“ “	Complete 1/6/20 Guidance remains in place 1.9.2020
	Pupils, parents and staff have been advised to wash their hands before and after using transport services			Complete 1/6/20 Guidance remains in place 1.9.2020
	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	n/a		Info received 6 pupils and KL to meet bus Complete – although pupils advised no face masks in school – Glebe coaches advised

				Office manager to clarify school transport guidance with providers in light of current guidance and to inform parents accordingly - 1.9.2020
	Pupil attendance times have considered reduced numbers associated with public transport where possible.	n/a		
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.		School mini bus will not be used under Covid-19 safety regulations	
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.		School mini bus will not be used under Covid-19 safety regulations	
	Markings are provided where queuing is required for transport services on school premises	yes		KLto supervise at the end of school day Check that the staff contract may need adjusting in light of school day adjustments.
	Windows are opened during journeys where it is safe to do so		<del>Need update on school transport</del>	Ask office manager for update on Glebe Coaches safety procedures
	Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use		<del>Need update on school transport</del>	Ask office manager for update on Glebe Coaches safety procedures
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)		PPE advice given in cases of emergency Emergency contact will be requested to collect the person as soon as possible.	1.9.2020 (handbook)

### **Arriving at and leaving the setting**

Parents and pupils – arriving	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	SLT to monitor and delegate staff member	Complete
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and leaving the premises			SLT will monitor, gather feedback from staff and provide feedback in daily briefing during the first few days of pupils' return. Parents must continue to socially distance whilst on site.	1.9.2020 - adjustments to logistics made to staff handbook and risk assessment. All stakeholders to be informed in a timely manner. Sept '20 appropriate alterations have been made at BNC to reduce footfall in high traffic areas during drop-off and collection times.
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.	Yes	<del>3-tier alphabetic system with 10 minute allocated time slots</del> Designated drop-off and collection points identified. Barnaby has restricted entrance at the front only two classes are entering classrooms via the front entrance. N/R - side entrance ½ front entrance ¾ rear entrance via side driveway & double gates ⅕ side driveway & front entrance  <del>Glebeland pupils will enter via classroom entrances.</del>	In place  1.9.2020 Sept '20 appropriate alterations have been made at BNC to reduce footfall in high traffic areas during drop-off and collection times. Barnaby has restricted entrance at the front only two classes are entering classrooms via the front entrance. N/R - side entrance ½ front entrance ¾ front entrance ⅕ side driveway & playground entrance
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and	yes	Alternative exits and entrances have been	Complete 1.9.2020

	supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)		identified to reduce high numbers in bottle-neck areas and to avoid high numbers of adults gathering. Parents requested that only 1 adult drops-off & collects children	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	yes	<del>Staggered start and finish times have not been implemented</del>	Complete w/c: 1.9.2020
	Floor marks have been added to assist with social distancing in outside areas.		To be completed on PD Day	Queueing outside is not an issue as number are so low School has provision to place markings if required (tape and spray paint) Markings to be added on Inset day 2.9.2020 Signs to be placed to indicated pupil entrances - 2.9.2020
	Staff and school champions supervise at peak times.		One TA to supervise external space from 2.45pm each day High visibility of staff during start and end points of day.	Monitored for first few days but numbers are so low – parents are all following guidelines Staff have been removed from supervising as of 4/6/20 Routes into school mean parents are easily visible outside classrooms when arriving w/c: 1.9.2020
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.		Completed All pupils commence and end the day at 8:30am & 3.30pm	complete 1.9.2020



			respectively. Staff will monitor potential gathering of groups and remind parents of the necessity of prompt drop-off and collections of pupils to allow for safer practice and reduction in adult numbers.	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time		Pupils will enter outdoor area and play outside until all pupils have arrived Pupils will enter the classrooms on entry to school - tight routines will reduce movement in the classrooms. Pupils will enter their classrooms via the designated entrances to avoid high-footfall.	In place  1.9.2020
	Parents have been advised that only one parent should attend.	Yes		Complete Remain in place 1.9.2020
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.		Cloak rooms not in use as too small Pupils belongings will be placed next to their desks, this helps to minimise movement around the classrooms	1.9.2020

			at breaks and lunchtime.	
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.	Yes	N/A	

### **Educational Activities**

Classrooms and other learning environments.	Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve social distancing measures and this is known to all e.g. through the use of posters	o/s	PD day activity Classrooms have been organised to support social distancing and pupils will be front-facing Classes have returned to full capacity as per the full opening guidance in September	Complete 1/6/20 w/c: 1.9.2020 Posters to be placed in all classrooms of expectations. Day 2 Inset 2.9.2020
	Where appropriate, capacity levels are detailed in each room for staff to refer to.	n/a		
	Rooms have been organised to encourage social distancing, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture seats are taped off/marked as not to be used to support social distancing	o/s	PD day activity Classrooms have been organised in accordance with the latest guidance issued 28.8.2020.	Complete 1/6/20 Rooms to be completed with learning trays day 2 2.9.2020
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	o/s	PD day activity Majority of furniture can be returned to the classroom - this must be done without compromising on the distancing of tables and	Complete 1/6/20 – all extra items and storage units are in the school halls 1.9.2020 Furniture stored in halls must be stored safely and neatly.

			layout of front-facing desks.	
	Classroom based activities have been reviewed and modified to support social distancing	Yes	Music and p.e. will be delivered in accordance with the guidance. Singing and playing of wind instruments should take place outside where possible in smaller groups. If this is not possible a well-ventilated room is acceptable. Strict social distancing will be adhered to during these sessions - pupils will not be facing each other.	w/c: 1.9.2020
	Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	yes	Not possible at BNC as the hall is also a corridor Weather dictating, PE is able to take place in the hall. The room will have ventilation and cleaned before further use.	
Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	yes		Complete 1/6/20
	Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.	yes	min2 groups outside at a time so 2 adults always present	As numbers so low and space is large all groups are able to use outdoor space together – This will need constant review as numbers expand

			<p>Reception to use their own outdoor area not main playground at lunch time</p> <p>Designated/zones areas have been allocated for breaks &amp; lunches.</p> <p>Areas are zoned to separate KS1 &amp; KS2</p>	1.9.2020
Close contact educational activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils.	yes	<p>A full curriculum will be delivered in the Autumn Term.</p> <p>Where equipment is shared across classes e.g. art equipment, restrictions will be implemented and a cleaning routine implemented.</p>	<p>Complete 1/6/20 new school timetable provided</p> <p>1.9.2020</p> <p>Check with music providers regarding provision of instruments - LS 3.9.2020</p>
Resources	Resources and the exchange of resources that are taken home have been limited	yes	<p>No book bags</p> <p>No toys from home</p> <p>P.E Kits on day of p.e</p> <p>Reading books</p> <p>Packed lunches &amp; water bottles may be brought into school. No toys or equipment are required from home</p>	<p>Complete 1/6/20</p> <p>1.9.2020</p>
Use of sports halls etc.	Different pupils mixing together is avoided through staggered times and/or use of	Yes	<p>Only outdoor sports</p> <p>Due to weather considerations, the hall</p>	<p>Complete 1/6/20</p> <p>Remain in place - will need to be reviewed as the weather changes.</p>

	additional areas (by operating at half the capacity).		is used for PE - the space is cleaned after use.	
Use of school swimming pools	Please refer to updated swimming pools guidance.		Not until at least Jan 2021	n/a
Showers	Sport activities have considered associated shower use in order to ensure that social distancing can be applied.	n/a		n/a
	Cleaning and disinfection arrangements are in place for showers.	n/a		n/a

### **Lunchtime and breaks**

Lunch	<b>The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment.</b>			
	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).		Lunch to be eaten in classrooms or in outdoor zones Lunch will continue to remain in classrooms or outside space. Designated areas/zones on outside play areas allocated.	Lunch numbers are so low staggering has been removed as of 4/6/20  1.9.2020
	Times that meals are provided are staggered to reduce queues	Yes	Lunches will be brought to the classrooms. Older pupils are able to collect their lunches from the kitchens at BNC Lunch is delivered to all classrooms by designated adults.	rota in place if needed

	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Yes	Classrooms used for lunches Tables are thoroughly cleaned before and after eating	Complete 1/6/20 1.9.2020
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch		Yes and hand washing encouraged – using classroom sinks Pupils will wash hands before lunch.	Complete 1/6/20 Remain in place 1.9.2020
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff		Food is to be delivered to classroom by cook - <del>older pupils can collect their lunches from the dining hall at BNG</del> All meals are delivered directly to the pupils by adults.	Complete 1/6/20 1.9.2020
	Alternative payment methods are being used to eliminate cash handling	n/a		Cashless schools
	Tills are screened where still in use	n/a		n/a
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	n/a		n/a
	A different entry and exit route are being used at dinner times where more than one door is available	n/a		n/a
Contracted food preparation	The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area.		Only one member of kitchen staff on each site	Complete 1/6/20 Remains in place 1.9.2020

Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	yes	Breaks are staggered to minimise footfall and congestion in corridors and shared spaces.	Not necessary but staff are alternating to ensure they have adequate breaks 1.9.2020
	Play equipment use is supervised to ensure that pupils do not gather.	yes		Ongoing
	Pupils and staff have identified suitable play activities for break times		To be arranged on PD Day	Complete 1/6/20
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting		No queuing unless 2m apart When toileting, pupils should be supervised by staff to ensure thorough hand-washing and no gathering of pupils.	In place  1.9.2020  Pupils to ensure their hands are sanitized after their visit to the toilet - class-based staff to ensure this happens.
	Markings have been added to outside spaces to assist with queues when coming back into the building.		DT to explore gates at BNC can we lock front gates and keep open side gates to allow access for yr 6 around the outside of school ? Additional signage will be added to outdoor spaces to indicate pupil entrance and exits.	DT and AB to assess on PD Day – complete 1/6/20 Designated entry and exit lanes are in place on both sites Parents advised Main gates at BNC need checking to ensure closed after parents leave – Delegate to AB email sent 5/6/20 w/c: 1.9.2020 - office staff to organise signage outside and around school - LS to provide signage.
	Additional staff supervision is employed to ensure social distancing takes place	yes	Adequate staff in place - SLT to monitor effectiveness and behaviour of pupils	Adequate staff in place  LS/LC & JW - w/c: 1.9.2020

### ***Movement around the premises***

General interactions and movement around the building	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	All corridors and offices prohibit 2m distancing Cloak rooms and toilets are an issue Movement around the school is minimised. pupils move in single file to avoid grouping in shared spaces.	Complete 1/6/20 1.9.2020
	Windows are open to increase ventilation where it is safe and appropriate.	Yes		In place daily Remain in place 1.9.2020
	Interactions take place side to side instead of face to face where it is possible	Yes	Staff informed on 18/5 2m distancing should be respected where possible. In other cases, a 1m distance should be respected with side-by-side approach. Staff wear visors when in close proximity to pupils.	Complete 1/6/20 Remain in place 1.9.2020
	Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this.	n/a		
	Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport.	yes	Breaks have been staggered and alternative exit and entrances have been allocated.	Toilet rotas in place Alternative exits used to prevent overcrowding in corridors Complete 1/6/20 1.9.2020
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	yes	Intervention groups may commence however social distancing an	No intervention groups or gatherings to take place



			avoidance of face-to-face working must be adhered to. Staff wear visors where close proximity cannot be avoided.	
	Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	yes	Staggered breaks and alternative exits reduce the use of communal spaces. Whole school gatherings/Assemblies are not taking place during the Autumn Term and will take place via zoom facility.	Complete 1/6/20 1.9.2020
	Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one way system where this is possible	Yes	All classes have external doors so can avoid use of corridors for all but toileting	Complete 1/6/20 Remains in place 1.9.2020
	Where appropriate one way circulation and central dividers have been placed in the middle of corridors to keep groups apart.		Our corridors are too narrow Where available external classroom doors will be used to access the outside space if required to avoid high-footfall in the corridors. Staggered breaks during the day will mitigate high numbers in corridors.	Move furniture in corridors to make extra space Complete 1/6/20 1.9.2020

			Pupils will be released from class exits.	
	Movements around settings are supervised and school champions support this activity.		Supervision needed by staff for all movement SLT will monitor movement around school.	In place – observed by DT 1.9.2020 - regular evaluation and effectiveness of systems will be implemented

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

	Times are staggered where possible and consider the increased handwashing times that have been introduced.		Rota organised breaks are staggered to allow pupils to use the external handwashing facilities - where class based handwashing facilities exist, these will also be used.	Complete 1/6/20 w/c: 1.9.2020
	Distancing for queuing has been introduced e.g. through floor markings		Yes on PD Day	Complete 1/6/20 Site walk to be completed by SLT to ensure signage is effective and clear for users. - Inset day 2 2.9.2020
	Where the setting is in part use, additional toilets are being used in other areas of the building to reduce use and queuing where possible (and balanced with the discouragement movement around non-essential parts of the building)	n/a		n/a
	<del>Every other urinal/basin has been taken out of use in toilets that have high usage</del>		To be checked on PD Day Toilets blocks are designated for KS use where possible.	Toilet facilities have been limited – one block per bubble Increased cleaning in place w/c: 1.9.2020 Rota to be confirmed - 1.9.2020

			Additional cleaning to remain in place. Use of toilets are monitored and are regularly cleaned during the day.	
	Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas.	yes	Additional external handwashing facilities have been provided ready for use in the Autumn Term	Complete 1/6/20 In place for Autumn Term. Pupils to hand sanitise on return to classroom as additional hygiene measure.
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	yes		Complete 1/6/20

### Meetings and events

Assembly	Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible		No whole school assemblies This remains in place for the Autumn term - whole school assemblies will be carried out via online facilities	No whole school assembly – class assemblies and whole school gathering outside alternatives being used Consider google meet for assembly w/c: 1.9.2020
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	yes		All cancelled

Staff spaces and meetings	Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings.		Google meet for staff meetings on a Tuesday at 4pm for max 1hr to allow for KW children to leave Staff meetings will continue via Google meet. SLT meetings will take place during the school day <del>and social distancing will be implemented</del> and are delivered online	To be arranged in coming weeks None needed this week Wait for new guidance and info re 22/6 then arrange whole staff briefing  w/c: 1.9.2020
	Additional staff room areas have been provided in order to avoid large gatherings at peak times		Out door eating area created for staff on PD days Staff can choose to eat in the classroom, staff room (restricted numbers) or outside space.	Completed  w/c: 1.9.2020  Staffroom remain a maximum of 3 members of staff and social distancing guidance adhered to.
	Furniture has been arranged to encourage distancing	yes		Completed In place 1.9.2020
Parents evenings	Meetings are undertaken by telephone or internet.	n/a	All parent communication is via telephone or email Communication systems reminder sent to parents - communication will be via the school office due to all pupils returning to	Parents informed  w/c: 1.9.2020

			school. Communication is via email or telephone conversation - no face-to-face meetings at present unless an urgent requirement and cannot be held by other means, Social distancing, ventilation of the rooms and cleaning in place. Visitors and staff may wear visors/masks if required.	
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	yes		Where urgent meetings are required, the number of people is minimised and seating is organised to enable social distancing. Rooms must be well ventilated and hand hygiene controls in place. The room must be thoroughly cleaned after use.
School clubs and community sports (non curriculum)	The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)	yes		
Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	yes		
Hire and use of school premise	Additional hire and use will not be planned until further notice.	yes		

### **Breakfast and afterschool clubs**

School clubs that are essential	An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment.		Act on advice from the trust Schools can begin to re-introduce breakfast and afterschool club-	No school clubs in place  Parents have been asked to request interest to enable office managers to collate numbers 27.8.2020
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	Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.		provision is to be determined based on demand and financial viability.	Breakfast and after school clubs are on a request only basis and are restricted in number (15).
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## Universal Hygiene Arrangements

### Cleaning and disinfection

Cleaning	A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <i>COVID-19 guidance for all education settings</i>			Delegated to facilities team DT to obtain update Emailed RC 2/6/20 Awaiting detailed cleaning procedures from vertas - LS emailed 30.8.2020
	<b>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</b>	n/a	Reading books will only be collected on a Friday and placed in a container for 72 hours. Books are then cleaned and returned. Art materials must be stored for 72 hours before use by another class.	Awaiting details of music provision regarding usage of musical instruments.4.9.2020
	All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment.	Yes	DT has prepared for this and will update on PD Day	Staff rota in place on both sites complete 1/6/20 updated staff rota to be completed 2.9.2020 Rotas are updated regularly to reflect staffing in both schools.

	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	o/s yes	Staff are responsible for wiping down computers/photocopiers after usage.	Equipment received 1/6/20 1.9.2020
	Handheld and frequently touched sports/PE equipment is disinfected prior to use		PE equipment to be cleaned after use.	Need disinfectant RC confirmed delivery on PD Day Complete 1/6/20 Ensure adequate cleaning materials are available LS - 2.9.2020
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use		Vertas	Vertas clean in the evenings Staff are cleaning tables and contact points in the classrooms at regular intervals during the day Maintain system w/c: 1.9.2020
	Disinfectant wipes are available for staff to use where required.		Facilities to arrange	In place Office managers to ensure adequate supply in school at all times. 1.9.2020
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	yes		Completed 1/6/20 – relocated to school halls Remain in place
	Toys that are put into children's mouths are cleaned between use		Reception classes to observe hygiene needs	Provision has been made for cleaning toys – soft toys have all been removed
	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		
	Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home	yes	Pupils will have their own school equipment that will remain in their learning trays.	Completed 1/6/20 Completed prior to pupils return 3.9.2020

Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis		Reading books will be returned only on Fridays to allow for 72 hrs - books will be wiped prior to being used again.	Completed 1/6/20 Books are in trays marked with each day so that they can then be stored and wiped after 1 week then re used 1.9.2020
	Used books are set aside for 72 hours after use to reduce microbial load	Yes	Library books could be moved into classes in small numbers to allow pupils chance to take a book and not infect other spaces Reading books will be returned only on Fridays to allow for 72 hrs - books will be wiped prior to being used again. - all classes will have class libraries for a half term to reduce movement and sharing of books.	PD Day – redistribute books if needed  Teachers have selected a range of books for each child and older children have identified personal reading books to be kept on their work station  w/c: 1.9.2020
	Books and posters checked for visible soiling and disposed of where necessary	o/s	PD Day	Completed 1/6/20
Lunchtime	Trays, tables and chair touch points are disinfected after use	yes		Rota in place New rota to be confirmed 2.9.2020
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes		No equipment is shared Remains in place w/c: 1.9.2020
Waste tissues	Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes		Extra bin liners needed Requested



				As numbers are so low this is not currently an issue Ensure bins are emptied regularly - detail on staff rota - 2.9.2020
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### Handwashing arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class	yes		Observed by DT daily LS, LC & JW to monitor
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day.	yes	With all pupils returning to school, staff will teach the expectations of additional hygiene and routines to all children.	Observed by DT daily LS, LC & JW to monitor
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	yes	Pupils who require additional support will be supervised/supported by a member of support staff.	Observed by DT daily LS, LC & JW to monitor
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	yes		Observed by DT daily LS, LC & JW to monitor
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.			All children received support from teachers and routines explained 2/6/20 LS, LC & JW to monitor
	All staff and pupils are following <a href="#">Catch it. Kill it. Bin it</a> requirements. Tissues and bins are provided for use.	Yes	Take paper towels back to BNC from Glebeland on PD Day	Check stock of tissues and paper towels HH returned resources Stock received from CMAT

			With all pupils returning to school, staff will teach the expectations of additional hygiene and routines to all children.	w/c: 1.9.2020 - posters to be displayed near bins to remind pupils
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## Health Needs

### Staff health

Specific health considerations	Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. in accordance with the guidance in <i>COVID-19 Your health and your safety when working in educational settings</i>	yes	<p>Shielding staff have medical advice Some staff with asthma -</p> <p>Shielding restrictions were lifted on 1.8.2020 If required/advised by medical professionals, individuals will have a RA in place. Staff are advised to socially distance and maintain high-levels of hygiene. Staff are provided with face visors if they wish to use them.</p> <p>Shielding for CEV adults and children have been identified and are shielding as per the government guidance.</p>	<p>Shielding staff have provided medical evidence and are working for the virtual classroom team centrally All other staff have had initial RTW survey and safety guidance is in place to ensure their safety</p> <p>Face visors provided by the Trust - w/c: 1.9.2020</p>
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			Further precautions have been put in place such as staff wearing visors when working with pupils where social distancing may not be possible.	
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	None known		1.9.2020
	Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the <i>COVID-19 guidance for all education settings</i>		Medical proof provided from shielding staff Return to work discussions had with other staff who have concerns Shielding restriction were lifted by the government on 1.8.2020 New advice brought in on the 5th November.	Evidence obtained
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes		2 <sup>nd</sup> stage of Return to work surveys under way
Symptoms	Staff will go home as soon as possible if they develop symptoms	yes	staff handbook details protocols for staff who display symptoms including the use of track & trace.	Isolation room and PPE available of both sites This remains in place w/c: 1.9.2020

## Pupil Health

Specific health considerations	Pupils who are clinically vulnerable ( <i>previously referred to as having an underlying health condition</i> ) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i>	None known	Shielding restriction were lifted by the government on 1.8.2020 New advice brought in on the 5th November.	1.9.2020
	Pupils who are living in a household with someone who is shielding (extremely vulnerable) or clinically vulnerable. These pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i>	yes	Shielding restrictions were lifted by the government on 1.8.2020 New advice brought in on the 5th November.	None identified 1.9.2020
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild		Teachers to teach this 1 <sup>st</sup> week back	Completed in daily PSHE/wellbeing sessions 3.9.2020
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day		Wellbeing meetings with children in the morning to be instigated Staff will monitor the wellbeing of pupils and be vigilant for pupils displaying symptoms	Inform teachers Completed PD Day
	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		Electronic thermometer in schools – confirmation required from OMs that these are working Remains in place 3.9.2020

Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff following the guidance available on Norfolk Schools		Risk assessment info given to DT Not yet analysed Risk assessments for individual pupils have been completed	1 RA completed at Glebeland No other children require them  LS to meet with inclusion team on return
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	yes	Curriculum expectation The inclusion team is providing further wellbeing support as required.	Daily PSHE and weekly welfare checks in place Continue in Autumn for all pupils - 3.9.2020 Inclusion team available for drop-in sessions in response to positive case.
	Available resources are used to identify and support students and staff who exhibit signs of distress.		Welfare checks Transition timetables have been introduced where identified. The inclusion team will continue to work closely with families and pupils. Welfare checks will continue. The inclusion team is providing further wellbeing support as required.	Have deployed GB and CW from central team to support families w/c 8/6/20  w/c: 1.9.2020
Where the setting is not the 'usual setting' for the pupil	Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant controls put in place on an individual basis.	n/a		

## 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	Emails, leaflets and Q&A leaflets have been prepared and sent. Communication systems include: emailing service & our school website.	JCC meet with CEO Website updated Parent emails and texts in place Leaflet sent 27.8.2020 Additional resources to be sent 1.9.2020
	Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	yes		Informed parents 1/6/20 Leaflet sent 27.8.2020 Additional resources to be sent 1.9.2020
	Parents and carers have been communicated with about symptoms and household isolation requirements	yes		Informed parents 1/6/20 Leaflet sent 27.8.2020 Additional resources to be sent 1.9.2020
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	o/s		OMs to complete this prior to 2/6/20 o/s email send % Leaflet sent 27.8.2020 Additional resources to be sent 1.9.2020 A new poster to be added to the front office in line with current guidance including the requirement of testing temperatures of visitors.
Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space		To be completed on PD Day	In place on 2/6/20 Signage to be reviewed 2.9.2020
	Site changes such as entrances and exits will be identified where required	yes		In place on 2/6/20

				Updated signage to be added - 2.9.2020 Leaflet sent 27.8.2020 Additional resources to be sent 1.9.2020
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	yes		Present in some areas – OMs to do site walk and review
	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.		Visual images for children Braille not needed	n/a

### Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.		Staff have not confirmed they understand but all attended briefing on 1/6/	All staff attended briefing in person or virtually Inset day - RA evaluated and feedback provided by staff. Staff handbook shared 2.9.2020 Debrief with all staff following positive case. Risk assessment shared on 20.11.2020 - all staff aware of new expectations - correspondence sent by CEO
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.		Additional measures of wearing visors communicated to staff by email on Monday 9th November and acknowledged by staff.	1:1 interviews will highlight any safety issues – to be completed by 11/6/20 Following inset day staff will sign, I have read and understood the information form by 4.9.2020

	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment)	Yes	Letter from DT on 15/5/20 Additional measures of wearing visors communicated to staff by email on Monday 9th November and acknowledged by staff.	And PD DAY briefing Following inset day staff will sign, I have read and understood the information form by 4.9.2020
	Staff have been involved in the practical implementation of this guidance.	yes		On PD DAY

### ***Pupil involvement and communication***

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .		All staff to take on this role	Champions not required – all staff have clear roles regarding safety
	Pupils and staff have contributed towards how these new roles will support the schools aims	n/a		n/a
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	n/a		n/a
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	Curriculum adapted in week one to ensure wellbeing and safety addressed	Completed 2/6/20 Pupil information letter created following positive case.

### ***Educational tools***

Infection control education	Age appropriate education is used to encourage pupils to:		All staff to support this	Resources provided on the PD Day Continue to use these resources - 3.9.2020
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	<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>			
	<p>The following resources are used where appropriate:</p> <ul style="list-style-type: none"> <li>• <a href="#">e-Bug</a> resources to teach pupils about hygiene.</li> <li>• the Educational Settings poster</li> <li>• the Coronavirus Toolkit for Professionals which contains campaign materials.</li> </ul>		Staff have links for planning	Shared resources during half term <a href="#">Continue to use these resources - 3.9.2020</a>
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.	yes		In place <a href="#">Continue to use these resources - 3.9.2020</a>

## Other considerations

### *Actions if a person develops symptoms*

Actions if a person becomes unwell with COVID-19 symptoms	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)		<p>Cooks office at BNC and Farthing wood at Glebeland</p> <p>All staff aware</p> <p><a href="#">Rooms remain in place and are detailed in the staff handbook</a></p>	<p><a href="#">Set up with PPE in place on PD Day</a></p> <p><a href="#">3.9.2020</a></p>
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			The medical room has been allocated as a suitable room.	
	The room has been emptied of unnecessary items.		PD DAY	complete
	Tissues and a waste bag have been provided in the room		PD DAY	Complete
	If a pupil develops symptoms they will wait in the room that has been identified as soon as possible		yes	Staff made aware on PD DAY Detailed in staff handbook 3.9.2020
	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.			Understood and will be directed by DT Detailed in staff handbook 3.9.2020
	Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.		Waiting for PPE to arrive  Guidance given to staff The school is and has been fully stocked with appropriate PPE.	All PPE in place Staff have received guidance  Detailed in staff handbook 3.9.2020
	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.		Facilities to liaise with OMs The school is fully stocked and regular orders are placed to ensure full stock.	Cleaning supplies in situ as of 1/6/20 Detailed in staff handbook 3.9.2020
	Where a person tests positive, the rest of their class or group will self-isolate for 14 days.		Understood Updated guidance has been issued by the government advising what to do - 28.8.2020	DT will administer instructions Detailed in staff handbook 3.9.2020

			The school will contact the DFE and Local Authority and will be provided with advice on how to proceed.	
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.		Understood – need to inform all staff	At google meeting 18/05/20


### Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.		PD DAY	Planned fire drill on both sites w/c/ 8 June SLT have issued updated fire evac info to all staff Fire drill to be arranged in the first half-term. LS to investigate current drill procedures in both schools.
	Fire drills that are carried out encourage social distancing.	Yes	Book date for this	10 <sup>th</sup> and 11 June Autumn:1
	Staff and pupils understand that in an emergency they must leave without delay	yes		PD DAY briefing covered this STaff briefing prior to practice drill to clarify routines and expectations - LS
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	yes		
	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If		OMs to check we have not got expired first aid certificates All staff are fully trained in basic first aid and at least two	Delegate to OMs – no confirmation received chased in email 5/6/20 OMs to check first aid training certificates and to book training where required. - w/c: 1.9.2020

	this is not possible the following steps have been taken:		members of staff are paediatric trained	First aid kits are in every classroom
	Higher risk activities are avoided where it is possible e.g. use of D & T machinery	yes		
	The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk.	n/a		None
	There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999.	yes		Yes
	A member of staff has been nominated to check and maintain first aid kit contents	OMs		Completed on PD Day Detailed on staff rota - 2.9.2020
	First aid boxes are located in prominent places	Needs checking	Corridor at Glebeland Medical room	DT reviewed on PD Day and is now aware of first aid location All classrooms have a kit
	The location of the automatic defibrillator is known to all staff	n/a		
	Staff who do not have training have been provided with <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.	no		Training for all staff has been booked for the Autumn Term - completed
	Changes to first aid arrangements are communicated to all staff	yes	PPE advice sent	Complete
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	yes		Staff briefed on PD Day
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	yes	Advice given to all staff	All o/s PPE Received on 1/6/20
Paediatric First Aid	There are a suitable number of Paediatric First Aiders including trained staff whose		Don't know – need to investigate	Asked OMs on 5/6/20

Alternative paediatric first aid arrangements)	certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered "no")		First aid training to take place in the AutumnTerm - completed	Office managers to collate up to date first aid training details, including PFA and books training.
	Every effort has been made to provide a Paediatric First Aider.		o/s completed	As above
	The above is not possible and there is access to a trained First Aider or emergency PFA on site.			

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


Assessor's Name: <b>L.Scott</b>	Manager's Name:
Position: Executive leader <b>Academy Head</b>	Position:
Signature:  L.Scott	Signature: