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

| <b>Date of change</b> | <b>Section, Page and Change</b>   |
|-----------------------|---|
| 12-02-2020            | 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 |

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Changes that have been made are shaded in blue. October 2020

Changes January 2021

|                                 |   |                     |   |
|---------------------------------|---|---------------------|---|
| <b>Setting/Premises:</b>        | Ellingham CE VC Primary School                                |                     |   |
| <b>Location:</b>                | Church Road, Ellingham, Norfolk, NR35 2PZ                     |                     |   |
| <b>Assessment Date:</b>         | 14th July 2020  | <b>Review Date:</b> | 22 <sup>nd</sup> July 2020 & 4 <sup>th</sup> September 2020<br>January 2021 |
| <b>Assessment completed by:</b> | Dawn Read (Headteacher) & Sarah Querelle (Deputy Headteacher) |                     |   |

## 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> <li>The whole setting community are engaged with and support the national effort to reduce the spread of the virus</li> </ul> | Yes                   | <ul style="list-style-type: none"> <li>The children will be in Key Worker class bubbles – Sparrows, Skylarks, Swifts &amp; Swallows</li> <li>For breaks &amp; lunches children will remain in their key worker class bubble</li> <li>Any extended provision class will be separated into their Key Worker class bubbles</li> <li>The children will have staggered lunch breaks</li> <li>Start time and pick up are the same, due to less numbers AM – 8:40, PM – 3:15</li> <li>Sparrows will use their red door</li> <li>Swallows will use their back door</li> <li>Skylarks will use the link corridor</li> <li>Swifts will use their back door</li> <li>For pick up teachers to walk the children out to the playground</li> <li>2m markers remain in place inside and outside of school</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |

|  |  |     |  |                                |
|--|--|-----|--|--------------------------------|
|  |  |     | <ul style="list-style-type: none"> <li>• All staff have been informed of the changes for January.</li> <li>• Toilets will be sprayed at lunch time by SLT with anti-bac spray</li> <li>• Bubbles encouraged to go the toilet at break and lunch</li> <li>• Children to use a pass that they leave on the floor outside the toilet – the pass stays in the bubble. Only one child per toilet.</li> <li>• Cleaning products available for all classes as per previous arrangements</li> <li>• Hand sanitising stations are in place</li> </ul> |                                |
|  | SLT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews.                                   | Yes | <ul style="list-style-type: none"> <li>• SLT will double check Legionella &amp; water temperature</li> <li>• GM to complete the necessary checks</li> </ul>  | Completed                      |
|  | SLT have ensured that specific cleaning arrangements that are required can be fulfilled on site  | Yes | <ul style="list-style-type: none"> <li>• Caretaker will deep clean each classroom regularly</li> <li>• Caretaker aware of enhanced cleaning routine</li> <li>• VW &amp; DR to recap with GM</li> <li>• Products available in each class bubble</li> <li>• Additional hand sanitiser stations</li> </ul>  | Completed<br>Reviewed Jan 2021 |
|  | SLTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.  | Yes | <ul style="list-style-type: none"> <li>• SLT using HSW information</li> </ul>  | Completed                      |
|  | SLT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions            | Yes | <ul style="list-style-type: none"> <li>• Teams Staff Meeting to discuss the actions needed</li> <li>• Information emailed to all staff and meetings offered to discuss any concerns - resent Jan 2021</li> <li>• SLT will implement the necessary actions</li> </ul>   | Completed<br>Reviewed Jan 2021 |
|  | Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance. | Yes | <ul style="list-style-type: none"> <li>• Risk assessment shared with staff &amp; governors - resent Jan 2021</li> <li>• Adapted by SLT to take into consideration any changes necessary.</li> </ul>  | Shared with staff<br>Ongoing   |

|                     |   |     |   |                                   |
|---------------------|---|-----|---|-----------------------------------|
|                     |   |     | <ul style="list-style-type: none"> <li>• Adaptations made as put into practice</li> </ul>   | Reviewed<br>Jan 2021              |
|                     | SLT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outline arrangement for meetings and training              | Yes | <ul style="list-style-type: none"> <li>• Through staff meetings</li> <li>• Caretaker through discussion with VW &amp; DR</li> </ul>   | Ongoing<br>Reviewed<br>Jan 2021   |
|                     | Senior colleagues will be present at the site and especially during the early part of return in September in order to pick provide additional support and reassurance and to pick up on any issues and review arrangements. | Yes | <ul style="list-style-type: none"> <li>• A member of SLT will be on site to support - DR at Ellingham</li> </ul>  | Completed<br>Reviewed<br>Jan 2021 |
|                     | 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 | <ul style="list-style-type: none"> <li>• DR will be on site Monday morning to support the transition in.</li> <li>• SQ will be available at the end of the day.</li> <li>• Teachers &amp; TAs to come out and greet their classes</li> </ul>        | Completed                         |
| 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>• Behaviour policy has been adapted to consider the best approaches with social distancing and bubbles</li> <li>• Shared with staff and parents</li> </ul>   | Completed                         |
|                     | COVID-19 Case Management Guidance is implemented.   | Yes | <ul style="list-style-type: none"> <li>• SLT have read and are familiar with Case Management guidance</li> <li>• Staff made aware of the guidance and the process which needs to be followed (flowchart shared).</li> </ul>                         | Completed<br>Reviewed<br>Jan 2021 |
|                     | COVID Secure Commitments is signed and displayed  | Yes | <ul style="list-style-type: none"> <li>• Covid Secure notice to be signed by Headteacher &amp; Chair of Governors</li> <li>• To be laminated and displayed at the office.</li> <li>• To be added to the website and shared with parents.</li> </ul> | Completed                         |
| 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 | <ul style="list-style-type: none"> <li>• Steering committee – initial discussion</li> <li>• FGB to have a copy of the risk assessments ahead of the FGB meeting</li> </ul>  | Completed<br>Reviewed<br>Jan 2021 |

|                   |   |     |  |  |
|-------------------|---|-----|--|--|
|                   |   |     | <ul style="list-style-type: none"> <li>• FGB review risk assessment – adaptations to be made</li> <li>• Updated risk assessment and plans shared with governors.</li> <li>• Governing Body sent new RA Jan 2021</li> </ul>   |  |
| Safeguarding      | The introduction of new arrangements have been reviewed by the Senior Leadership Team to ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).  | Yes | <ul style="list-style-type: none"> <li>• Appendix has been added to the policy and shared with all staff and governors</li> <li>• Appendix to safeguarding approved by governors</li> <li>• All additional safeguarding posters and guidance from Norfolk have been shared with parents</li> </ul> | Completed<br>Reviewed Jan 2021           |
| 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 | <ul style="list-style-type: none"> <li>• Check resources and update ready for September</li> <li>• Essential Supplies are regularly reviewed and reordered.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
|                   | Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.   | Yes | <ul style="list-style-type: none"> <li>• Ordered using LA recommended suppliers</li> </ul>   | Complete<br>Reviewed Jan 2021            |
| Premises Adaption | Small adaptations identified through risk assessment such as installation of door guards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.                         | Yes | <ul style="list-style-type: none"> <li>• Classes maintaining good ventilation by propping doors open and windows.</li> </ul>   | Complete<br>Reviewed Jan 2021            |

### 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>• Breakfast &amp; after school club will be run by staff on site.</li> <li>• Pupils to be in key worker class bubbles where possible. Where this is not possible then children will be social distanced.</li> <li>• No external clubs will run at the moment.</li> <li>• Infection control will be applied when entering and each bubble.</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|-----------------|---|-----|---|--|

|  |     |  |  |
|--|-----|--|--|
| Temporary staff who work at more than one setting is avoided where possible.it is  | N/A | <ul style="list-style-type: none"> <li>• No temporary staff at present</li> </ul>  |  |
| 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.   | No  | <ul style="list-style-type: none"> <li>• SLT will now stay on one site each – SQ at Woodton / DR at Ellingham except in the event of an emergency.</li> <li>• All external clubs and peripatetic teachers have been cancelled during national lockdown.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
| Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.  | N/A | <ul style="list-style-type: none"> <li>• Not currently using Supply</li> </ul>   |  |
| Teaching staff breaks are organised in a way that avoids staff covering from a different group   | Yes | <ul style="list-style-type: none"> <li>• Breaks will be staggered in Key worker class bubbles</li> <li>• Staff in bubbles covering each other</li> </ul>   | Completed & ongoing<br>Reviewed Jan 2021 |
| Consistent working arrangements are applied to ITT trainees.   | Yes | <ul style="list-style-type: none"> <li>• For the students in Sparrows Sparrows – the same measures will apply</li> <li>• The students will be part of the Sparrows bubble</li> </ul>   | Complete<br>Reviewed Jan 2021            |
| 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 | <ul style="list-style-type: none"> <li>• Classes are considered to be a bubble, however KS2 (Swallows &amp; Swifts) &amp; KS1 (Sparrows &amp; Skylarks) will be combined occasionally for wrap around care.</li> <li>• Where this happens – bubbles will be separated by at least 2 metres.</li> <li>• Staff will adhere strictly to hygiene levels</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
| Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit | Yes | <ul style="list-style-type: none"> <li>• Classes are considered to be a bubble, however KS2 (Swallows &amp; Swifts) &amp; KS1 (Sparrows &amp; Skylarks) will be combined occasionally for wrap around care.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |

|                             |   |     |   |  |
|-----------------------------|---|-----|---|--|
|                             |   |     | <ul style="list-style-type: none"> <li>• Where this happens – bubbles will be separated by at least 2 metres.</li> <li>• Staff will adhere strictly to hygiene levels</li> </ul>  |  |
|                             | Where Volunteers are used the same staff principles are applied.  | N/A | <ul style="list-style-type: none"> <li>• No volunteers needed at present</li> </ul>   |  |
| Premises and cleaning staff | Normal premises management arrangements have resumed.   | Yes | <ul style="list-style-type: none"> <li>• Premises management in place</li> </ul>  | Completed<br>Reviewed Jan 2021           |
|                             | 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 | <ul style="list-style-type: none"> <li>• Lunch and breaks are staggered</li> <li>• For lunch where 2 bubbles are outside at the same time, one bubble uses the playground, while the other uses the field and this is rotated.</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|                             | Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.                                     | Yes | <ul style="list-style-type: none"> <li>• Yes</li> <li>• Office staff checking levels of resources</li> </ul>  | Completed<br>Reviewed Jan 2021           |

## 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 | <ul style="list-style-type: none"> <li>• Bubbles are kept to classes</li> <li>• Classes are considered to be a bubble, however KS2 (Swallows &amp; Swifts) &amp; KS1 (Sparrows &amp; Skylarks) will be combined occasionally for wrap around care.</li> <li>• Where this happens – bubbles will be separated by at least 2 metres.</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |
|                   | Groups are kept as static as possible including staff assigned to the groups   | Yes | <ul style="list-style-type: none"> <li>• Yes, staff are remaining in their allocated key worker class bubbles.</li> </ul>   | Completed                                |



|  |  |     |   |  |
|--|--|-----|---|--|
|  |  |     | <ul style="list-style-type: none"> <li>• Classes are considered to be a bubble, however KS2 (Swallows &amp; Swifts) &amp; KS1 (Sparrows &amp; Skylarks) will be combined occasionally for wrap around care.</li> <li>• Where this happens – bubbles will be separated by at least 2 metres.</li> </ul>  | Reviewed Jan 2021                        |
|  | Only where necessary extended groups have been created to accommodate specific activities.   | Yes | <ul style="list-style-type: none"> <li>• Yes, staff are remaining in their allocated key worker class bubbles.</li> <li>• Classes are considered to be a bubble, however KS2 (Swallows &amp; Swifts) &amp; KS1 (Sparrows &amp; Skylarks) will be combined occasionally for wrap around care.</li> <li>• Where this happens – bubbles will be separated by at least 2 metres.</li> </ul> | Completed<br>Reviewed Jan 2021           |
|  | Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.  | Yes | <ul style="list-style-type: none"> <li>• Yes, staff are remaining in their allocated key worker class bubbles.</li> <li>• Classes are considered to be a bubble, however KS2 (Swallows &amp; Swifts) &amp; KS1 (Sparrows &amp; Skylarks) will be combined occasionally for wrap around care.</li> <li>• Where this happens – bubbles will be separated by at least 2 metres.</li> </ul> | Completed<br>Reviewed Jan 2021           |
|  | 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 | Yes | <ul style="list-style-type: none"> <li>• Breakfast club will use separate tables for bubbles</li> <li>• Wrap around care will have reduced numbers to support social distancing</li> </ul>  | Completed<br>Reviewed Jan 2021           |
|  | Contact within and between groups is minimised through distancing measures which are outlined in this assessment.  | Yes | <ul style="list-style-type: none"> <li>• Staggered breaks &amp; lunches and outdoor times.</li> <li>• Toilets will use a pass system, where the toilet pass is left outside, so no one else enters.</li> <li>• One child in the toilet at a time.</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |

|                          |   |     |  |   |
|--------------------------|---|-----|--|---|
|                          | <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> <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> | Yes | <ul style="list-style-type: none"> <li>• Class bubbles maintained.</li> <li>• All staff utilised.</li> </ul>   | <p>Complete</p> <p>Reviewed Jan 2021</p>                |
| Keeping cohorts together | Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.  | Yes | <ul style="list-style-type: none"> <li>• Pupils will be allocated to class bubble</li> <li>• Lunch will be in the classroom that is allocated to the bubble</li> </ul>   | <p>Completed &amp; Ongoing</p> <p>Reviewed Jan 2021</p> |
|                          | 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 | <ul style="list-style-type: none"> <li>• Pupils will be allocated to a class bubble</li> <li>• Breaks &amp; lunches will be in the bubble</li> <li>• Times will be staggered for being outdoors and toilets etc.</li> </ul>      | <p>Completed &amp; Ongoing</p> <p>Reviewed Jan 2021</p> |
|                          | Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.  | Yes | <ul style="list-style-type: none"> <li>• We will have 2 - members of staff with a bubble or where this is not possible SLT will support from a distance</li> <li>• SLT are on site to advise and support where needed</li> </ul> | <p>Completed</p> <p>Reviewed Jan 2021</p>               |
|                          | The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.  | Yes | <ul style="list-style-type: none"> <li>• Pupils will be allocated to a class bubble</li> </ul>   | <p>Completed &amp; Ongoing</p> <p>Reviewed Jan 2021</p> |
|                          | Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).   | Yes | <ul style="list-style-type: none"> <li>• Breakfast club will be in separate bubbles where possible. Where this is not possible, bubbles will be separated by at least 2 metres.</li> </ul>                                       | <p>Completed &amp; Ongoing</p> <p>Reviewed Jan 2021</p> |

|                 |  |     |  |  |
|-----------------|--|-----|--|--|
|                 |  |     | <ul style="list-style-type: none"> <li>• Breakfast &amp; After school club will have reduced numbers to support social distancing</li> <li>• Other after school clubs are not in operation at the moment.</li> </ul> |  |
|                 | Larger spaces are not used by more than one group without partitioning in order to create physical separation. | Yes | <ul style="list-style-type: none"> <li>• Timetable for outdoor areas and the hall (agreed by teachers)</li> <li>• Wooden play equipment to be used following recommended guidance (see below)</li> </ul>             | Completed & Ongoing<br>Reviewed Jan 2021 |
| Contact Records | Contact records of groups are maintained in line with case management guidance.                                | Yes | <ul style="list-style-type: none"> <li>• SLT have read and are familiar with Case Management guidance</li> <li>• SLT aware of how to complete contact record</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |

### **Other general measures**

|  |  |        |   |  |
|--|--|--------|---|--|
|  | The use of outdoor spaces has been maximised   | Yes    | <ul style="list-style-type: none"> <li>• Bubbles encouraged to use outdoor space where possible.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | Unavoidable queues are managed   | Yes    | <ul style="list-style-type: none"> <li>• With reduced numbers all start at 8:40 and finish at 3:15</li> <li>• Staggered breaks &amp; lunches</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible. | Partly | <ul style="list-style-type: none"> <li>• Children educated about social distancing.</li> <li>• This is maintained where possible, however in a classroom this will be harder to maintain. With just critical worker children in school areas will be as spaced as they can be to allow distancing.</li> <li>• Adults to try and stay to the side of children and above whenever possible</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |

|  |     |   |  |
|--|-----|---|--|
| 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 | <ul style="list-style-type: none"> <li>• These will be avoided</li> </ul>   | Completed                                |
| Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.  | Yes | <ul style="list-style-type: none"> <li>• Where possible books will remain in school and be marked in school</li> <li>• Teachers can take books home to mark – but will ensure hand hygiene is maintained</li> <li>• Peer to peer marking is not to happen</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |
| Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.   | Yes | <ul style="list-style-type: none"> <li>• Classes are in bubbles and will use their own class equipment</li> <li>• Bubbles to have cleaning equipment available e.g. wipes / Milton</li> <li>• Children to have their own equipment that is regularly used e.g. pens, pencils, whiteboards etc.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
| If this is not possible, the resources will be quarantined for 72 hours between groups.  | Yes | <ul style="list-style-type: none"> <li>• Returned library books should be placed in a box for 72 hours (continue as before)</li> </ul>  | Completed<br>Reviewed Jan 2021           |
| Large gatherings such as assemblies with more than one group is avoided.   | Yes | <ul style="list-style-type: none"> <li>• Assemblies will continue virtually:<br/>Monday – Virtual Values (DR/SQ)<br/>Tuesday – PSHE (Class)<br/>Wednesday – Vicar<br/>Thursday – Big Question (Class)<br/>Friday – Celebration newsletters</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
| <p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> <li>• Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. 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> </ul> | Yes | <ul style="list-style-type: none"> <li>• Classes will enter via their own entrances and leave by their own entrances</li> <li>• Children not allowed upstairs at all</li> <li>• During lunch and break bubbles will stay separate.</li> <li>• Teachers will supervise any movement around school</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |

|         |  |     |   |  |
|---------|--|-----|---|--|
|         | <ul style="list-style-type: none"> <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 given to implementing a one-way system where this is possible</li> <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>• Toilets will use a pass system, where the toilet pass is left outside, so no one else enters.</li> </ul> |  |
|         | The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools)  | N/A |   |  |
| Lockers | Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.  | N/A |   |  |
|         | Locker cleaning and disinfection arrangements are in place   | N/A |   |  |

### Measures within the classroom

|  |   |       |   |  |
|--|---|-------|---|--|
|  | Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained | Yes   | <ul style="list-style-type: none"> <li>• Bubbles will be in their classrooms as the hall will only be used for Breakfast &amp; After School Clubs.</li> </ul>   | Completed<br>Reviewed Jan 2021           |
|  | Distancing is encouraged by reconfiguring furniture and chairs are forward facing   | Maybe | <ul style="list-style-type: none"> <li>• Staff to decide at their own discretion, considering the layout of their classroom, the age of their pupils and how socially distancing can best be applied</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | Unnecessary furniture and objects are removed where possible  | Maybe | <ul style="list-style-type: none"> <li>• If applicable (see above)</li> </ul>   | Completed                                |
|  | The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.      | Yes   | <ul style="list-style-type: none"> <li>• Staff to maintain social distance where possible</li> </ul>  | Completed & Ongoing                      |
|  | 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  | Yes   | <ul style="list-style-type: none"> <li>• Children to hang bags etc. on their peg in their allocated bubble zone</li> </ul>  | Completed & Ongoing                      |

|  |        |   |  |
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| that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks                                     |        | <ul style="list-style-type: none"> <li>• Children to be staggered when getting/putting things away</li> </ul>   | Reviewed Jan 2021                        |
| 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    | <ul style="list-style-type: none"> <li>• Staff to maintain social distance where possible</li> <li>• Adults to try and stay to the side of children and above whenever possible</li> </ul>  | Completed                                |
| Where close contact is needed this is conducted side by side rather than face to face  | Yes    | <ul style="list-style-type: none"> <li>• Staff to maintain social distance where possible</li> <li>• Adults to try and stay to the side of children and above whenever possible</li> <li>• Staff advised in summary guidance</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
| Pupils are not called to the front of the class  | Yes    | <ul style="list-style-type: none"> <li>• Children will share any work from their work station</li> <li>• Visualisers used to share work</li> </ul>  | Completed & Ongoing                      |
| Staff going to a pupils desk to check on their work is avoided   | Partly | <ul style="list-style-type: none"> <li>• Staff to maintain social distance where possible</li> <li>• Adults to try and stay to the side of children and above whenever possible</li> <li>• Staff advised in summary guidance</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
| Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils                                | Yes    | <ul style="list-style-type: none"> <li>• Classes are in bubbles and will use their own class equipment</li> <li>• Bubbles to have cleaning equipment available e.g. wipes / Milton</li> <li>• Children to have their own equipment that is regularly used e.g. pens, pencils, whiteboards etc.</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |
| Pupils do not share or swap resources and materials including ceasing the marking of each other's books.                                     | Yes    | <ul style="list-style-type: none"> <li>• Bubbles to have cleaning equipment available e.g. wipes / Milton</li> <li>• Children to have their own equipment that is regularly used e.g. pens, pencils, whiteboards etc.</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |

|  |  |     |   |  |
|--|--|-----|---|--|
|  |  |     | <ul style="list-style-type: none"> <li>• Children will not mark each others work.</li> </ul>  |  |
|  | Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly   | Yes | <ul style="list-style-type: none"> <li>• Bubbles to have cleaning equipment available e.g. wipes / Milton</li> <li>• Books that are returned to be left for 72 hours</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group. | Yes | <ul style="list-style-type: none"> <li>• Parents asked to keep things that come into school at a minimum</li> <li>• No toys etc. from home.</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand  | Yes | <ul style="list-style-type: none"> <li>• Books that are returned to be left for 72 hours in a returns box</li> </ul>  | Completed & Ongoing                      |
|  | How pupils enter and exit the classroom is managed to maintain distancing.   | Yes | <ul style="list-style-type: none"> <li>• Sparrows will use their red door</li> <li>• Swallows will use their back door</li> <li>• Skylarks will use the link corridor</li> <li>• Swifts will use their back door</li> <li>• Social distance markings outside of school to support social distancing</li> <li>• Parents reminded not to congregate.</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|  | Where a room is used by more than one extended group the class teacher will clean down high use touch points between use   | Yes | <ul style="list-style-type: none"> <li>• Hall tables are wiped after breakfast club and after After School Club</li> <li>• Library is not being used by bubbles at the moment. Teachers if using will clean with anti bac afterwards.</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |

## Playgrounds

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|  | Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment | Yes | <ul style="list-style-type: none"> <li>• SLT to create signage to give clear guidelines for the usage of outdoor equipment. Completed</li> <li>• Limited number of children on the equipment at any one time – as displayed on the signage.</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |
|--|--|-----|--|--|

|  |  |     |  |  |
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|  |  |     | <ul style="list-style-type: none"> <li>• Hand sanitiser gel to be used before and after using equipment.</li> <li>• Social distancing while waiting for equipment to be enforced by staff on duty at the time</li> </ul> |  |
|  | Equipment use is supervised, and time limited to enable other users to take their turn   | Yes | <ul style="list-style-type: none"> <li>• Use of outdoor equipment to be supervised by staff on duty.</li> </ul>  | Completed & Ongoing                      |
|  | Seating has been removed or marked off to encourage distancing on individual items of equipment.   | Yes | <ul style="list-style-type: none"> <li>• SLT to review benches and seating.</li> <li>• Mark off parts of benches to encourage social distancing.</li> </ul>  | Completed & ongoing                      |
|  | A one-way system has been introduced around outdoor gym equipment and trim trails  | Yes | <ul style="list-style-type: none"> <li>• SLT to review outdoor equipment and mark with clear one way system.</li> </ul>  | Completed                                |
|  | Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements) | Yes | <ul style="list-style-type: none"> <li>• SLT to review outdoor equipment and mark with clear one-way system.</li> </ul>  | Completed                                |
|  | Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.                       | Yes | <ul style="list-style-type: none"> <li>• Hand sanitiser gel to be used before and after using equipment.</li> <li>• Staff remind pupils to use.</li> </ul>   | Completed & Ongoing                      |
|  | Bins are installed to encourage use of tissues and appropriate disposal  | Yes | <ul style="list-style-type: none"> <li>• Bins already outside.</li> </ul>  | Completed                                |
|  | Time is allocated for play equipment for each group/bubble   | Yes | <ul style="list-style-type: none"> <li>• Time staggered for breaks and lunch.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | Equipment touch points are cleaned frequently and between each groups use.   | No  | <ul style="list-style-type: none"> <li>• Hand sanitiser gel to be used before and after using equipment.</li> <li>• Clean after use for next bubble.</li> <li>• Staff remind pupils to use.</li> </ul>                   | Completed & Ongoing                      |
|  | Multiple groups do not use outdoor play equipment at the same time.  | Yes | <ul style="list-style-type: none"> <li>• Time staggered for breaks and lunch.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |

### ***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 | <ul style="list-style-type: none"> <li>No choir at the moment.</li> <li>In class bubble, we are not singing, unless outside.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
|                        | 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 | <ul style="list-style-type: none"> <li>The main emphasise will be on: Improvising, exploring and playing (non-wind or brass) instruments, Composition &amp; notation and listening and appraising music.</li> <li>If singing is needed at part of a music lesson – this can be done with social distancing outside for class bubbles</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |
|                        | 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 | <ul style="list-style-type: none"> <li>Peripatetic music lessons are currently on hold.</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |
|                        | Where the music teacher need to face the group they will maintain 3m distance.   | Yes | <ul style="list-style-type: none"> <li>Peripatetic music lessons are currently on hold.</li> </ul>  | Complete & Ongoing<br>Reviewed Jan 2021  |
| Drama and performances | Performances with audiences do not take place  | Yes | <ul style="list-style-type: none"> <li>All performance to be avoided until further notice.</li> </ul>   | Completed                                |
|                        | Activities that involve raised voices or shouting do not take place.   | Yes | <ul style="list-style-type: none"> <li>This will be avoided</li> </ul>  | Completed                                |
|                        | Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management  | Yes | <ul style="list-style-type: none"> <li>Class bubbles to be maintained</li> </ul>  | Completed                                |
|                        | Outside drama is planned as a first consideration where possible   | Yes | <ul style="list-style-type: none"> <li>Class bubbles to be maintained</li> </ul>  | Completed                                |
|                        | In all cases the following will be applied: <ul style="list-style-type: none"> <li>Increased hand hygiene and surface cleaning</li> <li>Using back to back or side positioning</li> <li>Maintaining distancing</li> </ul>  | Yes | <ul style="list-style-type: none"> <li>Children to work next to each other or back-to-back</li> </ul>   | Complete & Ongoing<br>Reviewed Jan 2021  |

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| 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  | <ul style="list-style-type: none"> <li>• PE to take part outside</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | Prioritisation of low impact activities is given over high impact  | Yes  | <ul style="list-style-type: none"> <li>• Low impact to take priority</li> <li>• When high impact – social distancing outside</li> </ul>                    | Completed & Ongoing                      |
|  | Contact sports will not take place   | Yes  | <ul style="list-style-type: none"> <li>• Contact sports not currently taking place – to be reviewed half termly</li> </ul>                                 | Completed & Ongoing                      |
|  | Distance between participants is maximised.  | Yes  | <ul style="list-style-type: none"> <li>• Outside space utilised</li> </ul>   | Completed & Ongoing                      |
|  | Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.  | Yes  | <ul style="list-style-type: none"> <li>• Shared equipment is cleaned after use for next bubble to use (Milton or wipes) or is left for 72 hours</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | The use on non-personal kit is avoided.  | Yes  | <ul style="list-style-type: none"> <li>• This will be avoided, school equipment only to be used</li> <li>• Spare kit will not be used</li> </ul>           | Completed & Ongoing                      |
|  | Any non-personal kit e.g. bibs are be carefully cleaned between uses.  | Yes  | <ul style="list-style-type: none"> <li>• Will avoid the use of bibs</li> </ul>   | Completed                                |
|  | Pupils are kept in consistent groups   | Yes  | <ul style="list-style-type: none"> <li>• Pupils will be kept in their class bubbles for PE</li> </ul>  | Completed & Ongoing                      |
|  | Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.  | Yes  | <ul style="list-style-type: none"> <li>• Shared equipment is cleaned after use for next bubble to use (Milton or wipes) or is left for 72 hours</li> </ul> | Completed & Ongoing                      |
|  | 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  | <ul style="list-style-type: none"> <li>• No external club providers at the moment.</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |
| <p>The following advice has been referred to as part of the risk assessment process:</p> <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  | <ul style="list-style-type: none"> <li>• The guidance has been read by SLT and we are within the guidelines</li> </ul> | Completed  |  |

|   |   |     |   |  |
|---|---|-----|---|--|
|   | Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.  | Yes | <ul style="list-style-type: none"> <li>No external club providers at the moment.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
|   | The use of changing rooms and showering facilities are avoided where possible.  | N/A |   |  |
|   | 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.   | N/A |   |  |
|   | 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.   | N/A |   |  |
|   | Changing and shower facilities must be used as quickly as possible.   | N/A |   |  |
| Swimming pools                          | Guidance is currently being updated and will be provided before the start of term.  | Yes | <ul style="list-style-type: none"> <li>We are not swimming at the moment.</li> </ul>  | Reviewed Jan 2021                        |
| 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 | <ul style="list-style-type: none"> <li>Shared equipment is cleaned after use for next bubble to use (Milton or wipes) or is left for 72 hours</li> </ul>  | Completed & Ongoing                      |
|   | 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 | <ul style="list-style-type: none"> <li>Demos to be offered to smaller groups or using a visualiser.</li> <li>Alternatives offered e.g. clear instructions to follow</li> </ul>  | Completed & Ongoing                      |
|   | 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 | <ul style="list-style-type: none"> <li>Small groups where possible</li> <li>Staff to maintain social distance where possible</li> <li>Adults to try and stay to the side of children and above whenever possible</li> </ul> | Completed & Ongoing                      |

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|--|---|-----|--|-----------|
|  | <p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <p><a href="#">Guide to doing practical work in Science</a><br/> <a href="#">Guide to doing practical work in DT</a></p> | Yes | <ul style="list-style-type: none"> <li>The guidance has been read by SLT and we are within the guidelines</li> </ul> | Completed |
|--|---|-----|--|-----------|

### Educational visits

|  |   |     |  |  |
|--|---|-----|--|--|
|  | No overnight educational visits are carried out   | Yes | <ul style="list-style-type: none"> <li>Residential visits are on hold.</li> </ul>  | Completed<br>Reviewed Jan 2021           |
|  | Outdoor spaces in the local area are used to support delivery of the curriculum   | Yes | <ul style="list-style-type: none"> <li>Adequate space on our school field will be utilised</li> <li>Visits to the local area are on hold.</li> </ul> | Completed<br>Reviewed Jan 2021           |
|  | <p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> <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> | Yes | <ul style="list-style-type: none"> <li>All visits and clubs are currently on hold.</li> </ul>  | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.   | Yes | <ul style="list-style-type: none"> <li>All visits and clubs are currently on hold.</li> </ul>  | Completed<br>Reviewed Jan 2021           |

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

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|  | Schools work together to ensure that the approach is consistent and does not compromise the group/bubble | N/A |  |
|--|--|-----|--|

**Extra curricular provision**

|  |  |     |  |   |
|--|--|-----|--|---|
|  | Pupils will keep within their main bubble where possible.  | Yes | <ul style="list-style-type: none"> <li>All extra curricular provision is currently on hold.</li> </ul> | Reviewed Jan 2021                                       |
|  | <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 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 to touch points such as gates and hand rails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues</li> </ul> | Yes | <ul style="list-style-type: none"> <li>All extra curricular provision is currently on hold.</li> </ul> | <p>Completed &amp; Ongoing</p> <p>Reviewed Jan 2021</p> |

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|  | <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 | <ul style="list-style-type: none"> <li>All extra curricular provision is currently on hold.</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | 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 | <ul style="list-style-type: none"> <li>All extra curricular provision is currently on hold.</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |

### Measures for arriving and leaving

|                    |   |     |   |  |
|--------------------|---|-----|---|--|
| General Principles | 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. | Yes | <ul style="list-style-type: none"> <li>Years 1 – 6 will start back on 7<sup>th</sup> September</li> <li>Reception will have a staggered start, with 'home (garden) visits', mornings and then full time across the first two weeks.</li> <li>SLT will be on site (DR) to support coming in in the morning.</li> </ul> | Completed                                |
|                    | 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 | <ul style="list-style-type: none"> <li>Parents to be advised not to congregate at pick up and drop off</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
|                    | Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.  | N/A |   |  |
|                    | There are hand sanitiser stations outside for pupil and visitor use   | Yes | <ul style="list-style-type: none"> <li>Hand sanitiser stations to be set up outside the classrooms for pupils to use on entry.</li> </ul>   | Completed & Ongoing                      |

|  |   |     |   |  |
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|  |   |     | <ul style="list-style-type: none"> <li>• Hand sanitiser to be used by all visitors – available in reception on entry</li> </ul>   |  |
|  | Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use     | Yes | <ul style="list-style-type: none"> <li>• Cleaning facilities available for each bubble to use near points of contact.</li> </ul>  | Completed & Ongoing                      |
|  | The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.                    | Yes | <ul style="list-style-type: none"> <li>• Quick drop off is encouraged.</li> <li>• Social distancing to be maintained, but doors will open earlier if raining.</li> <li>• Parents encouraged to stick to timings.</li> </ul> | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you            | Yes | <ul style="list-style-type: none"> <li>• Delivery drivers to report to office, this is separate to bubble entrances</li> <li>• Deliveries dropped and left in reception.</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
| 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 | <ul style="list-style-type: none"> <li>• SLT to be supervising at beginning and end of the day</li> </ul>   | Completed & Ongoing<br>Reviewed Jan 2021 |
|  | Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.                        | Yes | <ul style="list-style-type: none"> <li>• New timings will be shared with parents</li> <li>• Different entrances for different bubbles</li> <li>• SLT to be supervising at beginning and end of the day</li> </ul>           | Completed<br>Reviewed Jan 2021           |
|  | 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 | <ul style="list-style-type: none"> <li>• Parents will be asked to check their child's temperature before school</li> <li>• Staff will check in with how children are feeling.</li> </ul>                                    | Completed & Ongoing                      |

|                     |  |     |  |                                |
|---------------------|--|-----|--|--------------------------------|
|                     | 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 | <ul style="list-style-type: none"> <li>• Children to drop their children at the school gate and SLT/Teachers will support children going in.</li> <li>• Children to use hand sanitiser as they come in.</li> </ul>   | Completed & ongoing            |
|                     | Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible  | Yes | <ul style="list-style-type: none"> <li>• Parents of Reception to drop at the gate and staff to come and collect.</li> </ul>  | Completed & ongoing            |
| 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 | <ul style="list-style-type: none"> <li>• Entrances to be shared with parents</li> <li>• SLT to be supervising at beginning and end of the day</li> <li>• Each bubble to enter via their own door/entrance</li> </ul>   | Completed & ongoing            |
|                     | Where alternative entrances cannot be provided, times have been staggered to prevent queuing.  | Yes | <ul style="list-style-type: none"> <li>• Each bubble to enter via their own door/entrance</li> </ul>   | Completed & ongoing            |
|                     | Floor marks have been added to assist with social distancing in outside areas.   | Yes | <ul style="list-style-type: none"> <li>• Tape on the floor to encourage 2 metres apart (inside)</li> <li>• 2 metre marker outside with spray paint</li> <li>• Parents to drop at the wooden gate and SLT to signpost children to entrance – made clear in the letter to parents</li> </ul> | Complete                       |
| 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 | <ul style="list-style-type: none"> <li>• Drop off and pick up times shared with parents.</li> </ul>  | Completed<br>Reviewed Jan 2021 |
|                     | Where possible, additional supervised entrances will be used to avoid people gathering at the same time  | Yes | <ul style="list-style-type: none"> <li>• Parents to drop at the wooden gate and SLT to signpost children to entrance – made clear in the letter to parents</li> </ul>  | Completed                      |



|                |   |     |   |                                |
|----------------|---|-----|---|--------------------------------|
|                | Parents have been advised that only one parent should attend.   | Yes | <ul style="list-style-type: none"> <li>Parents are regularly reminded of this through newsletters, texts &amp; emails.</li> </ul> | Completed<br>Reviewed Jan 2021 |
| Bags and coats | Staggered access times allow for cloak rooms to be used without pupils gathering.   | Yes | <ul style="list-style-type: none"> <li>Staff to stagger the children to access their peg with their belongings.</li> </ul>        | Complete                       |
|                | 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. | N/A |   |                                |

### ***Travel and parking***

|         |  |     |  |  |
|---------|--|-----|--|--|
|         | Consideration has been given to 'walking buses' (supervised groups walking to and from school).  | Yes | <ul style="list-style-type: none"> <li>Walking buses are on hold.</li> </ul>   | Reviewed Jan 2021                        |
|         | Entrances are supervised to support hand sanitising on arrival.  | Yes | <ul style="list-style-type: none"> <li>SLT will welcome children in the morning.</li> <li>Staff will remind pupils to wash their hands on entry.</li> </ul>  | Completed<br>Reviewed Jan 2021           |
| 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 | <ul style="list-style-type: none"> <li>Signs outside to encourage social distancing</li> <li>Marks on the floor with spray paint &amp; stencils to show 2 metres</li> <li>Drop off and pick up will be at a designated time, to support parents social distancing and separate bubbles</li> <li>This will be communicated with parents in the update letter</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|         | Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children   | Yes | <ul style="list-style-type: none"> <li>We are aware of any parents that are considered vulnerable – we will liaise with them regarding drop off and pick up</li> <li>SLT to monitor</li> </ul>   | Ongoing<br>Reviewed Jan 2021             |
| Cycling | Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.  | Yes | <ul style="list-style-type: none"> <li>Signage on bike racks to encourage one at a time</li> <li>SLT to be supervising at beginning and end of the day</li> </ul>  | Completed                                |

|                             |   |     |   |                                |
|-----------------------------|---|-----|---|--------------------------------|
| Car journeys                | Parents, staff and pupils have been advised not to gather in parking areas.   | Yes | <ul style="list-style-type: none"> <li>The whole school community is regularly reminded through emails, texts and newsletters.</li> <li>Pupils will be educated about social distancing.</li> </ul> | Completed<br>Reviewed Jan 2021 |
|                             | Parents and staff have been advised that only the same household members should travel together by car  | Yes | <ul style="list-style-type: none"> <li>The whole school community is regularly reminded through emails, texts and newsletters.</li> </ul>   | Completed<br>Reviewed Jan 2021 |
| 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 | <ul style="list-style-type: none"> <li>As part of update letter this will be made clear to parents</li> <li>Staff made aware through Teams Meetings</li> </ul>                                      | Completed                      |
|                             | Pupils and parents have been advised that they should not walk together in large groups   | Yes | <ul style="list-style-type: none"> <li>As part of update letter this will be made clear to parents</li> <li>Staff made aware through Teams Meetings</li> </ul>                                      | Completed                      |
| Public and school transport | Pupils, parents and staff have been advised not to use school transport if they have symptoms   | N/A |   |                                |
|                             | Pupils, parents and staff have been advised to wash their hands before and after using transport services   | N/A |   |                                |
|                             | 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 |   |                                |
|                             | 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.         | N/A |   |                                |
|                             | Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.                         | N/A |   |                                |
|                             | Markings are provided where queuing is required for transport services on school premises   | N/A |   |                                |
|                             | Windows are opened during journeys where it is safe to do so  | N/A |   |                                |

|  |  |     |  |
|--|--|-----|--|
|  | Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use | N/A |  |
|--|--|-----|--|

## Visitors Reviewed Jan 2021

|          |   |     |  |           |
|----------|---|-----|--|-----------|
| Visitors | The number of visitors has been minimised as much as possible   | Yes | <ul style="list-style-type: none"> <li>Visitors are encouraged where possible to attend out of school hours, e.g. TP fire, NPS etc.</li> </ul>   | Completed |
|          | Visitor times are planned to separate visitors from other site users  | Yes | <ul style="list-style-type: none"> <li>Visitors will need to make an appointment to attend school and these will be staggered.</li> </ul>  | Completed |
|          | Visits are by appointment only  | Yes | <ul style="list-style-type: none"> <li>Visitors will need to make an appointment to attend school and these will be staggered.</li> </ul>  | Completed |
|          | Visitors are advised of the following in advance: <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> | Yes | <ul style="list-style-type: none"> <li>When making an appointment, visitors will be made aware of the measure in place to keep everyone safe.</li> <li>Visitors will be reminded of this when at school and have a visitor's guide to read.</li> </ul> | Completed |
|          | Visitors are provided with further information on arrival and asked to perform hand hygiene   | Yes | <ul style="list-style-type: none"> <li>Visitors have set guidelines in Reception</li> <li>Part of this is to follow hand hygiene</li> <li>Hand sanitiser is available</li> </ul>   | Completed |
|          | Visitors who sign in either use their own pen or are provided with a pen that they take with them.  | Yes | <ul style="list-style-type: none"> <li>Visitors must sign in with own pen</li> <li>Alternatively, SLT will sign them in</li> </ul>   | Ongoing   |
|          | The reception is operating on a one in and one out basis for essential visitors   | Yes | <ul style="list-style-type: none"> <li>Office staff will ensure that only one visitor is in the Reception area at any time</li> </ul>  | Ongoing   |

|                  |   |     |   |   |
|------------------|---|-----|---|---|
|                  | 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 | Yes | <ul style="list-style-type: none"> <li>The office window to be kept closed to support social distancing</li> </ul>  | Ongoing   |
|                  | Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.   | Yes | <ul style="list-style-type: none"> <li>Sign in sheet to tick to say that the visitor has no symptoms.</li> <li>SLT or person in office to use a crib sheet to go through with visitors (VW to create)</li> <li>Clear signage displayed for visitors in the window of reception</li> </ul>   | Completed   |
|                  | Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)   | Yes | <ul style="list-style-type: none"> <li>Visitors to use hand gel at Reception and then be advised to wash their hands in the disabled toilet once in</li> </ul>  | Ongoing   |
|                  | 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>Visitors to sign in maintaining 2 metres distance</li> <li>Door to be opened and use wedged</li> <li>Order door wedges to be able to prop open for order to come in</li> </ul>   | Ongoing   |
|                  | Visitor records are maintained for contact tracing requirements   | Yes | <ul style="list-style-type: none"> <li>All visitors records are kept</li> </ul>   | Complete  |
| Contractors      | Where possible visits that are not essential and safeguarding can happen out of hours.  | Yes | <ul style="list-style-type: none"> <li>Where possible all contractors out of hours</li> </ul>   | Ongoing   |
|                  | Where visits cannot take place outside of school hours, an assessment of how social distancing can be maintained must be carried out and agreed in advance,   | Yes | <ul style="list-style-type: none"> <li>If in hours a cornered off area to maintain 2 metres social distancing</li> <li>SLT to monitor</li> <li>JC Comtech will be in during school hours, but will be maintaining social distancing by staying upstairs in the staff room.</li> <li>Any issues in classes will be sorted out before or after hours, when no children in classes.</li> </ul> | Required 21 <sup>st</sup> July<br>Completed & ongoing |
| Parents & Carers | Parents should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information, as above.  | Yes | <ul style="list-style-type: none"> <li>As part of update letter this will be made clear to parents</li> </ul>   | Completed   |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  | <ul style="list-style-type: none"> <li>• Only allowed in for essential conversations, where an alternative cannot be arranged</li> </ul> |  |
|--|--|--|--|--|

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

|                    |   |     |  |                                |
|--------------------|---|-----|--|--------------------------------|
| Circulation Spaces | Movement of groups is planned to avoid group gathering/mixing   | Yes | <ul style="list-style-type: none"> <li>• Breaks and lunches have been staggered.</li> </ul>                    | Completed<br>Reviewed Jan 2021 |
|                    | Staggered movement times have been introduced to reduce the number of movements at the same time  | Yes | <ul style="list-style-type: none"> <li>• Breaks and lunches have been staggered.</li> </ul>                    | Completed<br>Reviewed Jan 2021 |
|                    | Alternative routes have been provided, such as outside areas, alternative entrances and exits   | Yes | <ul style="list-style-type: none"> <li>• Each bubble to enter via their own door/entrance</li> </ul>           | Completed<br>Reviewed Jan 2021 |
|                    | One way circulation has been introduced where possible  | Yes | <ul style="list-style-type: none"> <li>• Corridors have 2m markings and one way system is in place.</li> </ul> | Completed                      |
|                    | Central dividers have been installed where necessary to avoid group mixing.   | Yes | <ul style="list-style-type: none"> <li>• Central markings in place in the corridors</li> </ul>                 | Completed                      |
| 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. | N/A |   |           |
|  | Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.                  | Yes | <ul style="list-style-type: none"> <li>• Using class rooms to eat lunch.</li> </ul> | Completed |

|   |     |  |  |
|---|-----|--|--|
| Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing   | Yes | <ul style="list-style-type: none"> <li>Once packed lunches are received from Hempnall, they will be delivered to the class bubbles</li> </ul>  | Completed & ongoing<br>Reviewed Jan 2021 |
| The use of pre-ordering and trolley services have been considered.  | Yes | <ul style="list-style-type: none"> <li>Packed lunches are ordered in the morning and will be delivered to each bubble</li> </ul>   | Completed & ongoing<br>Reviewed Jan 2021 |
| Where times of use cannot be staggered between groups, larger spaces have been partitioned.   | N/A | <ul style="list-style-type: none"> <li>Using class rooms to eat lunch.</li> </ul>  | Completed & ongoing<br>Reviewed Jan 2021 |
| Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.  | N/A | <ul style="list-style-type: none"> <li>Using classrooms to eat lunch.</li> </ul>   | Completed & ongoing<br>Reviewed Jan 2021 |
| Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. | N/A | <ul style="list-style-type: none"> <li>Swifts &amp; Swallows, then Sparrows &amp; Skylarks eat at the same time at opposite ends of the hall.</li> </ul>   | Completed & ongoing                      |
| Plans are in place to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible   | Yes | <ul style="list-style-type: none"> <li>Children to eat their lunch:<br/>Sparrows &amp; Skylarks – 12:00-12:30<br/>Swifts &amp; Swallows – 12:30-1:00</li> <li>Swifts &amp; Swallows, then Sparrows &amp; Skylarks eat at the same time in their classrooms</li> <li>MSAs to look after children during outside play:<br/>Swifts &amp; Swallows – 12:00-12:30<br/>Sparrows &amp; Skylarks – 12:30-1:00</li> <li>Each bubble to enter via their own door/entrance</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
| One ways systems are used.  | N/A |  |  |
| Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.  | Yes | <ul style="list-style-type: none"> <li>MSAs to maintain social distancing outside.</li> <li>MSAs enter via outside gate and then are only working with one bubble.</li> </ul>  | Completed & ongoing<br>Reviewed Jan 2021 |

|  |   |     |  |  |
|--|---|-----|--|--|
|  | Staff room area use is staggered to support distancing  | Yes | <ul style="list-style-type: none"> <li>• Staff to maintain social distancing when in the staff room and to stick to their own bubbles.</li> <li>• Staff to stagger breaks and ensure they have a break – sort in bubbles</li> </ul>  | Completed & ongoing<br>Reviewed Jan 2021 |
|  | Additional space has been provided to use as staff rooms.   | No  | <ul style="list-style-type: none"> <li>• Staff to maintain social distancing when in the staff room and to stick to their own bubbles.</li> <li>• Staff to stagger breaks and ensure they have a break – sort in bubbles</li> <li>• No additional space available</li> </ul>   | Completed & ongoing                      |
|  | Social distancing continues with staff groups during these times and furniture has been arranged to support this. | No  | <ul style="list-style-type: none"> <li>• Staff to maintain social distancing when in the staff room and to stick to their own bubbles.</li> <li>• Staff to stagger breaks and ensure they have a break – sort in bubbles</li> </ul>  | Completed & ongoing                      |
|  | Touch points are wiped down between different groups.   | Yes | <ul style="list-style-type: none"> <li>• Additional cleaning products are available in each bubble to clean down after lunch.</li> </ul>   | Completed & ongoing                      |
|  | Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.     | Yes | <ul style="list-style-type: none"> <li>• Children to eat their lunch:<br/>Sparrows &amp; Skylarks – 12:00-12:30<br/>Swifts &amp; Swallows – 12:30-1:00</li> <li>• MSAs to look after children during outside play:<br/>Swifts &amp; Swallows – 12:00-12:30<br/>Sparrows &amp; Skylarks – 12:30-1:00</li> <li>• Each bubble to enter via their own door/entrance</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|  | Equipment use is supervised to ensure that pupils do not gather.  | Yes | <ul style="list-style-type: none"> <li>• Equipment divided so that there is equipment for each extended bubble.</li> <li>• MSAs to monitor the use of the equipment.</li> </ul>  | Completed & ongoing                      |
|  | Pupils and staff have identified suitable play activities for break times   | Yes | <ul style="list-style-type: none"> <li>• Equipment divided so that there is equipment for each bubble.</li> </ul>  | Completed & ongoing                      |

|          |   |     |  |  |
|----------|---|-----|--|--|
|          |   |     | <ul style="list-style-type: none"> <li>• MSAs to monitor the use of the equipment.</li> <li>• Wooden play equipment can be used as per the guidance above.</li> </ul>  |  |
|          | Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting | Yes | <ul style="list-style-type: none"> <li>• Children to eat their lunch:<br/>Sparrows &amp; Skylarks – 12:00-12:30<br/>Swifts &amp; Swallows – 12:30-1:00</li> <li>• MSAs to look after children during outside play:<br/>Swifts &amp; Swallows – 12:00-12:30<br/>Sparrows &amp; Skylarks – 12:35-1:00</li> <li>• Each bubble to enter via their own door/entrance</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|          | Markings have been added to outside spaces to assist with queues when coming back into the building.                  | Yes | <ul style="list-style-type: none"> <li>• MSAs to support children to line up</li> <li>• MSA returns class bubble to their agreed entrance.</li> </ul>  | Completed & ongoing<br>Reviewed Jan 2021 |
|          | Additional staff supervision is employed to ensure social distancing takes place                                      | Yes | <ul style="list-style-type: none"> <li>• All MSAs will be outside to supervise the children</li> </ul>   | Completed                                |
| Catering | Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .                     | N/A | <ul style="list-style-type: none"> <li>• Food cooked off site, so Hempnall will maintain social distancing</li> <li>• Servery area not used</li> </ul>   | Completed                                |
|          | Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.                  | Yes | <ul style="list-style-type: none"> <li>• Through discussions with Norse and shared risk assessments</li> </ul>   | Completed                                |
|          | The way in which essential food deliveries are received are managed   | Yes | <ul style="list-style-type: none"> <li>• Hempnall to deliver meals</li> </ul>  | Completed<br>Reviewed Jan 2021           |



|  |   |        |  |                              |
|--|---|--------|--|------------------------------|
|  |   |        | <ul style="list-style-type: none"> <li>1 member of staff will drop the food and office staff will collect and deliver to bubbles</li> </ul>  |                              |
|  | Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff | N/A    |  |                              |
|  | Additional meal collection points have been put in place to reduce queuing where necessary  | N/A    |  |                              |
|  | Alternative payment methods are being used to eliminate cash handling   | Partly | <ul style="list-style-type: none"> <li>This is not currently an option as it is expensive.</li> <li>Have agreed with office staff that any money will be left for 72 hours until handled.</li> </ul> | Ongoing<br>Reviewed Jan 2021 |
|  | Tills are screened where still in use   | N/A    |  |                              |

### **Increasing ventilation**

|             |   |     |  |                                |
|-------------|---|-----|--|--------------------------------|
| Using fans  | Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.                                     | Yes | <ul style="list-style-type: none"> <li>Avoid the use of fans at the moment</li> </ul>  | Completed                      |
|             | 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 | <ul style="list-style-type: none"> <li>Avoid the use of fans at the moment</li> </ul>  | Completed                      |
| Ventilation | Windows and doors are open to increase ventilation where it is safe and appropriate.  | Yes | <ul style="list-style-type: none"> <li>Staff to open windows and doors to improve ventilation</li> </ul>   | Completed                      |
|             | Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.                                       | Yes | <ul style="list-style-type: none"> <li>Fire doors are propped open to reduce the number of contact points and increase the air flow</li> </ul>   | Completed                      |
|             | Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.  | Yes | <ul style="list-style-type: none"> <li>VW to speak to air conditioning company and review the system – spoken to and advised not to use.</li> <li>The air conditioning unit will not be used.</li> </ul> | Completed<br>Reviewed Jan 2021 |

|  |  |     |  |                                |
|--|--|-----|--|--------------------------------|
|  | Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented. | Yes | <ul style="list-style-type: none"> <li>VW to speak to air conditioning company and review the system - spoken to and advised not to use.</li> <li>The air conditioning unit will not be used.</li> </ul> | Completed<br>Reviewed Jan 2021 |
|--|--|-----|--|--------------------------------|

### Toilets and handwashing facilities

|  |   |     |   |  |
|--|---|-----|---|--|
|  | Usage times are staggered where possible.   | Yes | <ul style="list-style-type: none"> <li>Pupils encouraged to go to the toilet during break and lunch.</li> <li>Only one child at a time</li> <li>Children to use a 'toilet pass' left outside the toilet door to indicate that someone is in there.</li> <li>Bubbles to use their own sinks where they are available</li> <li>Break &amp; lunch to be staggered</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|  | Distancing for queuing has been introduced e.g. through floor markings  | Yes | <ul style="list-style-type: none"> <li>In corridors tape to mark out 2m gaps</li> </ul>   | Completed                                |
|  | Pupils have been informed of how to use facilities appropriately applying distancing requirements.                        | Yes | <ul style="list-style-type: none"> <li>Staff to share the new procedures with pupils when they are in school.</li> <li>Shared with parents in an update letter.</li> </ul>  | Completed<br>Reviewed Jan 2021           |
|  | Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels. | Yes | <ul style="list-style-type: none"> <li>Paper towels used where driers are not effective</li> </ul>  | Completed                                |
|  | Consideration has been given to replacing traditional taps with easy operating lever taps.                                | Yes | <ul style="list-style-type: none"> <li>Considered, but too expensive.</li> </ul>  | Completed                                |

### 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 | <ul style="list-style-type: none"> <li>Staff meetings are held on Teams</li> <li>Staff training and CPD to be accessed through Teams or Zoom</li> </ul> | Completed |
|          | 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 | <ul style="list-style-type: none"> <li>Meetings through Teams wherever possible</li> </ul>  | Completed |

|             |  |     |  |                     |
|-------------|--|-----|--|---------------------|
|             |  |     | <ul style="list-style-type: none"> <li>When meeting a parent re. safeguarding. Use library following social distancing</li> </ul>  |                     |
|             | <p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> <li>They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</li> <li>All other participants will connect to the meeting remotely.</li> <li>The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</li> <li>Use separate spaces or rooms where possible to limit the number of people in the same area</li> <li>Ensure 2 distance is maintained at all times, not sitting face to face</li> <li>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 measure have been implemented.</li> </ul> | Yes | <ul style="list-style-type: none"> <li>Meetings will use Teams where possible</li> <li>Where staff need to work together as part of PD day for example, staff will be in small groups and then link using Teams</li> <li>2 metres distance will be maintained</li> <li>Paperwork will be emailed or shared on the screen in Teams</li> <li>Good hand hygiene is practised</li> <li>The areas will be well ventilated</li> <li>All 1:1 meetings to be authorised by DR</li> </ul> | Completed           |
| Staff rooms | Additional staff room areas have been provided in order to avoid large gatherings at peak times  | Yes | <ul style="list-style-type: none"> <li>This is not possible, but breaks are staggered and staff have been advised to maintain social distancing</li> </ul>   | Completed & Ongoing |
|             | Times of use for staff breaks are staggered to prevent staff groups from mixing  | Yes | <ul style="list-style-type: none"> <li>Breaks are staggered</li> </ul>   | Completed & Ongoing |

|                           |   |     |  |                     |
|---------------------------|---|-----|--|---------------------|
|                           | Furniture has been arranged to encourage distancing   | Yes | <ul style="list-style-type: none"> <li>• Staff have been advised to maintain social distance.</li> </ul>   | Completed & Ongoing |
| Events                    | Events other than those specified in the compliance code as being possible and legal will not be arranged   | Yes | <ul style="list-style-type: none"> <li>• We will follow the guidance in the compliance code</li> </ul>   | Completed & ongoing |
| Parents evenings          | Meetings are undertaken by telephone or internet.   | Yes | <ul style="list-style-type: none"> <li>• Parents Evenings will be conducted via Teams</li> <li>• Discussed at staff meeting and agreed to offer Teams or phone call.</li> </ul>  | Completed & Ongoing |
| Essential Course Delivery | Courses are delivered on line and all “in person” training is suspended for both employees and external participants  | Yes | <ul style="list-style-type: none"> <li>• Staff training and CPD to be accessed through Teams or Zoom</li> </ul>  | Completed           |
|                           | 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 | <ul style="list-style-type: none"> <li>• If this is necessary, we will consider the guidance above and adhere to social distancing.</li> </ul>   | Completed           |
|                           | 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 | <ul style="list-style-type: none"> <li>• PD Days and staff training to be delivered via Teams or in smaller groups maintaining social distancing and hand hygiene.</li> <li>• Staff training and CPD to be accessed through Teams or Zoom</li> </ul>                           | Completed           |
|                           | 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 | <ul style="list-style-type: none"> <li>• Meetings will use Teams where possible</li> <li>• Where staff need to work together as part of PD day for example, staff will be in small groups and then link using Teams</li> <li>• 2 metres distance will be maintained</li> </ul> | Completed           |
|                           | 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 | <ul style="list-style-type: none"> <li>• If this is necessary, staff will only work with other staff from their bubble</li> </ul>  | Completed           |
|                           | 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 | Yes | <ul style="list-style-type: none"> <li>• Meetings will use Teams where possible</li> <li>• Face to face training will be avoided</li> </ul>  | Completed           |

|  |  |     |  |           |
|--|--|-----|--|-----------|
|  | distances e.g. leaving in single file starting with the person nearest the door.   |     |  |           |
|  | 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 | <ul style="list-style-type: none"> <li>If in small groups, the hall will be used to allow social distancing</li> </ul>   | Completed |
|  | Delegates will spread out in both outside and inside spaces.   | N/A | <ul style="list-style-type: none"> <li>We will not meet in big groups, where this is necessary</li> </ul>  | Completed |
|  | Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.  | Yes | <ul style="list-style-type: none"> <li>Staff will wash hands on entry and at regular intervals throughout the day.</li> <li>Hand sanitiser will be available at the entrance.</li> </ul>   | Completed |
|  | 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 | <ul style="list-style-type: none"> <li>Materials will be provided electronically where possible</li> <li>If items are shared they will be cleaned before sharing</li> </ul>  | Completed |
|  | Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.   | Yes | <ul style="list-style-type: none"> <li>Breaks will be staggered if staff are in school and linking on teams</li> <li>Adequate time will be given to ensure that social distancing can be maintained.</li> <li>Staff will bring their own food</li> </ul> | Completed |
|  | Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.   | Yes | <ul style="list-style-type: none"> <li>Careful consideration will be given to the resources needed</li> <li>Waste bins will be supplied</li> <li>Hand sanitiser will be readily available</li> </ul>   | Completed |

## 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 | <ul style="list-style-type: none"> <li>Cleaner will clean first and then disinfect</li> <li>VW to monitor</li> </ul> | Completed & ongoing |
|----------|--|-----|--|---------------------|

|  |     |  |                     |
|--|-----|--|---------------------|
| Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.   | Yes | <ul style="list-style-type: none"> <li>• Specific products are used for each area, to avoid contamination and transmission</li> </ul>  | Completed & ongoing |
| The setting will need to identify the specific cleaning methods for the items that require cleaning.   | Yes | <ul style="list-style-type: none"> <li>• Specific products are used for each area, to avoid contamination and transmission</li> </ul>  | Completed & ongoing |
| The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.  | Yes | <ul style="list-style-type: none"> <li>• Cleaning has been reviewed and enhanced</li> <li>• Cleaner has a checklist to complete daily, this will continue</li> <li>• VW to monitor</li> </ul>  | Completed & ongoing |
| 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 | <ul style="list-style-type: none"> <li>• Cleaning has been reviewed and enhanced</li> <li>• Cleaner has a checklist to complete daily, this will continue</li> <li>• VW to monitor</li> </ul>  | Completed & ongoing |
| 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 | <ul style="list-style-type: none"> <li>• Cleaning takes place in the morning and after school.</li> <li>• Cleaning products available in each bubble for contact points.</li> <li>• SLT to use antibac spray at lunchtime in the toilets.</li> </ul> | Completed & ongoing |
| 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                       | N/A |  |                     |
| Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.   | Yes | <ul style="list-style-type: none"> <li>• Cleaning products available in each bubble for contact points, including wipes</li> </ul>   | Completed & ongoing |
| 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 | <ul style="list-style-type: none"> <li>• Caretaker understands the different products used and is using disinfectant in the appropriate way.</li> </ul>  | Completed & ongoing |

|                                  |   |     |   |                     |
|----------------------------------|---|-----|---|---------------------|
|                                  | 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 | <ul style="list-style-type: none"> <li>If a hall of library area is used, there are wipes and spray available to clean after use</li> </ul>   | Completed & ongoing |
|                                  | Disinfectant wipes are more generally available for staff to use where they wish to.  | Yes | <ul style="list-style-type: none"> <li>Cleaning products available in each bubble for contact points.</li> </ul>  | Completed & ongoing |
|                                  | 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 | <ul style="list-style-type: none"> <li>Checklist for the caretaker to use to ensure that key contact points are cleaned twice a day e.g. light switches, door handles, backs of chairs etc.</li> <li>The guidance for Covid-19 cleaning has been adhered to and shared with cleaner</li> <li>Monitored by VW &amp; SLT to ensure it is being carried out</li> </ul> | Completed & ongoing |
|                                  | Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.   | Yes | <ul style="list-style-type: none"> <li>Each class bubble will have their own wipes to use before using a computer</li> </ul>  | Completed & ongoing |
|                                  | Handheld and frequently touched sports/PE equipment is disinfected prior to use   | Yes | <ul style="list-style-type: none"> <li>Each bubble to have its own play equipment to be used and stored in the shed</li> <li>Equipment to be washed regularly</li> </ul>  | Completed & ongoing |
|                                  | Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use   | Yes | <ul style="list-style-type: none"> <li>Cleaner to clean as part of regular morning and after school routine</li> <li>Wipes and disinfectant to be available for each bubble to use</li> </ul>   | Completed & ongoing |
|                                  | Touch point cleaning will be carried out between each group for activities using equipment such as outdoor equipment and PE.  | Yes | <ul style="list-style-type: none"> <li>Wipes and disinfectant are available for each bubble to use</li> </ul>   | Completed & ongoing |
| 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 | <ul style="list-style-type: none"> <li>Staff to assess their bubble and remove any toys that are harder to clean</li> </ul>   | Completed & ongoing |
|                                  | Toys that are put into children's mouths are cleaned between use  | Yes | <ul style="list-style-type: none"> <li>Staff to assess their bubble and see which toys might come into this category</li> </ul>   | Completed & ongoing |

|   |   |     |  |                     |
|---|---|-----|--|---------------------|
|   |   |     | <ul style="list-style-type: none"> <li>Identify these toys and arrange of disinfecting at the end of each day</li> </ul>   |                     |
|   | 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 | <ul style="list-style-type: none"> <li>Staff to assess their bubble and remove any toys that are harder to clean or be prepared to wash them after use</li> </ul>                | Completed & ongoing |
|   | 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 | <ul style="list-style-type: none"> <li>Staff to assess their bubble and remove any toys that are harder to clean or be prepared to wash them after use</li> </ul>                | Completed & ongoing |
| Resources   | Children are allocated their own resources e.g. pencils where possible .  | Yes | <ul style="list-style-type: none"> <li>Pupils will be supplied with a pencil case to store their own equipment in – this is theirs and will stay on their workstation</li> </ul> | Completed           |
| 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   | N/A |  |                     |
| Books (books are items that are difficult to clean) | Books are issued to pupils on a rotational basis  | Yes | <ul style="list-style-type: none"> <li>Children can change their books weekly, but will place returned books in a box which is then left for 72 hours.</li> </ul>                | Completed & ongoing |
|   | Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.  | Yes | <ul style="list-style-type: none"> <li>There are cleaning products available in each class bubble</li> </ul>   | Completed & ongoing |
|   | Used books are set aside for 72 hours after use to reduce microbial load  | Yes | <ul style="list-style-type: none"> <li>The children will place their returned books in a box</li> <li>This box will be emptied after 72 hours.</li> </ul>                        | Completed & ongoing |
|   | Books and posters checked for visible soiling and disposed of where necessary   | Yes | <ul style="list-style-type: none"> <li>Any books and posters that have visible soiling will be disposed of</li> </ul>  | Completed           |
| Wooden desks and wooden work surfaces               | <p>The following process is followed:</p> <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>There are cleaning products available in each class bubble</li> </ul>   | Completed & ongoing |
| Lunchtime   | Trays, tables and chair touch points are disinfected after use  | N/A |  |                     |



|                                    |  |     |   |                     |
|------------------------------------|--|-----|---|---------------------|
| Cleaning equipment after breaks    | Outdoor play equipment is cleaned between group use  | Yes | <ul style="list-style-type: none"> <li>• Each bubble to have its own play equipment</li> <li>• Equipment to be washed regularly</li> </ul>  | Completed & ongoing |
| Tissues & waste from bins provided | Outdoor play equipment is cleaned between group use  | Yes | <ul style="list-style-type: none"> <li>• Each bubble to have its own play equipment</li> <li>• Equipment to be washed regularly</li> </ul>  | Completed & ongoing |
|                                    | Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day | Yes | <ul style="list-style-type: none"> <li>• Each bubble has a bin just for tissues.</li> <li>• The children are taught to catch it, Bin it (in nappy sack), kill it – washing hands.</li> <li>• Bins are emptied at the end of the day.</li> </ul> | Completed & ongoing |
|                                    | Bins and tissues are provided in the same place.   | Yes | <ul style="list-style-type: none"> <li>• Tissues and Bin are in close proximity</li> </ul>  | Completed & ongoing |
|                                    | Waste bags for tissues are double bagged for disposal.   | Yes | <ul style="list-style-type: none"> <li>• Nappy sacks provided which are then in a larger bag for disposal.</li> </ul>   | Completed & ongoing |

### 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 | <ul style="list-style-type: none"> <li>• Children will use the sanitisers when they come into school, before and after they have been outside or have had lunch and before they go home</li> <li>• Children will wash their hands before lunch and at regular intervals.</li> <li>• If children use a tissue, the 'catch it, bin it, kill it approach' will be used and the children will wash their hands after throwing their tissues away</li> <li>• Children will be able to have some hand cream in school to apply themselves if their hands get sore – this will be clear in the letter to parents</li> </ul> | Completed & ongoing |
|-------------|--|-----|--|---------------------|

|  |   |            |  |                                |
|--|---|------------|--|--------------------------------|
|  | <p>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.</p>   | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Children will use the sanitisers when they come into school, before and after they have been outside or have had lunch and before they go home</li> <li>• Children will wash their hands before lunch and at regular intervals.</li> <li>• If children use a tissue, the 'catch it, bin it, kill it approach' will be used and the children will wash their hands after throwing their tissues away</li> <li>• Children will be able to have some hand cream in school to apply themselves if their hands get sore – this will be clear in the letter to parents</li> </ul> | <p>Completed &amp; ongoing</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> | <ul style="list-style-type: none"> <li>• Handwashing/sanitising is required:</li> <li>• On entry to school</li> <li>• After Break</li> <li>• After the toilet</li> <li>• Before and after lunch</li> <li>• At other regular intervals</li> </ul>   | <p>Completed &amp; ongoing</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> | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Sanitising points to be set up:</li> <li>• At entrances to bubbles</li> <li>• At office reception</li> <li>• In staff entrance</li> <li>• Outside toilets</li> <li>• For outdoor trim trail</li> <li>• All are clearly signposted</li> </ul>  | <p>Completed</p>               |
|  | <p>Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary movable stand etc.</p>  | <p>Yes</p> | <ul style="list-style-type: none"> <li>• Sanitising points to be set up:</li> <li>• Outside each bubble</li> <li>• At office reception</li> <li>• In staff entrance</li> <li>• Outside toilets</li> <li>• Near outdoor play equipment.</li> <li>• Clearly signposted</li> </ul>  | <p>Completed</p>               |

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| Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)   | Yes | <ul style="list-style-type: none"> <li>• Sanitisers attached to wall are not in a position for children/staff to slip.</li> <li>• Cleaner to regularly monitor these areas and rinse if needed.</li> </ul>                                 | Completed & ongoing |
| Event related prompts are given to pupils by staff..... <i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts.  | Yes | <ul style="list-style-type: none"> <li>• Children to use the language before and after events to support understanding</li> <li>• Children to work with teachers to develop daily timetable and consider when to wash hands</li> </ul>     | Completed & ongoing |
| Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.  | Yes | <ul style="list-style-type: none"> <li>• Staff to be informed as part of risk assessment and summary</li> <li>• Parents and children informed through update letter</li> <li>• Children reminded by staff at the end of the day</li> </ul> | Completed           |
| Supervision arrangements are in place to support pupils with handwashing where it is needed.  | Yes | <ul style="list-style-type: none"> <li>• Staff will supervise the children washing their hands and will encourage them to sing 'Happy Birthday' twice and to use the posters near handwashing facilities</li> </ul>                        | Completed & ongoing |
| 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 | <ul style="list-style-type: none"> <li>• There are automatic hand sanitisers for the children to use.</li> <li>• Children, particularly younger ones, are supervised when using the sanitiser.</li> </ul>                                  | Completed & ongoing |
| 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.   | N/A | <ul style="list-style-type: none"> <li>• All children can wash their hands</li> </ul>  |                     |
| Handwashing is being encouraged rather than using hand sanitizer wherever it is possible  | Yes | <ul style="list-style-type: none"> <li>• Washing hands will be promoted</li> </ul>   | Completed & ongoing |
| Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.  | Yes | <ul style="list-style-type: none"> <li>• Every sink has a poster to remind pupils</li> <li>• Staff will supervise the children washing their hands and will encourage them to sing 'Happy</li> </ul>                                       | Completed & ongoing |

|  |   |     |  |                                |
|--|---|-----|--|--------------------------------|
|  | All staff and pupils are following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use. | Yes | <p>Birthday' twice and to use the posters near handwashing facilities</p> <ul style="list-style-type: none"> <li>• If children use a tissue, the 'catch it, bin it, kill it approach' will be used and the children will wash their hands after throwing their tissues away</li> <li>• Tissues are available in each bubble, with a spare box too</li> </ul> | Completed & ongoing            |
|  | Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.                 | Yes | <ul style="list-style-type: none"> <li>• Staff reminded in summary guidance</li> <li>• Pupils will be educated as part of the recovery curriculum when returning to school in September and at regular intervals.</li> </ul>   | Completed<br>Reviewed Jan 2021 |
|  | Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing).      | Yes | <ul style="list-style-type: none"> <li>• Staff to be advised in summary guidance</li> </ul>  | Completed                      |

## Health Needs

### Staff health

|                                |   |     |   |                                |
|--------------------------------|---|-----|---|--------------------------------|
| Specific health considerations | 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</a> provided is used to record conversations and agreed control measures. | Yes | <ul style="list-style-type: none"> <li>• Conduct a risk assessment with AW, who will be returning to work after shielding.</li> <li>• Conducted with AW and actions agreed.</li> </ul>  | Completed<br>Reviewed Jan 2021 |
| Wellbeing                      | Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support  | Yes | <ul style="list-style-type: none"> <li>• All staff have been reminded of support line</li> <li>• HT has spoken to all members of staff regularly to check on their well being</li> <li>• SLT will share some resources sent through to support staff with well being</li> </ul> | Completed & ongoing            |

|               |  |     |  |  |
|---------------|--|-----|--|--|
|               | Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.  | Yes | <ul style="list-style-type: none"> <li>• These will be considered on an individual basis, dependent on need.</li> <li>• Staff to work contracted hours – some in school and some from home, to allow reduced staff in school.</li> </ul>   | Completed & ongoing<br>Reviewed Jan 2021 |
| Symptoms      | Staff will go home as soon as possible if they develop symptoms  | Yes | <ul style="list-style-type: none"> <li>• If any member of the school community shows symptoms – they will be sent home immediately.</li> <li>• Where a test can be completed this is encouraged</li> <li>• If the test is positive the whole bubble will need to isolate for 14 days, following advice from PHE</li> </ul> | Completed & ongoing                      |
| 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 | <ul style="list-style-type: none"> <li>• If symptoms are present for member of staff or a member of their household, a test will be requested and case management applied</li> </ul>   | Completed & ongoing                      |

### **Pupil Health**

|          |  |     |   |                     |
|----------|--|-----|---|---------------------|
| Symptoms | Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild                   | Yes | <ul style="list-style-type: none"> <li>• As part of the recovery curriculum pupils will be taught about the main symptoms of Covid-19.</li> <li>• They will be taught to tell their teachers or parents if they feel ill in anyway</li> </ul>         | Completed & ongoing |
|          | Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day | Yes | <ul style="list-style-type: none"> <li>• Staff will remain vigilant about the symptoms of Covid-19</li> <li>• Parents will be asked to check the temperature of their child every morning before they come to school – in the offer letter</li> </ul> | Completed & ongoing |

|   |  |     |  |                     |
|---|--|-----|--|---------------------|
|   | 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 | <ul style="list-style-type: none"> <li>• Staff will remain vigilant about the symptoms of Covid-19</li> <li>• Those with younger or more vulnerable pupils will keep an eye on these children</li> </ul>                     | Ongoing             |
| 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 | <ul style="list-style-type: none"> <li>• If symptoms are suspected case management will be activated and parents will be strongly encouraged to get a test</li> </ul>  | Ongoing             |
| Increased supportive measures for pupils/ psychological needs | The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.   | Yes | <ul style="list-style-type: none"> <li>• Pupils will be nurtured and supported with their behaviour</li> </ul>   | Ongoing             |
|   | 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>• None needed at the moment, but this will be reviewed once back in September</li> <li>• SENCo to support and advise staff in supporting all children with emotional needs</li> </ul> | Completed           |
|   | 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> | N/A | <ul style="list-style-type: none"> <li>• Not applicable for any pupils currently.</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 | <ul style="list-style-type: none"> <li>• Staff will continue to use PPE if a child is showing symptoms and they are in isolation or if delivering first aid and cannot maintain 2 metres</li> </ul>                          | Completed & ongoing |
| 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>• School to maintain contact with any social workers – where applicable</li> <li>• Recovery curriculum will support pupils in talking about their emotions and experiences</li> </ul> | Completed & ongoing |

|  |  |     |   |                     |
|--|--|-----|---|---------------------|
|  |  |     | <ul style="list-style-type: none"> <li>• Staff to continue to share any concerns about pupils wellbeing with SLT</li> </ul>   |                     |
|  | Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression. | Yes | <ul style="list-style-type: none"> <li>• Recovery curriculum will support pupils in talking about their emotions and experiences</li> <li>• An individualised approach will be taken for those pupils struggling to come back into school – working with the family and the child</li> </ul>                              | Completed & ongoing |
|  | The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.   | Yes | <ul style="list-style-type: none"> <li>• Normal safeguarding routines will be in place</li> <li>• Staff to have core training in September.</li> </ul>  | Completed & ongoing |
|  | Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns                             | Yes | <ul style="list-style-type: none"> <li>• Children will want to talk about Covid-19 and its affects, teachers and staff to encourage this through education about how to stay safe and by being there as a support</li> <li>• SENCo to support and advise staff in supporting all children with emotional needs</li> </ul> | Completed & ongoing |
|  | Available resources are used to identify and support students and staff who exhibit signs of distress.   | Yes | <ul style="list-style-type: none"> <li>• SENCo to complete risk assessment children as needed</li> <li>• SENCo to support and advise staff in supporting all children with emotional needs</li> </ul>   | Completed & ongoing |
|  | The training module on <a href="#">teaching about mental wellbeing</a> , will be completed by those staff who require this.  | Yes | <ul style="list-style-type: none"> <li>• SLT to complete training module</li> <li>• Make available to all staff members to access if they would like a deeper understanding of supporting pupils.</li> </ul>  | Completed           |
|  | Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.  | Yes | <ul style="list-style-type: none"> <li>• Behaviour policy has been adjusted to support the current situation</li> </ul>   | Completed & ongoing |

## 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 | <ul style="list-style-type: none"> <li>• Weekly staff meetings via teams</li> <li>• We will continue to communicate with parents via email, phone calls and via the remote learning platform.</li> <li>• Parents all have the office and heads email and phone numbers to contact school if needed</li> <li>• Governor meetings are occurring virtually and review processes in school and the risk assessment.</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|                                   | The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.     | Yes | <ul style="list-style-type: none"> <li>• Parents will receive an update letter, based on the template letter provided.</li> <li>• This will be shared with a survey and a reminder about the Covid section of the website.</li> </ul>  | Completed                                |
| 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 | <ul style="list-style-type: none"> <li>• A poster is displayed in the reception area stating the steps they will need to take to sign in and while on site.</li> <li>• This is also uploaded to the schools website.</li> </ul>  | Completed                                |
| Communicating safety arrangements | Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space   | Yes | <ul style="list-style-type: none"> <li>• Social distancing signage to be displayed to support parents and children</li> </ul>  | Completed                                |
|                                   | Site changes such as entrances and exits will be identified where required  | N/A |  |  |
|                                   | Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices  | Yes | <ul style="list-style-type: none"> <li>• Social distancing signage to be displayed to support parents and children</li> </ul>  | Completed                                |



|  |   |     |  |           |
|--|---|-----|--|-----------|
|  | 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.      | N/A |  |           |
|  | 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 | <ul style="list-style-type: none"> <li>• How to hand rub signs displayed near the majority of hand sanitisers</li> <li>• Staff to educate children about sanitiser in first week back</li> </ul> | Completed |
|  | The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.  | Yes | <ul style="list-style-type: none"> <li>• Secure notice displayed in reception area and added to the website</li> </ul>   | Completed |

### 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 | <ul style="list-style-type: none"> <li>• This risk assessment will be shared with all members of staff</li> <li>• Clear list of actions from the Risk Assessment also shared with staff</li> <li>• Staff will be sent copies of the Risk Assessment and the compliance code</li> <li>• Staff will be asked to sign (digitally) to say that they have read and understood both the risk assessment and the compliance code</li> <li>• Update in January 2021</li> </ul> | Completed<br>Reviewed Jan 2021 |
|                       | All staff have confirmed that they are confident in applying the control measures identified in this assessment.  | Yes | <ul style="list-style-type: none"> <li>• Staff will be asked to sign (digitally) to say that they have read and understood both the risk assessment and the compliance code</li> <li>• Staff will sign to say they have read the updated Risk Assessment Summary</li> </ul>  | Completed<br>Reviewed Jan 2021 |
|                       | 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 | <ul style="list-style-type: none"> <li>• This risk assessment will be shared with all members of staff</li> <li>• Clear list of actions from the Risk Assessment also shared with staff</li> <li>• Staff will be sent copies of the Risk Assessment and the compliance code</li> </ul>   | Completed<br>Reviewed Jan 2021 |

|  |  |     |   |  |
|--|--|-----|---|--|
|  |  |     | <ul style="list-style-type: none"> <li>• Staff will sign to say they have read the updated Risk Assessment Summary</li> </ul>   |  |
|  | 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 | <ul style="list-style-type: none"> <li>• Previously advised and reminded through risk assessment</li> </ul>   | Completed  |
|  | Staff have been involved in the practical implementation of this guidance.   | Yes | <ul style="list-style-type: none"> <li>• This risk assessment will be shared with all members of staff</li> <li>• It will be adapted according to questions and concerns raised by staff</li> <li>• Clear list of actions from the Risk Assessment also shared with staff</li> <li>• Staff will sign to say they have read the updated Risk Assessment Summary</li> </ul> | Required: 7 <sup>th</sup> Sept<br>Completed<br>Reviewed Jan 2021 |
|  | Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).  | Yes | <ul style="list-style-type: none"> <li>• This risk assessment will be shared with all members of staff</li> <li>• Discussed at staff meeting and at PD day as well as ad hoc with any questions and concerns</li> </ul>   | Completed  |
|  | Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available. | Yes | <ul style="list-style-type: none"> <li>• Staff advised that if they or a member of their household have symptoms they must inform SLT</li> <li>• SLT will ensure that staff arrange for testing and feedback to SLT</li> </ul>  | Completed  |
|  | Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.   | Yes | <ul style="list-style-type: none"> <li>• If confirmed as positive case management will be applied and bubble will isolate for 14 days.</li> <li>• Tracing and tracking will occur and may affect other bubbles too</li> </ul>   | Completed & ongoing  |
|  | The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.  | Yes | <ul style="list-style-type: none"> <li>• N/A – no one new to role</li> </ul>  | Completed  |

### **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 | <ul style="list-style-type: none"><li>• Behaviour policy has been updated, shared with staff and is available online</li><li>• Will be reviewed in September too</li></ul> | Completed |
|                          | Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.  | Yes | <ul style="list-style-type: none"><li>• Behaviour policy has been updated, shared with staff and is available online</li></ul>   | Completed |

### **Pupil involvement and communication**

|                   |   |     |  |                     |
|-------------------|---|-----|--|---------------------|
| Pupil information | All information is provided to pupils in an honest, age-appropriate manner. | Yes | <ul style="list-style-type: none"><li>• Staff know the children in their bubble and will adapt accordingly</li></ul> | Completed & 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 | <ul style="list-style-type: none"><li>• In the week that we return to school all children (those at home and at school) to look at how to keep ourselves safe against Covid-19, to understand the symptoms and why social distancing is so important</li><li>• Children encouraged to be advocates and share their information in some way (age appropriate) with the adults at home</li><li>• Children will be encouraged by members of staff and champions to socially distance, wash hands regularly and fight Covid-19 with strict hygiene, as set out in this risk assessment</li></ul> | Completed & ongoing |
|-----------------------------|--|-----|--|---------------------|

|  |  |     |  |                                |
|--|--|-----|--|--------------------------------|
|  | <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> | Yes | <ul style="list-style-type: none"> <li>• In the week that we return to school all children (those at home and at school) to look at how to keep ourselves safe against Covid-19, to understand the symptoms and why social distancing is so important</li> <li>• SLT to share these resources with all staff</li> <li>• Use the recommended resources: e-bug, posters and coronavirus toolkit</li> <li>• Pupils are reminded about these measures regularly</li> </ul> | Completed<br>Reviewed Jan 2021 |
|  | <p>Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.</p>  | Yes | <ul style="list-style-type: none"> <li>• SLT to share these resources with all staff</li> <li>• Use the recommended resources as appropriate for their age group</li> </ul>  | Completed                      |

**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 | <ul style="list-style-type: none"> <li>• Excel spreadsheet to be maintained by office staff/SLT as needed</li> </ul>  | Completed & ongoing |
|   | 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 | <ul style="list-style-type: none"> <li>• NC to update the Privacy Notice, email to DR and display outside office.</li> <li>• DR to upload to website</li> </ul>               | Completed           |
| Data review and escalation                            | The setting will collect the data identified and follows the responsibilities section for escalation and data sharing   | Yes | <ul style="list-style-type: none"> <li>• Excel spreadsheet to be maintained by office staff/SLT as needed</li> <li>• Privacy notice updated.</li> </ul>                       | Completed & ongoing |
| Planning for if a person becomes unwell with COVID-19 | 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 | <ul style="list-style-type: none"> <li>• The nurture room has been identified for this – there is sufficient space for 2 metres social distancing to be maintained</li> </ul> | Completed & ongoing |

|                                     |  |     |   |   |
|-------------------------------------|--|-----|---|---|
| symptoms and isolation requirements | Where possible there is separate use of toilet and handwashing facilities nearby.  | Yes | <ul style="list-style-type: none"> <li>• Use the disabled toilet if needed</li> </ul>   | Completed & ongoing                             |
|                                     | The room has been emptied of unnecessary items.  | Yes | <ul style="list-style-type: none"> <li>• SLT have rearranged the room and ensured that all necessary first aid and PPE equipment is there</li> </ul>  | Completed                                       |
|                                     | Tissues and a waste bag have been provided in the room   | Yes | <ul style="list-style-type: none"> <li>• Use nappy sacks to bag any tissues and add to the class bin</li> <li>• Class bin to be emptied at the end of the day</li> </ul>  | Completed & ongoing                             |
|                                     | 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 | <ul style="list-style-type: none"> <li>• The nurture room has been identified for this – there is sufficient space for 2 metres social distancing to be maintained</li> <li>• Staff to maintain 2 metres where possible</li> <li>• Use PPE equipment if a child is displaying symptoms pf PPE</li> <li>• Parents will be contacted to come and collect their child</li> </ul> | Completed & ongoing                             |
|                                     | 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 | <ul style="list-style-type: none"> <li>• Where possible staff and children will evacuate the area using outside</li> <li>• Cleaner to deep clean the area following the appropriate guidance</li> </ul>   | Completed & ongoing                             |
|                                     | 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 | <ul style="list-style-type: none"> <li>• Staff to maintain 2 metres where possible</li> <li>• Use PPE equipment if a child is displaying symptoms pf PPE</li> <li>• Staff to thoroughly wash their hands after the child has left</li> </ul>  | Completed & ongoing                             |
|                                     | Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.  | Yes | <ul style="list-style-type: none"> <li>• Risk assessment and compliance code shared with staff</li> <li>• Staff clear on procedures</li> </ul>  | Required: 7 <sup>th</sup> Sept<br><br>Completed |

|  |  |     |   |                     |
|--|--|-----|---|---------------------|
| 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 | <ul style="list-style-type: none"> <li>• Use an additional bin in the car park to be used for any symptomatic cloths etc.</li> <li>• This will be monitored so that after 72 hours the waste can be added to the normal waste for collection</li> </ul> | Completed & ongoing |
| 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 | <ul style="list-style-type: none"> <li>• Cleaner will deep clean areas, following guidance</li> </ul>   | Completed & ongoing |
|  | The setting will not be closed where it is possible to carry out cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.                         | Yes | <ul style="list-style-type: none"> <li>• Where possible staff and children will evacuate the area using outside</li> <li>• Cleaner to deep clean the area following the appropriate guidance</li> </ul>   | Completed & ongoing |
|  | 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 | <ul style="list-style-type: none"> <li>• Cleaner will wear PPE if deep cleaning a possible Covid case</li> </ul>  | Completed & ongoing |
|  | Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.  | Yes | <ul style="list-style-type: none"> <li>• Cleaner will deep clean areas, following guidance</li> </ul>   | Completed & ongoing |
|  | 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 | <ul style="list-style-type: none"> <li>• Cleaner will clean per the normal routine</li> </ul>   | Completed & ongoing |
| Actions following someone from the setting developing symptoms | Preparations are in place to communicate with parents as appropriate using the template letters provided   | Yes | <ul style="list-style-type: none"> <li>• SLT have read case management guidance</li> <li>• Model letters are ready</li> <li>• Letter will be used in the event of suspected or confirmed case</li> </ul>  | Completed & ongoing |
|  | 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 | <ul style="list-style-type: none"> <li>• Test kits to be offered to parents if available</li> <li>• If not available, parents will be encouraged to order a test</li> </ul>   | Completed & ongoing |
|  | 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 | <ul style="list-style-type: none"> <li>• These will be shared with parents in the letter home</li> <li>• Also available on the website</li> </ul>   | Completed           |
|  | Parents/carers will be advised to notify the setting as soon as the test result is known.  | Yes | <ul style="list-style-type: none"> <li>• This will be shared with parents in the letter</li> </ul>  | Completed & ongoing |

|                          |  |     |  |                     |
|--------------------------|--|-----|--|---------------------|
|                          |  |     | <ul style="list-style-type: none"> <li>• School to chase the results from the family</li> </ul>  |                     |
| 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 | <ul style="list-style-type: none"> <li>• Guidance made available to staff</li> <li>• Staff to reply that they have read the guidance</li> </ul>                          | Completed           |
|                          | 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 | <ul style="list-style-type: none"> <li>• Notify siblings schools and any other contact that school are aware of, in addition to notifying the schools bubble.</li> </ul> | Completed & ongoing |
|                          | Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required. | Yes | <ul style="list-style-type: none"> <li>• SLT to check the contact records</li> <li>• SLT will follow the guidance if contact has occurred</li> </ul>                     | Completed & ongoing |
|                          | The employer referral process for testing information will be provided to the employee in order to obtain a test.  | Yes | <ul style="list-style-type: none"> <li>• SLT will support staff in making a referral for a test.</li> </ul>  | Completed & ongoing |
|                          | The setting will register with the local testing service to receive their unique employer code by emailing: <a href="mailto:NorfolkRegistercovidtesting@nuh.nhs.uk">NorfolkRegistercovidtesting@nuh.nhs.uk</a> providing the name of the employing organisation, their job title and a contact telephone number.   | Yes | <ul style="list-style-type: none"> <li>• SLT to register</li> </ul>  | Completed           |
|                          | The employee will be asked to provide their test result to the setting as soon as it is known.   | Yes | <ul style="list-style-type: none"> <li>• SLT will chase the result.</li> </ul>   | Completed & ongoing |
| 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 | <ul style="list-style-type: none"> <li>• SLT will inform PHE &amp; the NCC incident room if a child or member of staff tests positive</li> </ul>                         | Completed & ongoing |
| PHE HPT Actions          | The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.   | Yes | <ul style="list-style-type: none"> <li>• SLT have read case management guidance</li> <li>• Will use model letters as appropriate and follow procedures</li> </ul>        | Completed           |
| Case management transfer | The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.  | Yes | <ul style="list-style-type: none"> <li>• SLT have read case management guidance</li> </ul>   | Completed           |

|                                |   |     |   |  |
|--------------------------------|---|-----|---|--|
|                                |   |     | <ul style="list-style-type: none"> <li>• Will use model letters as appropriate and follow procedures</li> </ul>   |  |
| Test result actions            | The setting are aware of and will follow the required actions that are detailed in the Test result actions section.   | Yes | <ul style="list-style-type: none"> <li>• SLT have read case management guidance</li> <li>• Will use model letters as appropriate and follow procedures</li> </ul> | Completed                                |
|                                | The setting will contact the NCC Education Incident Room in the event of a positive test.   | Yes | <ul style="list-style-type: none"> <li>• SLT will inform PHE &amp; the NCC incident room if a child or member of staff tests positive</li> </ul>                  | Completed & ongoing                      |
| 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 | <ul style="list-style-type: none"> <li>• Remote learning will be provided through Tapestry and Class Dojo – further information on our school website.</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |

### ***Returning after isolation (pupils and staff)***

#### ***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>• Office staff to work at either end of the bench, so side by side, but not face to face if in.</li> <li>• Office staff mainly working from home.</li> <li>• Maintain social distancing</li> <li>• Ensure rooms are well ventilated – windows and doors open.</li> <li>• Areas are free of clutter</li> <li>• Staff to have their own equipment e.g. stapler, hole punch etc.</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|  | The following measures are implemented where the above measures cannot be followed:  | Yes | <ul style="list-style-type: none"> <li>• Office staff to work at either end of the bench, so side by side, but not face to face if in</li> </ul>  | Completed & ongoing                      |



|  |  |  |  |                   |
|--|--|--|--|-------------------|
|  | <ul style="list-style-type: none"> <li>• additional work spaces are 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> |  | <ul style="list-style-type: none"> <li>• Office Staff mainly working from home.</li> <li>• Maintain social distancing</li> <li>• Ensure rooms are well ventilated – windows and doors open.</li> <li>• Areas are free of clutter</li> <li>• Staff to have their own equipment e.g. stapler, hole punch etc.</li> </ul> | Reviewed Jan 2021 |
|--|--|--|--|-------------------|

### Planning for emergencies

|                 |   |     |  |                                |
|-----------------|---|-----|--|--------------------------------|
| Fire evacuation | A fire drill is planned for the first week of term  | Yes | <ul style="list-style-type: none"> <li>• SLT to liaise with fire warden and arrange practise fire drill</li> </ul>   | Completed<br>Reviewed Jan 2021 |
|                 | Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place. | Yes | <ul style="list-style-type: none"> <li>• SLT have reviewed the fire assembly points</li> <li>• Educate children about how to assemble in the event of a fire or fire drill, by queueing 2 metres apart and remaining in their bubble</li> <li>• Changes to fire drill procedures has been shared with staff</li> </ul> | Completed                      |
|                 | Fire drills that are carried out encourage social distancing.   | Yes | <ul style="list-style-type: none"> <li>• Educate children about how to assemble in the event of a fire or fire drill, by queueing 2 metres apart and remaining in their bubble</li> <li>• Changes to fire drill procedures has been shared with staff</li> </ul>   | Completed                      |
|                 | Staff and pupils understand that in an emergency they must leave without delay  | Yes | <ul style="list-style-type: none"> <li>• SLT have reviewed the fire assembly points</li> <li>• Educate children about how to assemble in the event of a fire or fire drill, by queueing 2 metres apart and remaining in their bubble</li> <li>• Changes to fire drill procedures has been shared with staff</li> </ul> | Completed                      |

|                          |   |     |   |                                |
|--------------------------|---|-----|---|--------------------------------|
| First aid – all settings | Pupils with specific first aid requirements only attend where the appropriate first aid can be provided   | N/A |   |                                |
|                          | Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> <li>• Explain why requalification hasn't been possible</li> <li>• Demonstrate the steps taken to access training.</li> </ul> | Yes | <ul style="list-style-type: none"> <li>• Office staff to check that first aid training is up to date and if any updates needed.</li> </ul>  | Completed<br>Reviewed Jan 2021 |
|                          | Normal first aid cover identified in the First Aid Risk Assessment is provided.   | Yes | <ul style="list-style-type: none"> <li>• Everybody is first aid trained, so every bubble will have sufficient first aid training</li> <li>• SLT to nominate a member of staff to check first aid kits</li> <li>• Office staff to order any additional first aid kit needed</li> </ul> | Completed & ongoing            |
|                          | 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.  | Yes | <ul style="list-style-type: none"> <li>• Office staff to check that first aid training is up to date and if any updates needed.</li> <li>• Signpost staff to complete the Basic First Aid Skills if needed</li> </ul>   | Completed<br>Reviewed Jan 2021 |
|                          | To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate  | Yes | <ul style="list-style-type: none"> <li>• All staff have been made aware as part of the staff briefings via Teams</li> <li>• Encouraged to maintain 2 metre social distancing</li> </ul>   | Completed & ongoing            |
|                          | Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance  | Yes | <ul style="list-style-type: none"> <li>• All staff have been made aware as part of the staff briefings via Teams</li> <li>• PPE equipment to be available in the nurture room</li> </ul>  | Completed & ongoing            |


### **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 | <ul style="list-style-type: none"> <li>• Staff to wear PPE only in the event of a child showing Covid symptoms or when administering first aid when 2 metres distance cannot be maintained.</li> </ul> | Completed & ongoing |
|-----|---|-----|--|---------------------|

|                |   |     |   |  |
|----------------|---|-----|---|--|
| Face coverings | Pupils have been advised that it is mandatory to wear face coverings on public transport,   | Yes | <ul style="list-style-type: none"> <li>As part of recovery curriculum, children will be taught about when it is appropriate to wear face masks</li> <li>Staff are wearing face coverings when in shared areas and outside of their bubble.</li> </ul> | Completed & ongoing<br>Reviewed Jan 2021 |
|                | <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 | <ul style="list-style-type: none"> <li>As part of recovery curriculum, children will be taught about when it is appropriate to wear face masks</li> <li>This will be communicated with parents as part of the update letter.</li> </ul>               | Completed                                |

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

|          |   |     |   |           |
|----------|---|-----|---|-----------|
| Inhalers | Children with inhalers need them in their own bubble, rather than the school office | Yes | <ul style="list-style-type: none"> <li>Office to share the asthma list and ensure that each child has an inhaler in their bubble</li> </ul> | Completed |
|----------|---|-----|---|-----------|

|  |   |
|--|---|
| <b>Assessor's Name:</b> Dawn Read  | <b>Manager's Name:</b> Charlotte Carter |
| <b>Position:</b> Headteacher   | <b>Position:</b> Chair of Governors     |
| <b>Signature:</b><br> | <b>Signature:</b>                       |

Last Updated: 6<sup>th</sup> January 2021