**COVID-19 Educational Settings Risk Assessment**

**Contents**

[Management Planning... 4](#_Toc45553179)

[Senior Management Team 4](#_Toc45553180)

[Staffing arrangements 7](#_Toc45553181)

[Minimise contact maintain social distance and activity risk reduction 9](#_Toc45553182)

[Pupil and staff grouping – main groups and extended groups 9](#_Toc45553183)

[Other general measures 12](#_Toc45553184)

[Measures within the classroom 14](#_Toc45553185)

[Playgrounds 16](#_Toc45553186)

[Specialist curriculum considerations 17](#_Toc45553187)

[Educational visits 20](#_Toc45553188)

[Where a pupil attends more than one setting 21](#_Toc45553189)

[Extra curricular provision 21](#_Toc45553190)

[Measures for arriving and leaving 22](#_Toc45553191)

[Transport and travel 25](#_Toc45553192)

[Visitors 26](#_Toc45553193)

[Movement around premises 28](#_Toc45553194)

[Lunchtime and breaks 28](#_Toc45553195)

[Increasing ventilation 30](#_Toc45553196)

[Toilets and handwashing facilities 31](#_Toc45553197)

[Meetings and events 32](#_Toc45553198)

[Universal Hygiene Arrangements 34](#_Toc45553199)

[Cleaning and disinfection 34](#_Toc45553200)

[Handwashing and respiratory hygiene arrangements 39](#_Toc45553201)

[Health Needs 40](#_Toc45553202)

[Staff health 40](#_Toc45553203)

[Pupil Health and planned close contact activities 41](#_Toc45553204)

[Communication and Involvement 43](#_Toc45553205)

[General Arrangements 43](#_Toc45553206)

[Staff Instruction 44](#_Toc45553207)

[Behaviour policy 45](#_Toc45553208)

[Pupil involvement and communication 45](#_Toc45553209)

[Educational tools 46](#_Toc45553210)

[Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance 46](#_Toc45553211)

[Returning after isolation (pupils and staff) 49](#_Toc45553212)

[Offices and other work spaces 49](#_Toc45553213)

[Planning for emergencies 50](#_Toc45553214)

[PPE and face coverings 52](#_Toc45553215)

[Review of existing assessments 52](#_Toc45553216)

[Any other actions that are not listed above 53](#_Toc45553217)

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

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

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

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

|  |  |
| --- | --- |
| **Date of change** | **Section, Page and Change** |
| 12-05-2020 | Whole revised document please read. |
| 18-05-2020 | Small updates throughout |
| 26-05-2020 | relate to early years providers and high school cohorts  |
| 02-06-2020 | Changes made are shaded grey and in italic font – Minor additions  |
| 18-06-2020 | Changes made are shaded grey |
| 01-07-2020 | Changes made are shaded grey |
| 13-07-2020 | Updated for September Term – new requirements are highlighted in yellow |

|  |  |
| --- | --- |
| **Setting/Premises:** | Raleigh Infant Academy  |
| **Location:** | Thetford  |
| **Assessment Date:** | 23.7.20 | **Review Date:** | Weekly -Autumn updates in blueUpdated 3rd January 2021, 6th January 2021, 2ND Feb, 25.02.2021, 25.4.219.5.21, 17.6.21,3.9.21 |
| **Assessment completed by:** | Mrs J Purvis  |

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

# Management Planning

## Senior Management Team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Control measures | Yes/no/not applicable | Notes and further information  | Date required and completed |
| Senior Management Team responsibilities | .  |  |  |  |
| 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: * The number of contacts that pupils and staff have during the school day are minimised
* The distance between people in the setting is maximised as much as possible,
* Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying
* Enhanced cleaning arrangements can be implemented
* The whole setting community are engaged with and support the national effort to reduce the spread of the virus
 | Y | -EP, HoS and SLT have reviewed the operation of the setting with staff across the academy.-Class bubbles have been created -Separate playground areas / timetabled use -Cleaning programme in place – including lunchtime touch point clean -Sanitiser prominent upon entry to every classroom and main entrance / exit. -Hand washing plan updated in daily timetable-See appendices: -Opening plan for parents-Cleaning planAll staff consulted during the process of creating the RA.Staff have signed a record to say they have read and understood the RAStaff read and signed updated RA for wider opening 8th March Outbreak plan updated and shared with staff 3.9.21  | 7.9.20  |
| SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews. | Y | -Regular checks continue -Regular legionella reviews have taken place-Academy updated Security policy -Updated fire plan shared with staff 16.9.20, updated Jan 2020-Fire alarm drill – Week 2 in January 2021-Fire drill whole school week 5 Spring 2 | 7.9.20 |
| SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site | Y | -All cleaning products including PPE are available to staff-Non cleaning staff have received training on using cleaning products-Academy has recruited a third cleaner -Academy has cleaning plan that takes place before, during and after the school day-Updated cleaning plan in place Jan 2021 | 7.9.20 |
| SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information. | Y | All Norfolk and DfE guidance adhered to. | 7.9.20 |
| SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions | Y | -Risk assessment has been completed using views of various staff-Opportunities to read, discuss, question and ensure responsibilities of actions (include meeting CPD days Sept 2020)-Optional weekly COVID Q&A session will continue into SpringWill continue in Summer term New plan sent out to staff in Sept 2021 | 7.9.20 |
| 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. | Y | -COVID addressed at every meeting SLT, Teaching / Support staff meetings -COVID drop in Tuesday 3.15-3.45 weekly   | 7.9.20 |
| SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training. | Y | -September 2020 CPD days – meeting / training will take place 3 / 4 Sept 2020Copy of RA given to all staff | 7.9.20 |
| Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements. | Y | -HoS and SLT members will be onsite to provide additional support, guidance-Executive Principal will be available  | 7.9.20 |
|  | Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together | Y | -HoS non teaching day will be available throughout the day to support staff, children, families and review risk assessment plans-Staggered start times, timetabled breaks, allocated toilets, sinks and handwashing times. Children arrive at normal start times 8.30 Nursery, 8.40 Reception and KS1 | 7.9.20 |
| Ensuring compliance | The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed. |  | -All staff are aware of their important contribution and consistent implementation of the risk assessment to keep children, families and staff as safe as possible. Staff have signed to say they have read RA. Updated Spring copy read and signed by all staff.  | 7.9.20 |
| COVID-19 Case Management Guidance is implemented. | Y | -In place – displayed in admin office G646K document, advice followed  | 7.9.20 |
| COVID Secure Commitments is signed and displayed | Y | To be displayed Track and Trace app QR code is displayed.   | 7.9.20 |
| 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. | Y | -Risk assessment shared with Academy Council. Academy held to account.  | 7.9.20 |
| Safeguarding | The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools). | Y | -Safeguarding considered throughout planning of RA including:-Additional guidance for Norfolk Schools due to Coronavirus have been adapted, adopted and shared. Safeguarding addendum reshared with staff again in Sept 2020 CPD days, staff will sign to say they have read and understand requirements. -LA safeguarding module for all staff ‘Pupil Voice’ in addition to Annual safeguarding training Newly formed DSL team with DSL lead across both academies  | 7.9.20 |
| Supply chain | Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. | Y | -Identified member of staff has responsibility to check stock and order in good time.-Stock including PPE is available to staff-Stock has been given by the academy from the Trust.-Only equipment meeting the required standards will be used.  | 7.9.20 |
| Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards. | Y | -Equipment is ordered from trusted and regularly used suppliers Clinically vulnerable to use medical grade masks at all times other staff may choose to use their own reusable face masks.  | 7.9.20 |
| Premises adaptions | Small adaptions identified through risk assessment such as installation of doorguards to keep fire doors open in order to improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned. | Y | -Door hooks used to reduce the need to touch handles for internal doors / external gate -Hand driers not in use Hand driers in use once checked by site supervisor  | 7.9.20Paper towels use continues  |

## Staffing arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staffing levels | Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis:* Short duration, ad hoc work is avoided where possible
* 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)
* All infection control requirements are followed.
 | Y | -Academy aims to use ‘in house’ supply cover for teaching absence where possible. When this is not possible the academy will use a small group of regular supply teachers.-Raleigh and Admirals running as one academy, identified staff working across both sites. Regular timetable in place.Coaches from Premier Sports to resume lunchtime ad after school clubs from 8th March.Visitors as needed may return to the academy  | 7.9.20 |
| Temporary staff who work at more than one setting is avoided where it is possible. | Y | -As above  | 7.9.20 |
| 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. | Y | Academy uses small group of supply teachers try and minimise contact from school to school  | 7.9.20 |
| Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises. | N | Long term supply used where needed | 7.9.20 |
| Teaching staff breaks are organised in a way that avoids staff covering from a different group | Y | Staffing plan clearly identifies what staff can work in each class to reduce staff working across different classes / year group. Staff in own bubble cover each other for break  | 7.9.20 |
| Consistent working arrangements are applied to ITT trainees. | N | NA |  |
| 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. | Y | -Organisation of staff has meant a small number of adults are working across year group bubbles – regular timetable in placeRegularly reviewed and updated, limited numbers of staff work across bubbles  | 7.9.20 |
| 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 | Y | -All staff will follow clear RA guidelines following good handwashing and hygiene at all times -Timetable of staffing is known by all including what children are working with identified adults -Sanitise spray available for staff/ visitor to sanitise before and after an area-Midday cleaner only cleans touchpoints and does not enter classrooms | 7.9.20 |
|  | Where volunteers are used the same staff principles are applied. | N | No visitors at this time – review Volunteers may resume |  |
| Premises and cleaning staff | Normal premises management arrangements have resumed. | Y | -HR Caretaker monitoring and leading on normal arrangements | 7.9.20 |
| Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group. | Y | -Maintenance / activities where possible will take place before or after school  | 7.9.20 |
| Staff who carry out cleaning and disinfection have the appropriate equipment required for the task. | Y | -PPE is available including gloves, face shields, face mask, glasses, foot covers, apron -Staff have watched PPE video to know how to put on and take off equipment safely Cleaners wear disposable apron when cleaningNew cleaner to receive appropriate training / equipment from caretaker  | 7.9.20 |

# 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. | Y | -Children remain in class groups throughout the day -See staffing timetable  | 7.9.20 |
| Groups are kept as static as possible including staff assigned to the groups | Y | -Class groups will remain in their classroom / school playground and lunch hall.-Library is closed to children-Nurture room is open to identified children at allocated times.-Music groups (PP children) will remain small, less than 7 and within their own class bubble. For the majority of the school day children will remain in classes / year groups. There will be opportunities for some year groups to mix at lunchtime.  | 7.9.20 |
| Only where necessary extended groups have been created to accommodate specific activities.  | Y | Children will not mix across bubbles during the school day. For the majority of the school day children will remain in classes / year groups. There will be opportunities for some year groups to mix at lunchtime. | 7.9.20 |
| Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs. | Y | -Wrap around care is held at Admirals Academy (joint school within Trust) -Intervention groups will take place with a small group or individual children and for less than 15mins Wrap around care at Admirals Academy will resume from 8th March | 7.9.20 |
| 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  | Y | -Admirals All Aboard club has the same children attending to form a childcare bubble, from across both academies. | 10.9.20 |
| Contact within and between groups is minimised through distancing measures which are outlined in this assessment. | Y | -Children will only mix with their class at breaktimes and lunchtimes in allocated areas, they will be encouraged to maintain social distancing. -R, Y1 and Y2 have lunch in the hall together in year groups. Children only sit on the same table with children in their class. Children are spaced out. -Bubbles will not mix Bubbles can now mix | 7.9.20 |
| 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:* some secondary curriculum practical activities
* music
* With very young children
* Because of health conditions or understanding of the children

In order to enable distancing through designing spaces that achieve more separation. | Y | -Nursery 2 members of staff – reduce number of children in each keyworker group-Each Reception class has 2 adults working within the class to reduce child / staff ratio-Year 1 and 2 – to have two members of staff present for the majority of the day to reduce child / staff ratio-Children with identified health needs have the same adults supporting them daily Each class has identified teacher, TA and MSA. Where staff work part time an additional adult is assigned to a class. Timetable of allocated staff per class is in place.  | 7.9.20 |
| Keeping cohorts together  | Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days. | Y | -Children will remain in their class groups every day | 7.9.20 |
| Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days | Y | Bubbles can now mix | 7.9.20 |
| Staff are paired consistently for two person activities e.g. supervision, teaching, personal care. | Y | -Staff are paired for the majority of time. See staffing timetable  | 7.9.20 |
| The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days. | Y | -The same staff will work together for the majority of the week. -Timetable in place  | 7.9.20 |
| Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating). | Y | -Breakfast and after school club will reopen on March 8th  | 7.9.20 |
| Larger spaces are not used by more than one group without partitioning in order to create physical separation. | Y | -The hall will be used by year group bubbles at lunchtime. Children will be allocated seats and sit with their class groups to reduce mixing.Staffroom, staff must socially distance 2m from each other at all times.No longer in place. | 7.9.20 |
| Contact records | Contact records of groups are maintained in line with Case Management Guidance. |  | -Academy visitor book keeps contact records including phone number contacts  | 7.9.20 |

## Other general measures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The use of outdoor spaces has been maximised | Y | -Academy has a playground divided into 3 areas and a small forest school-EYFS have two identified areas, -Parents will be encouraged to ensure children have clothing for all weathers as increased outdoor learning opportunities will take place Breaktime / lunchtime rotation of spaces is in place, children access an area a week | 7.9.20 |
| Unavoidable queues are managed | Y | -End of break collection, children will follow their class teacher in a moving snake line to encourage social distancing and avoid queues -Children will have food brought to them in the dinner hall to stop queuing -Children will not queue up at the start of the day, the academy will have a free flow timed entrance system-To reduce queueing at the end of the day 1 x Y2 class will exit through the library onto the back playgroundChildren will line up at the start and end of the day. | 7.9.20  |
| An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible. | Y | -Staff areas have been changed to stop close interactions taking placeTeacher has a space to stand and teach at the front of the classroom-If an adult is working with a child within 2metres this will be for less than 15mins at a timeClose contact rule is no longer in place. | 7.9.20 |
| Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises. | Y | -Staff do not use raised voices at school-Classrooms will have indoor voices only to avoid the need of a child shouting over other to be heard-Singing will not take place unless in a well ventilated hall or outside and children are socially distanced at all timesSinging can resume, areas will be well ventilated  | 7.9.20 |
| Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied. | Y | -Books will not be taken home to be marked-Children will be given a reading book on a Monday every Monday. Once returned it will be stored for 72 hours. Parents will use the child’s reading record to record reading at home. Reading records will be collected in on a Friday and go home on the Monday. This book will not go between teacher, child and parent, unless a 72 hour period has passed. Teachers may write in the book after 72 hours, hands and book area to be sanitised. Books can be sent between home and school. | 7.9.20 |
| Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.  | Y | -KS1 Children will be given their own ‘essential equipment’ including pencils, sharpers, colours and scissors in their own pencil case.-Resources shared beyond the class bubble will be thoroughly cleaned by class staff -Phonics activities maybe kept in a plastic pocket, if used by a class they will be cleaned or stored for 72 hours before used again Tables will be cleared at the end of the day to ensure table can be cleaned without the need to touch pupils equipment. Resources can be shared between children | 7.9.20 |
| If this is not possible, the resources will be quarantined for 72 hours between groups.  | Y | -Storage of resources for 72 hours will be put in a plastic box, kept in class or year group cupboard and labelled with the start time and end time (72hours later) -Phonics activities maybe kept in a plastic pocket, if used by a class they will be cleaned or stored for 72 hours before used againResources can be shared between children | 7.9.20 |
| Large gatherings such as assemblies with more than one group is avoided. | Y | -Whole school assemblies will be virtual through TEAMS  | 7.9.20  |
| Movement around the school is kept to a minimum:* 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
* Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport.
* Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering
* 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
* Movements around settings are supervised and school champions support this activity.
* Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.
 | Y | -Class groups will remain in their own classrooms including any allocated outdoor learning areas -Break, lunch, PE times staggered to prevent classes walking around the academy at the same time -Corridor has divide line to walk up and down -Children will be supervised walking around the academy in groups -Year groups are working in allocated parts of the academy.-Following National and Trust guidance staff are advised to wear face masks on the playground when parents are dropping children off, in corridors and in shared spaces for example workroom and staffroom. This is not mandatory and staff may choose not to wear them. RA recommends that adults wear face coverings when walking around the academy. Plastic face shields are available for all staff Movement across the acaedmy will continue to be sensible and orderly  | 7.9.20 |
| The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools) | NA |  |  |
| Lockers | Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used. | Y | -Staff lockers will be allocated to staff wising to use them-Classroom cupboards are locked  | 7.9.20 |
| Locker cleaning and disinfection arrangements are in place | Y | -Staff lockers part of daily cleaning  | 7.9.20 |

## Measures within the classroom

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained
 | Y | Classrooms currently have enough space for children – monitor, hall in use for lunch.  | 7.9.20 |
| * Distancing is encouraged by reconfiguring furniture and chairs are forward facing
 | Y | -YR, Y1 and Y2 furniture will be forward facing Desks will return to small groups not rows, children will have allocated places within the classroom. | 7.9.2025.4.21 |
| * Unnecessary furniture and objects are removed where possible
 | Y  | -Unnecessary furniture / objects are being stored within the academy bungalow  | 7.9.20 |
| * The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.
 | Y | -Class teachers have identified the position of their working areas to support social distancing Desk will be kept a distance from table groups, children no longer sit in rows. | 7.9.2025.4.21 |
| * Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other’s belongings e.g. use of lockers, bag hooks
 | Y | Children provided with plastic zipped folders to keep equipment away from peers. Some equipment will be shared | 7.9.20 |
| * The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support
 | Y | -Staff YR will not give close face to face support. -Staff aware -When out of chairs and possible staff to distance themselves when talking to children. Children can move to the front of the class to share ideas / celebrate learning | 7.9.20 |
| * Where close contact is needed this is conducted side by side rather than face to face
 | Y | -Staff are aware of this requirement  | 7.9.20  |
| * Pupils are not called to the front of the class
 | Y | -Pupils may stand to share a piece of learning rather than go to the front of the class Pupils can now go to the front of the room | 7.9.20 |
| * Staff going to a pupils desk to check on their work is avoided
 | Y | -When needed and children are learning at a desk the adult will stand behind a child to give feedback or side to side where possible.  | 7.9.20 |
| * Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils
 | Y | -Children in YR,1 and Y2 are given pencil cases with ‘essential’ daily equipment -Pencil cases from home will not be permitted -A small amount of pens/ pencils will be available in EYFS, these will be cleaned at different points throughout the dayResources will be shared within the classroom | 7.9.20 |
| * Pupils do not share or swap resources and materials including ceasing the marking of each other’s books.
 | Y | -Staff aware During partner work children are encouraged not to swap materials or resources  | 7.9.20 |
| * Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly
 | Y | Staff aware Reception and Nursery have regular cleaning procedures in place | 7.9.20 |
| * 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.
 | Y | -Resources from home include PE kit to be kept in school for two weeksHats, gloves to be kept in coat hood or pockets in the cloakroom No stationary, toys, mobile phones Parents encouraged to bring in small book bags and not large rucksacks to help socially distance home items Reminder to parents to remove keyrings and unnecessary toys, clips, from book bags  | 7.9.20 |
| * There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand
 | Y | -In place, items collection and drop off points will be taught to children during first week back in September  | 7.9.20 |
| * How pupils enter and exit the classroom is managed to maintain distancing.
 | Y | -Children will be taught to line up socially distanced and to keep a space as entering classroom.-Children will be taught to stand back and wait when another adult or child is entering the same doorway.  | 7.9.20 |
|  | * Where a room is used by more than one extended group the class teacher will clean down high use touch points between use
 | NA | -Library closed – books will be bought to children. Rooms will not be shared other than the hall. Door handles to be wiped down before and after entering roomLibrary is open | 7.9.20 |

## Playgrounds

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | * Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment
 | Y | -Signage in place -Pirate ship 10 children-Wooden equipment 2 children at any time -Seating shelter 2 children in each bay -Wooden shelter 2 children Signage in large reception area in place to ensure children know how many can use equipment / space at one timeParents reminded through member of staff on duty / newsletters and text messages not to allow their children to play on outdoor equipment before or after school | 9.5.21 |
| * Equipment use is supervised, and time limited to enable other users to take their turn
 | Y | -Staff aware Breaktime for KS1-Top playground and forest school area-Pirate boat and grass area –-Bottom playground with hoops / skipping ropes, resources to be sanitised after use Lunchtime for KS1-Top playground – Premier Sports coachPirate boat and grass area –-Bottom playground trikes, to be sanitised after useTrikes used at lunchtimes are cleaned between use Each class has their own playground equipment kept within a labelled class box. Classes do not share equipment across bubbles. Children sanitise their hands before and after break. Equipment is cleaned regularly.Children may now share equipment but maintain high standards of hygiene through regular handwashing and sanitising.  | 9.5.21 |
| * Seating has been removed or marked off to encourage distancing on individual items of equipment.
 | Y | -Benches have crossed on that show where children should not sit to maintain social distancing, class teachers to teach children this Benches not in use Benches now in use | 7.9.20 |
| * A one-way system has been introduced around outdoor gym equipment and trim trails
 | Y | -Signage and staff aware of how may can go on a piece at any time. Reception lunch area has signs that signal how many children can go on it at one time  | 7.9.20 |
| * Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)
 | NA |  |  |
| * Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.
 | Y | -Children sanitise on return to classroomThis includes before or after break  | 7.9.20 |
| * Bins are installed to encourage use of tissues and appropriate disposal
 | Y | In place  | 7.9.20 |
| * Time is allocated for play equipment for each group/bubble
 | Y | Timetable in place  | 7.9.20 |
| * Equipment touch points are cleaned frequently and between each groups use.
 | Y | Only one class a week to use pirate ship area as cleaning is difficult between groupsPirate shipis currently closed | 7.9.20 |
|  | * Multiple groups do not use outdoor play equipment at the same time.
 | Y | -Timetable in place to avoid this  | 7.9.20 |

## 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.  | Y | -Staff aware singing will not take place at present (unless outside and children socially distanced, or in the hall for a minimum time period for example recording of a song)-Children participating in music lessons (learning to play the recorder) will be in groups of less than 7 for a maximum of 20mins in a well ventilated area.Singing can take place | 7.9.20 |
| 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  | Y | -Music will take place with classes of up to 30 – non blowing percussion instruments will be used Music can take place | 7.9.20 |
| 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.  | Y | -staff aware-Where possible children will participate in music lesson (recorders) outsideThis can be inside  | 7.9.20 |
|  | Where the music teacher needs to face the group they will maintain 3m distance. | Y | -staff aware, this is difficult in our class sizes / layout however children will not be singing or playing wind or brass instruments -Nurture room will be used to allow space between children and adult (recorder lessons) | 7.9.20 |
| Drama and performances | Performances with audiences do not take place  | Y | -staff aware | 7.9.20 |
| Activities that involve raised voices or shouting do not take place. | Y | -staff aware | 7.9.20 |
| Consideration is given to operating smaller class sizes where possible to support distancing and hygiene management | Y | -staff aware | 7.9.20 |
| Outside drama is planned as a first consideration where possible | Y | -staff aware | 7.9.20 |
|  | In all cases the following will be applied:* Increasing hand hygiene and surface cleaning
* Using back to back or side to side positioning
* Maintaining distancingsports
 | Y | -staff aware | 7.9.20 |
| 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.  | NA | -Classes allocated hall time for indoor PE when weather does not allow outdoor PE | 7.9.20 |
| Prioritisation of low impact activities is given over high impact | NA | -Indoor PE maybe Yoga, dance or GymnasticsContact sports permitted  | 7.9.20 |
| Contact sports will not take place | NA | -staff aware | 7.9.20 |
| Distance between participants is maximised.  | NA | -staff aware | 7.9.20 |
| Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact. | NA | -Children will be taught how to collect and return equipment in a socially distanced manner  | 7.9.20 |
| The use on non-personal kit is avoided.  | NA | -Children will remain in school clothes if kit is not bought into school | 7.9.20 |
| Any non-personal kit e.g. bibs are be carefully cleaned between uses. | NA | -Coloured bands not used | 7.9.20 |
| Pupils are kept in consistent groups | NA | -Class teachers to arrange, working with children they sit near in class  | 7.9.20 |
| Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses. | NA | -Staff aware  | 7.9.20 |
| 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. | NA | -Premier sport has own risk assessment | 16.9.20 |
| The following advice has been referred to as part of the risk assessment process:* [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grassroot sport
* advice from organisation such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools)
 | NA | Staff are following Get Set for PE scheme of work and referring to the additional guidance on adapting PE to ensure social distancing and good hygiene.  |  |
| 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. | NA |  |
| The use of changing rooms and showering facilities are avoided where possible. | NA | -Children change at own tables in classroom-Children remove their shoes in the hall and take turns to place them in allocated area  | 7.9.20 |
| 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. | NA | -Children will change into PE kits -PE kits will be kept in school for two weeks | 7.9.20 |
| 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. | NA | -Children taught to use the space provided-Children to complete daily mile within PE lesson, socially distanced as they run  | 3.9.20 |
| Changing and shower facilities must be used as quickly as possible. | NA |  |  |
| Swimming pools | Guidance is currently being updated and will be provided before the start of term. | NA |  |  |
| 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
 | NA |  |  |
| * 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
 | Y | -Academy has a visualiser  | 7.9.20 |
| * 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.
 | Y | -Activities will be completed at allocated tables | 7.9.20 |
|  | CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:* [Guide to doing practical work in Science](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=dadeb8ddfb&e=112eac53dc)
* [Guide to doing practical work in DT](https://cleapss.us11.list-manage.com/track/click?u=a4601cd9dd7567ba7d1c8e848&id=ed3170d82c&e=112eac53dc)
 | NA | High standards of cleaning continue  | 7.9.20 |

## Educational visits

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | No overnight educational visits are carried out  | NA |  |  |
| Outdoor spaces in the local area are used to support delivery of the curriculum | Y | -Standard practice  | 7.9.20 |
| A risk assessment will be carried out for all educational visits and in addition to using Evolve:A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditationThe venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangementsThe setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:* + Do they include measures relating to limiting contact between your group and other visitors?
	+ Do they support you to maintain distances within your group?
	+ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?
	+ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?
	+ Are appropriate cleaning and disinfection arrangements in place?
 | Y | -Arrangements for any trips will be discussed and arranged between the Visit Leader, Visit Coordinator and HoSDetailed risk assessment will take place considering COVID risks for example ventilation. | 7.9.20 |
| The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups. | Y | -This is standard practice  | 7.9.20 |

## Where a pupil attends more than one setting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Schools work together to ensure that the approach is consistent and does not compromise the group/bubble | NA | -At present – review as necessary  | 7.9.20  |

##

## Extra curricular provision

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Pupils will keep within their main bubble where possible. | Y | -Lunch time and after school clubs will be allocated to class bubbles on a rotation every half term -Lunchtime and after school clubs to resume after lockdown on March 8thChildren can mix across classes and year groups | 7.9.20  |
|  | Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:* 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
* Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend

ensuring they only attend one setting consistently* Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity
* 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.
* Records are maintained of all bubbles or groups for 21 days
* Consideration is given to the types of activities organised in line with the compliance code
* 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
* 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
* 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.
 | NA | -Groups will not be above 15-Two adults -Group lists kept as standard practice -Activities will take place outside unless severe weather conditions -Handwashing and waste requirements will continue to be followed at after school clubs-Children use their assigned toilet areas Collection and drop off plan in place to ensure bubbles do not cross over.Coach to remain with a member of staff at all times Children can mix across classes and year groups | 7.9.20 |
|  | 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 | NA | -Staff aware, guidance will be followed Contact sports can take place | 7.9.20 |
| 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.  | NA | -  | 7.9.20 |

##

## 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. | Y | -Staff on gates to support social distancing -Timetable – staggered start and end of school day-Each class leaves from an identified exit away from other classes. Where two classes collect from the playground cones will be placed outside.Children will arrive and leave at identified collection point  | 7.9.20 |
| Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour  | Y | -See timetable  | 7.9.20 |
| Where times cannot be altered, for example, due to public transport, plans are in place to prevents groups from mixing once at the setting and busy transit routes. | NA |  |  |
| There are hand sanitiser stations outside for pupil and visitor use | Y | -Hand sanitiser station in reception for visitors-Hand sanitser pumps will be available for children on entrance to classrooms  | 7.9.20 |
| Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use | Y | -Part of cleaning plan  | 7.9.20 |
| The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered. | Y | -To maintain social distancing we are unable to change arrangements  | 7.9.20 |
| The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you | Y | In place – deliveries left outside of the building on the blue bench. Brought in my staff. Staff can be worn and hands should be washed after handling deliveries. Deliveries can be taken to the office  | 7.9.20 |
| 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. | Y | -Updated drop off plan, children arrive and follow regular routes-Staff allocated at school gates, outside classrooms and in cloakrooms to ensure social distancing is maintained Staff will be outside to meet and greet parents but will not monitor social distancing  | 7.9.20 |
| Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings. | Y | -Parent guide Academy has sent a text 9.11.20 and a letter 10.11.20 asking parents to follow National advice and wear a face covering when social distancing less than 2 meters is not possible. This includes walking through the playground during drop off / pick up times and any meetings. Parents can collect from the academy office when needed  | 7.9.20 |
| 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. | Y | -Reception teachers will be in classroom, TAs outside in the drop off area will ask parents about the children's health and remind them to wash their hands on entering the classroom. Not in place  | 7.9.20 |
| 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.  | Y | -Academy will be using a one way flow system, parents will promptly drop their children off outside the building and continue walking towards the exit. Children will be asked to wash their hands on arrival.One way system is no longer in place.  | 7.9.20 |
| Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible | Y | -Nursery will drop their children off at the nursery entrance -EYFS will drop children at an identified area within their outdoor courtyards. Parents on will need to move on promptly to maintain social distancing. New signage indicates where each EYFS class must wait at the start of the day | 7.9.20 |
| 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) | Y | -To manage social distancing during exit times Y1 will use fire exits-Y2 x1 class will use school entrance as an exit -Y2 x 1 class will exit through the library onto a different part of the playgroundLibrary is open  | 7.9.20 |
| Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible | NA |  | 7.9.20 |
| Floor marks have been added to assist with social distancing in outside areas. | Y | -In placeNo longer in use  | 7.9.20 |
| Staff and school champions supervise at peak times. | Y | -All staff act as School Champions -Identified staff will be given allocated points to stand at to support social distancing  | 7.9.20 |
| 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.  | NA | -Times reshared with parents for 8th March opening to all  | 7.9.20 |
| Where possible, additional supervised entrances will be used to avoid people gathering at the same time | Y | -See timetable – class teachers will be in classrooms, staff members will be deployed to supervise entrances  | 7.9.20 |
| Parents have been advised that only one parent should attend. | Y | -Parent booklet Parents informed | 7.9.20 |
| Bags and coats | Staggered access times allow for cloak rooms to be used without pupils gathering. | NA | -Year group bubbles have a 10minute window to drop their children off to reduce gathering in cloakroom. TA will be allocated to Y1 and Y2 cloakrooms to supervise children.-Y2 x1 class to use portable cloakroom trolley No longer in place  | 7.9.20 |
| Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.  | Y | -Y2 x1 class to use portable cloakroom trolley | 7.9.20 |
| Times of use are supervised and managed. |  | -See plan – TA allocated in Y1 and Y2 cloakroom areas-TA will supervise / support in EYFS cloakroom areas | 7.9.20 |

## Transport and travel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Consideration has been given to ‘walking buses’ (supervised walking groups to and from school. | NA |  |  |
| Entrances are supervised to support hand sanitising on arrival. | Y | -Staff identified to provide children with hand sanitiser on arrival  | 7.9.20 |
| 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) | Y | -Parents reminded not to park in the carpark -Information in parent booklet | 7.9.20 |
| Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children | Y | Information in parent booklet | 7.9.20 |
| Cycling  | Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required. | Y | Parents informed in addition to being encouraged to walk rather than bike | 7.9.20 |
| Car journeys | Parents, staff and pupils have been advised not to gather in parking areas. | Y | Academy websiteStaff informed | 7.9.20 |
| Parents and staff have been advised that only the same household members should travel together by car | Y | Academy website | 7.9.20 |
| On foot | Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible | Y | Academy website | 7.9.20 |
| Pupils and parents have been advised that they should not walk together in large groups | Y | Academy website | 7.9.20 |
| Public and school transport | Pupils, parents and staff have been advised not to use school transport if they have symptoms | Y | Academy website | 7.9.20 |
| Pupils, parents and staff have been advised to wash their hands before and after using transport services | Y | Academy website | 7.9.20 |
| 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 | Y | Academy website | 7.9.20 |
| Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.  | na |  |  |
| Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face. | na |  |  |
| Markings are provided where queuing is required for transport services on school premises | na |  |  |
| Windows are opened during journeys where it is safe to do so | na |  |  |
| Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use  | na |  |  |
| Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) | na |  |  |

## Visitors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The number of visitors has been minimised as much as possible  | Y | Any new parents wishing to view the academy will be offered a time after school, 1 parent to attendJuly 12th-16th 2021Reception transition event – only 1 parent may attend with their child and no additional siblings. Small groups of up to 8 children and 8 parents will visit at any session. Parents may choose to stay or leave their child. Can attend | 7.9.20 |
| Visitor times are planned to separate visitors from other site users | Y | Maintenance visitors attend out of school hoursJuly 12th-16th 2021Reception transition event – current reception children will be out of the classroom and in a different part of the academy during the transition event. They will only return to the classroom to collect their items and meet their parents from the regular exit at the end of the day. No longer | 7.9.20 |
| Visits are by appointment only | Y | -staff aware, in place July 12th-16th 2021Reception transition event – parents will be asked to confirm before their visit that they will be attending. Parents will confirm that only 1 child and 1 parent will be attending.Appointment s are booked in  | 7.9.20 |
| Visitors are advised of the following in advance:* Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety
* Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied.
* Action to take if they cannot maintain keep away from others
* To leave the setting immediately if they develop symptoms, not matter how mild.
 | Y | -Yes visitors are given guidance in advance -Permit to work completed with visitor on arrival July 12th-16th 2021On arrival for reception transition event parent:-Any covid symptoms in recent week-Shown where hands can be washed / sanitised-Asked to maintain space with other adults -Choose to wear or remove face coveringVisitors can return | 7.9.20 |
| Visitors are provided with further information on arrival and asked to perform hand hygiene | Y | -Provided by admin team Visitor lanyards are cleaned following each use | 7.9.20 |
| Visitors confirm that they do not have symptoms no matter how mild. | Y | -Asked by admin team on arrival  | 7.9.20 |
| Visitors who sign in either use their own pen or are provided with a pen that they take with them. | NA | -Visitors sign in on an electric board which is wiped down after each use July 12th-16th 2021Reception transition event – multiple pens provided  | 7.9.20 |
| The reception is operating on a one in and one out basis for essential visitors | Y | -In place July 12th-16th 2021Reception transition event - pupil and one parent to wait in the reception area to sign in and walk up to the classroom.  | 7.9.20 |
| Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff | Y | -Desk has screen, floor markings in place | 7.9.20 |
| Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location) | Y | -Gate is open by admin team and item is left on the bench / table-This is then collected by admin team once deliverer has left -In wet weather parasol in use  | 7.9.20 |
| Visitor records are maintained for contact tracing requirements | Y | -Telephone number of visitor is taken and added to the visitors log record July 12th-16th 2021On arrival for reception transition event contact details are checked for contact tracing requirements | 7.9.20 |
| Contractors | Where possible visits that are not essential to education and safeguarding can happen out of hours. | Y | -Bookings through admin to decide if need to take place during school hours  | 7.9.20 |
| Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance. | Y | -Admin to discuss with HoS, must be pre-booked and arranged before entrance to site  | 7.9.20 |
| Parents an carers | Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above. | Y | -Information shared with parents in parent booklet  | 7.9.20 |

## Movement around premises

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Circulation spaces | Movement of groups is planned to avoid group gathering/mixing | Y | -Timetabling of movement in place-To be reviewed by class teachers  | 16.9.20 |
| Staggered movement times have been introduced to reduce the number of movements at the same time | Y | 7.9.20 |
| Alternative routes have been provided, such as outside areas, alternative entrances and exits | Y | -In place, see timetable Routines shared with parents  | 7.9.20 |
| One way circulation has been introduced where possible | Y | -Outside steps / ramp – usual one way system in place-One way circulation introduced to parents for drop off and pick up times -Academy main corridor  | 7.9.20 |
| Central dividers have been installed where necessary to avoid group mixing. | Y | -Divide line in main school corridor in place | 7.9.20 |
| 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 | Y | NA |  |
| Posters have been used to encourage this where required | Y | NA |  |
| Hand sanitiser is provided for use before and after touching lift controls. | Y | NA |  |

## Lunchtime and breaks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible. | Y | -Reception, Year 1 and Year 2 have separate allocated lunchtimesChildren eat in the hall  | 7.9.20 |
| Consideration has been given to using other spaces for lunch, including classrooms and outside spaces. | Y | -Outdoor area (to the side of the dinner hall) can be used when needed  |  |
| Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing | Y | Stored in workroom |  |
| The use of pre-ordering and trolley services have been considered. | Y | -Lunches will continue to be pre-ordered  | 7.9.20 |
| Where times of use cannot be staggered between groups, larger spaces have been partitioned. | Y | -Staggered lunchtimes have reduced the number of children in the hall at any timeLargest group 76 | 7.9.20 |
| Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing. | Y | -Reception and Year 1 children (at allocated times will walk down to the hall) Children will be taught how to socially distance while walking in a line.-Year 2 will line up in class groups and socially distance as they walk into the hall  | 7.9.20 |
| 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. | Y | Children allocated tables to sit at – same each day6-8 per table  | 7.9.20  |
| Plans are in place to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible | Y | -Movement plan in place to reduce mixing of groups  | 7.9.20 |
| One ways systems are used. | Y | -Children will enter the hall and sit at an allocated numbered table | 7.9.20 |
| Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks. | Y | -Timetabling ensures that year group bubbles do not mix  | 7.9.20 |
| Staff room area use is staggered to support distancing | Y | -Staff have allocated seating and socially distance themselves  | 7.9.20 |
| Additional space has been provided to use as staff rooms. | Y | -Nursery staff use nursery-Option of some staff using bungalow -Consideration of well being is essential | 16.7.20 |
| Social distancing continues with staff groups during these times and furniture has been arranged to support this. | Y | -Staff manage own social distancing-Staff to inform HoS if they feel this is not possible / issues | 7.9.20 |
| Touch points are wiped down between different groups. | Y | -Cleaning materials available for staff.-Updated poster in staffroom with instructions to wipe down items after use  | 7.9.20 |
|  | Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix. | Y | -Timetable – children will only take breaks with their class -Breaks will be staggered by classes to avoid large gatherings in cloakroom | 16.9.20 |
| equipment use is supervised to ensure that pupils do not gather. | Y | -An identified number of children will be able to access the Pirate Ship and play equipment at any one time – poster # | 7.9.20 |
| Pupils and staff have identified suitable play activities for break times | Y | In place –  | 16.9.20 |
| Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting | Y | Standard practice but will be taught as part of PSHE, keeping ourselves safe | 7.9.20 |
| Markings have been added to outside spaces to assist with queues when coming back into the building. | Y | Arrows in placeStaff to wear Break time hi vis vests / jackets to be clearly visible to children | 7.9.20 |
| Additional staff supervision is employed to ensure social distancing takes place | Y | All staff will be used | 7.9.20 |
| Catering | Arrangements comply with [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). | Y | -Arrangement with Chartwells for lunch provision -Chartwell staff to receive a copy of academy risk assessment Asked to display COVID signage  | 7.9.20 |
| Where catering services are contracted, the setting has ensured that the service is COVID-19 secure. | Y |
| The way in which essential food deliveries are received are managed  | Y |
| 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 | Y |
| Additional meal collection points have been put in place to reduce queuing where necessary | Y | -Children will not queue, meals will be brought to the table  | 7.9.20 |
| Alternative payment methods are being used to eliminate cash handling | NA |  |  |
| Tills are screened where still in use | NA |  |  |

## Increasing ventilation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Using fans | Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use. | NA | Fans in use | 7.9.20 |
| 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. | Y | Fans will not be used for the autumn and spring term unless by prior arrangement/agreement with SLTHeater fan in use in admin office used at staff members own risk, this room is only used by the staff member.Fans in use | 7.9.20 |
| Ventilation | Windows and doors are open to increase ventilation where it is safe and appropriate. | Y | All windows and doors that can be open whilst maintaining comfort levels will be.Reminders to staff given – ventilation must be in place at all times Parents asked to send children into school with uniform that will keep children warm. Coats maybe left in the classroom for children to put on in extreme weather conditionsn.Air conditioners in use once maintained | 7.9.20 |
| * Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.
 | N | Consideration in the future; majority of doors hook in place. | 7.9.20 |
| Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.  |  | Not in use  | 7.9.20 |
| Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented. | N/A |  |  |

## Toilets and handwashing facilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Usage times are staggered where possible. | Y | -Timetabled handwashing times allocated to each class. Y2 to use main toilets during lunch. Y1 encouraged to use Y1 toilets before coming down to the hall for lunch. Year groups allocated toilets. Toilets used by relevant classes in learning area | 7.9.20 |
| Distancing for queuing has been introduced e.g. through floor markings | Y | -Floor markings in placeUpdated and replaced by caretaker No longer in use | 7.9.20 |
| Pupils have been informed of how to use facilities appropriately applying distancing requirements. | Y | -This will be part of the PSHE curriculum at the start of the term. -staff modelling good social distancing, handwashing, use of sanitser  | 7.9.20 |
| Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.  | Y | -Paper towels will be used | 7.9.20 |
| Consideration has been given to replacing traditional taps with easy operating lever taps. | Y | -This is not possible at this point  | 7.9.20 |

## 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. | Y | Where possible virtually or staff meetings and farewells to be in the hall – larger space and not classrooms, unless occupied by Premier Sports Hugging and kissing staff is not permitted for safety reasons. Crossing bubbles unless at an arranged time and place is not permitted for safety reasons.  | 7.9.20 |
| Meetings only take place in person where:* There is a need to be in person for safeguarding, well-being or statutory reasons or
* Limitations of technology, poor or unstable signal
 | Y | Yes in placeAcademy has been using TEAMs more frequently to meet  | 7.9.20 |
| The following measures have been implemented for in person meetings:* They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings
* All other participants will connect to the meeting remotely.
* The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather
* Use separate spaces or rooms where possible to limit the number of people in the same area
* Ensure 2 distance is maintained at all times, not sitting face to face
* No activities are undertaken that require or encourage people to raise their voices or shout
* Paperwork is shared electronically where possible
* 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.
* People do not shake hands.
* Participants practice good hand and respiratory hygiene before after and during the meeting.
* Where held indoors they are held in well ventilated spaces.
* All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measures have been implemented.
 | Y | All meetings will be authorised by the Executive Principal taking into account all of the aforementioned. Limited ventilation in some rooms Handwashing for all visitorsVisits to schools can now take place | 7.9.20 |
| Staff rooms | Additional staff room areas have been provided in order to avoid compromising cohorted staff groups. | Y | Hall to be used for staff meetings where social distancing can take placeNursery to be used for additional staffroom Bungalow is available  | 7.9.20 |
| Times of use for staff breaks are staggered to prevent staff groups from mixing | Y | Timetable in place Consideration of staff well being  | 7.9.20 |
| Furniture has been arranged to encourage distancing and not sitting face to face | Y | Excess furniture is moved back into position from areas that need to be used  | 7.9.20 |
| Events | Events other than those specified in the compliance code as being possible and legal will not be arranged | NA |  |  |
| Parents evenings | Meetings are undertaken by telephone or internet. | Y | In place  | 7.9.20 |
| Essential course delivery | Courses are delivered on line and all “in person” training is suspended for both employees and external participants | Y | Virtual where possible Maths problem solving training, 4th January 2021In school training can take place | 7.9.20 |
| 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.  | Y | Virtual where possible In school training can take place | 7.9.20 |
| 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. | Y | Safeguarding distanced; all participants seated. | 7.9.20 |
| 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 | Y | Social distancing applied, largest rooms used  | 7.9.20 |
| 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. | Y | Currently no Step On refresher is planned: this needs to happen by the end of October. Step Up training also needs to take place by December 2020Booked for Spring term tbccompelted | 7.9.20 |
| Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. | Y | All staff will be asked if they feel well. Sanitiser available.Hall has been measured  | 7.9.20 |
| 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.  | Y | Depending on the need of the training a learning environment that allows social distancing, good handwashing facilities will be planned for  | 7.9.20 |
| Delegates will spread out in both outside and inside spaces. | Y | See above | 7.9.20 |
| Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. | Y | In place | 7.9.20 |
| 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. | Y | Items emailed to staff where possible Staff will collect own resource | 7.9.20 |
| Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. | Y | Yes in place  | 7.9.20 |
| Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes. | Y | Lidded bins available in the hall and wipes, sanitiser available. | 7.9.20 |

# 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. | Y | Yes, several products are used are academy does not stop dual cleaning products Wooden units need double spraying See cleaning plan | 7.9.20 |
| Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. | Y | Academy is well stocked of cleaning products  | 7.9.20 |
| The setting will need to identify the specific cleaning methods for the items that require cleaning. | Y | Identified within cleaning planSigns are ticked off to say areas have been cleaned  | 7.9.20 |
| The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place. | Y | See cleaning plan Third cleaning is now in place dailyAdditional cleaning for the nursery (now re-opened 11.1.21) Mid day clean to increase as setting is used in am for nursery and PM for 1:1 child.  | 7.9.20 |
| 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 | Y | See plan Additional cleaning will take place-Morning-lunch-afternoon | 7.9.20 |
| 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. | Y | Tables sanitised at lunchtime Midday cleaner has increased the capacity to clean throughout the day | 16.9.20 |
| In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day  | NA |  |  |
| Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes. | Y | -Teachers are provided with cleaning spray and wipes for their classroom. Everyone is responsible for cleaning  | 7.9.20 |
| 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. | Y | -Revision of cleaning instructions will be shared with all staff during CPD day and regular refreshers Cleaning equipment available for all staff to use, in all adult toilets, where this can be safely stored and implemented  | 7.9.20 |
| 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 | Y | -In place – see cleaning planWhen children completing individual assessments for example a phonics check, table and chair to be cleaned after every use. Children are provided with individual resources. Table cleaned before and after any medical treatment by TA completing the treatment. Cleaning materials are left in every classroom (locked cupboard) Cleaning materials are kept in locked cupboard – main COSH register in place | 3.1.20 |
| Disinfectant wipes are more generally available for staff to use where they wish to. | Y | -Wipes and spray available for every class in a labelled bottled. Cleaning fluid will be prepared by caretaker. | 7.9.20 |
| All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),  | Y | -In place – see cleaning planPlan updated with additional reception areas now more frequently used | 7.9.20 |
| More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises | Y | -In place – see cleaning plan-Additional daytime cleaning  | 7.9.20 |
| A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups. | Y | -Cleaning cloths are safely disposed of daily-Cleaning bottle (sprays) are allocated to classes workroom, staffroom, MSAs for lunch (kept in caretakers cupboard)  | 7.9.20 |
| Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use. | Y | -Staff aware, cleaning products available   | 7.9.20 |
| Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene. | Y | -staff aware, good hand hygiene  | 7.9.20 |
| Handheld and frequently touched sports/PE equipment is disinfected prior to use | Y | -staff aware, in place Premier sports clubs begin 28.9.20, all equipment is cleaned before and after use | 7.9.20 |
| Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use | Y | -staff aware, in place | 7.9.20 |
| Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE. | Y | -staff aware, see cleaning planClass using pirate ship must clean the equipment after use  | 7.9.20 |
| Water coolers and drinking water. | * Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.
 | Y | -Drinking water fountains closed-Water coolers to be used by staff only, outlet wiped regularly-See cleaning plan -staff to fill children’s drinks bottles as necessary – wear gloves, child to open and close own lid  | 7.9.20 |
| Storage | Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage | Y | -Staff aware, caretaker is responsible for storage -Children’s soaps and hand sanitisers brought in from home will be kept in a box away from all children. They must be labelled and permission requested from the parent to bring in.  | 7.9.20 |
| Cleaning play equipment and toys | Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children | Y | -staff aware, in place  | 7.9.20 |
| Toys that are put into children’s mouths are cleaned between use | NA |  |  |
| 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. | Y | -Soft toys removed-Dressing up removed-Limited role play clothes in reception – cleaned daily and machine washed weekly  | 7.9.2025.4.21 |
| 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 | N | Limited use of rugs and cushions in book areas | 7.9.20 |
| Resources | Children are allocated their own resources e.g. pencils where possible . | Y | Classes have own resources  | 7.9.2025.4.21 |
| Laundry | Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer’s instructions between uses | NA |  | 7.9.20 |
| Books (books are items that are difficult to clean) | Books are issued to pupils on a rotational basis  | Y | -Books will go home only on a Monday and returned on a Monday where a new book will be issued.Children will have an in school and out of school book each week. Some children may need two.  | 7.9.20 |
| Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene. | Y | -Staff aware, in place  | 7.9.20 |
| Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time. | Y | -Books will go home only on a Monday -When returned they will be stored for 72 hours before covers wiped and used-Topic books will be shared across classes and kept within class bubble Reception books are kept in daily baskets are not used until the following week, minimum of 72 hours No longer  | 7.9.20 |
| Books and posters checked for visible soiling and disposed of where necessary | Y | -Staff aware, all staff to monitor and remove where necessary | 7.9.20 |
| Wooden desks and wooden work surfaces | The following process is followed:* Apply disinfectant and leave for the appropriate contact time applied
* Re-apply disinfectant and leave to dry naturally
 | Y | Sink unit - Spray and wipe spray and air dry x2 a weekHot soapy water, wipe, disinfectant spray and wipe  | 7.9.20 |
| Lunchtime | Trays, tables and chair touch points are disinfected after use | Y | -MSAs clean hall after use Weekly clean by cleaning team – deep clean  | 7.9.20 |
| Cleaning equipment after breaks | Outdoor play equipment is cleaned between group use | Y | Cleaned by class TA after break and MSAs after lunch – scooters  | 7.9.20 |
| Tissues and waste from bins provided | Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. | Y | -All classrooms and communal areas have the appropriate bins | 7.9.20 |
| Bins are provided *in classrooms and other key locations such as dining areas* for pupils and staff to dispose of used tissues and are emptied regularly throughout the day | Y | -In placeMid day cleaning empties small hand towel and tissue bins  | 7.9.20 |
| Bins and tissues are provided in the same place. | Y | -In place | 7.9.20 |
| Waste bags for tissues are double bagged for disposal. | Y | -Staff aware  | 7.9.20 |

## Handwashing and respiratory hygiene arrangements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Handwashing  | Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of *COVID-19 guidance for all education* *settings* and [NHS guidance](https://www.youtube.com/watch?v=aGJNspLRdrc) in an age appropriate way e.g. observing young pupils, instructing in the class | Y | -Handwashing timetable in place  | 7.9.20 |
| Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving*,* after removing their face covering on all arrival (where worn), at other required intervals during the day. | Y | -Handwashing timetable in place as a minimum. Children especially in EYFS may wash their hands more frequently  | 7.9.20 |
| The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed. | Y | In place on a timetable - Before school, before and after break, before and after lunch, end of day | 7.9.20 |
| 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. | Y | -Hand sanitisers in place at school reception / office-Every class has hand sanitiser-Hand sanitiser is taken with staff when groups of children are moving across the academy for example at playtime -Hand sanitiser is not left where children can access it without an adult present  | 7.9.20 |
| Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc**.** | N | Order wall mounted sanitiser  | 7.9.20 |
| Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls) | Y | The academy is not providing drip trays as these themselves could be a hazard to our children  | 7.9.20 |
| Event related prompts are given to pupils by staff.....*after..... before.... when* as a more effective means of promoting hand hygiene that fixed time prompts. | Y | See timetableOn arrival, before and after break, before and after snack, before and after lunch.  | 7.9.20 |
| Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home. | Y | Website | 7.9.20 |
| Supervision arrangements are in place to support pupils with handwashing where it is needed. | Y | Supervision is in place when needed | 7.9.20 |
| 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) | Y | Hand sanitiser is stored appropriatelyStaff aware of risk to children Sanitisers brought in from home are kept in a box . | 7.9.20 |
| 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. | Y | Noted on child’s Health Care Plan Parent booklet has asked parents to inform academy of any allergies to hand sanitiser | 7.9.20 |
| Handwashing is being encouraged rather than using hand sanitizer wherever it is possible | Y | Children will handwash throughout the day but will also use hand sanitiser  | 7.9.20 |
| Age and developmentally appropriate ways area being used to encourage pupils to follow requirements. | Y | -Children will be taught how to wash their hands and for the correct length of time, this maybe done through a rhyme  | 7.9.20 |
| All staff and pupils are regularly reminded about following [Catch it, Kill it, Bin it](https://www.youtube.com/watch?v=JtbMgDz3GdM) requirements. Tissues and bins are provided for use and handwashing is carried out after. | Y | -Poster displayed-Children taught this through PSHE, keeping yourself safe Staff reminder 21.9.20 | 7.9.20 |
|  | Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. | Y | -Children taught this through PSHE, keeping yourself safe | 7.9.20 |
|  | Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing. | Y | Staff awareChildren do not wear rings in school  | 7.9.20 |

# Health Needs

## Staff health

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Individual assessment | All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with *COVID-19 Your health and your safety when working in educational settings* and the [template](https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/health-safety-and-wellbeing/covid19-individual-risk-assessment-template.docx?la=en) provided is used to record conversations and agreed control measures. | Y | All staff have been consulted in the completion of this risk assessment Risk assessments to be completed with identified staff during INSET days September 2020HR will be consulted on any staff requiring risk assessments in addition to those returning from shielding for an extended period of time where their practices may be compromised as a result Risk assessments updated with individual staff 6.1.21Risk assessments updated wk beginning 1.3.21Individual risk assessment sin place as needed | 7.9.20 |
| Wellbeing | Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support | Y | -Staff aware of Health Assured and services available-Open door policy with HoS and other line managers  | 7.9.20 |
| Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff. | Y | -All staff have been consulted in the completion of this risk assessment | 7.9.20 |
| Symptoms | Staff will go home as soon as possible if they develop symptoms | Y | In place, standard practice  | 7.9.20 |
| 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. | Y | Staff aware  | 7.9.20 |

## Pupil Health and planned close contact activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Symptoms  | Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild | Y | -Children will be taught this through PSHE curriculum, keeping yourself safe and health | 7.9.20 |
| Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day | Y | -staff aware, system in placeChildren’s symptoms reported to Exec Principal and HoS  | 7.9.20 |
| 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 | Y | -Children identified and individual plan written by SENCO | 7.9.20 |
| 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. | Y | -Parent booklet Standard practice continues  | 7.9.20 |
| Increased supportive measures for pupils/ psychological needs | The measures detailed in[Guidance to Support Positive Behaviour](https://www.schools.norfolk.gov.uk/-/media/schools/files/coronavirus-related-files/pupil-related-items/guidance-for-positive-behaviour.pdf?la=en&hash=AA095BA746425C917FAAF13A0403E4519998DCD3) have been implemented. | Y | -On going CPD  | 7.9.20 |
| 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). | Y | -Plans where needed will be completed by the class teacher along with the SENCO | 7.9.20 |
| Support plans include:* Specific cleaning and disinfection requirements such as changing beds and wheelchairs.
* Ensuring that staff increase their level of self protection,
* Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after
* Checking that the person does not have symptoms as detailed in the compliance code.
 | Y | -Class teacher to share plans with all TAs / staff working with child.SENCO to monitor RA for staff who complete daily medical check and support any children supported with toileting and or first aid New staff member induction 21.9.20All staff members to be sent video on how to put on and remove PPE safely wk beginnning 1.3.21PPE is present for every adult in school | 7.9.20 |
| Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required. |
| 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. | Y | -Class teacher to monitor mental health / well being difficulties and report to SENCO.-Support plan written as necessary  | 7.9.20 |
| 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. | Y | -Changes in curriculum, increased PSHE-Working in partnership with parents and family as a whole-Any support plan to be shared with all staff working with the child ELSA referrals must be completed by CT before the intervention can take place.  | 7.9.20 |
| The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.  | Y | -Class teacher will follow current procedures and inform DSL lead  | 7.9.20 |
|  | Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation. | Y | -Part of increased PSHE curriculum – offered as part of home learning for all year groups. For example Mind to Be Kind | 7.9.20 |
| Available resources are used to identify and support students and staff who exhibit signs of distress.  | Y | -PIXEL – offered as part of home learning for all year groups -PATHs | 7.9.20 |
| The training module on [teaching about mental wellbeing](https://www.gov.uk/guidance/teaching-about-mental-wellbeing), will be completed by those staff who require this. | Y | -Staff have completed educare module on Mental Well being  | 7.9.20 |
| Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements. | Y | In place as standard, see also Behaviour Policy Addendum January 2021 sent to all parents and staff  | 7.9.20 |
|  |  |  |  |  |

# 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. | Y | Various methods in place, have been used for last 4 months.Email, letter, twitter, text messaging, Office 365 share pointAdditional RA document provided by the LA shared with staff on 15.1.21 | 7.9.20 |
| 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. | Y | All letters from school and trust have been sent to parents and posted on the academy website.  | 7.9.20 |
| 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. | Y | Gate / entrance to display updated visitor posters with appropriate information. | 7.9.20 |
| Communicating safety arrangements | Site signage has been reviewed, referring to the following: [temporary signs](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/884008/covid-19-temporary-signs-for-pedestrians-drivers-and-cyclists.pdf) for outside space | Y | Reviewed and updated March 2021 | 7.9.20 |
| Site changes such as entrances and exits will be identified where required | Y | -Signage in place | 7.9.20 |
| Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices | Y | -Signage in place | 7.9.20 |
| 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. | Y | SENCO to work with class teacher to meet needs of child | 7.9.20 |
| 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 [How to hand rub](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877529/Best_Practice_hand_rub.pdf). | Y | WebsiteHow to hand rub posters to be displayed throughout the academy  | 7.9.20 |
| The [COVID-19 Secure in 2020](file:///C%3A/Users/easss/AppData/Local/Packages/Microsoft.MicrosoftEdge_8wekyb3d8bbwe/TempState/Guidance%20-%20published%20versions/Guidance%20-%20published%20versions/Guidance%20-%20published%20versions/Schools/COVID-19%20Secure%20in%202020%20https%3A/assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf) notice is displayed to confirm that all required measures have been implemented. | **N** | **Not displayed** | 7.9.20 |

## 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. | Y | -Signed to agree with risk assessment-No formal record of training – formal record to start from March 2021Repeated in JuneShared in Septemeber | 7.9.20 |
| All staff have confirmed that they are confident in applying the control measures identified in this assessment. | Y | -Staff have signed to say they have read, understood and will implement RA Repeated in January Repeated in MarchShared in September | 7.9.20 |
| Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase. | Y | -Staff have read and contribute to RA-Weekly COVID drop in meeting takes place weekly, this can provide staff with further instructionsStaff have signed to say they have read, understood and will implement RA – Sept INSET | 7.9.20 |
| 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.  | Y | 7.9.20 |
| Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting). | Y | 7.9.20 |
| Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities). | Y | 7.9.20 |
|  | 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. | Y | 7.9.20 |
| Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements. | Y | 7.9.20 |
|  | The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes. | Y | -New staff / returning staff / supply teachers will have opportunity to discuss RA through induction process, -Staff contributions will be acknowledged-Staff will have opportunities to ask questions | 7.9.20 |

## 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. | Y | -Behaviour Policy Addendum -New policy in approved by governing bodyUpdated policy sept 2021 | 7.9.20 |
| Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour. | Y | -Behaviour Policy Addendum followed by all staff and children | 7.9.20 |

## Pupil involvement and communication

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Championing COVID-19 measures | Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in *COVID-19 guidance for all education settings*. | Y | -All children and staff are champions and are expected to model good Pupil Social Distancing and Hygiene | 7.9.20 |
| Pupils and staff have contributed towards how these new roles will support the schools aims | N | Ongoing | 7.9.20 |
| School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them. | Y | All children are champions and follow the expected rules  | 7.9.20 |
| Pupil information | All information is provided to pupils in an honest, age-appropriate manager. | Y | -This forms part of our teaching and learning within PSHE  | 7.9.20 |

## Educational tools

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Infection control education | Age appropriate education is used to encourage pupils to:* 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.
* encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses
 | Y | Part of PSHE curriculumChildren watch age appropriate videos and animations to support understanding  | 7.9.20 |
| The following resources are used where appropriate:* [e-Bug](https://campaignresources.phe.gov.uk/schools) resources to teach pupils about hygiene.
* [the Educational Settings poster](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf)
* the [Coronavirus Toolkit for Professionals](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/campaigns/coronavirus-toolkit-for-professionals) which contains campaign materials.
 | Y | Part of PSHE curriculum, various resources used  | 7.9.20 |
| Additional information used to educate pupils is taken from trusted sources such as  [InfoSpace](https://www.infospace.org.uk/hr/health-safety-and-wellbeing/) or [Norfolk Schools](https://www.schools.norfolk.gov.uk/Pupil-needs/Health/Coronavirus/index.htm) (which both contain the same COVID-19 information) and [Public Health England](https://www.gov.uk/coronavirus).  | Y | Various trusted sources used E-Bug and posters mentioned above | 7.9.20 |
|  |  |  |  |  |

## 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 | Y | Visitor book and sign in e log  | 7.9.20 |
| 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, | Y | Trust Privacy Policy updated accordingly  |  |
| Data review and escalation | The setting will collect the data identified and follows the responsibilities section for escalation and data sharing | Y | All Government Guidance followed at all times, and in compliance with GDPR | 7.9.20 |
| Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements | A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible) | Y | COVID room is in placeClearly labelled and known by all staff | 7.9.20 |
| Where possible there is separate use of toilet and handwashing facilities nearby. | Y | The COVID room does not have a toilet – in an emergency the Y1 staff toilet is used as a COVID toilet. A sign will be displayed closing the toilet once used until fully cleaned. | 7.9.20 |
| The room has been emptied of unnecessary items. | Y | The room has been decluttered, some displays items have been left to ensure the room feels safe and secure for the child.A blanket will be left in the room. | 7.9.20 |
| Tissues and a waste bag have been provided in the room | Y | There is a pedal bin for tissue and an open bin for towels. Both are double bagged. | 7.9.20 |
| 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. | Y | COVID room is prepared and ready  | 7.9.20 |
| 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. | Y | Children will move to the hall until the room can be deep cleaned – staff cleaner on site throughout the week  | 7.9.20 |
| 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. | Y | Staff member will remove PPE following guidance seen in video.Staff member will thoroughly wash their hands at the closest toilet to the COVID room (Y1 staff toilet) This toilet will be closed until it has been deep cleaned. Video to be resent to all staff March 2021 | 7.9.20 |
| Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils. | Y | All Government Guidance followed at all times  | 7.9.20 |
| 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.  | Y | Waste will be double bagged and stored in a lockable bin for 72hours before being disposed of  | 7.9.20 |
| Cleaning | Surfaces that the symptomatic person has come into 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. | Y | All Government Guidance followed at all times | 7.9.20 |
| The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice. | Y | All Government Guidance followed at all times | 7.9.20 |
| 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. | Y | All Government Guidance followed at all times Staff reminded to wear PP | 7.9.20 |
| Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs. | Y | Steam cleaner to be purchased for cushions in book corners  | 7.9.20 |
| 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. | Y | All Government Guidance followed at all times  | 7.9.20 |
| Actions following someone from the setting developing symptoms | Preparations are in place to communicate with parents as appropriate using the template letters provided  | Y | In process for both academies and updated as necessary  | 7.9.20 |
| 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. | Y | Kits have arrived x10 to be given to parents when needed  | 7.9.20 |
| 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 | Y | In process for both academies and updated as necessaryDFE supplied letter  | 7.9.20 |
| Parents/carers will be advised to notify the setting as soon as the test result is known. | Y | Parents will be advised in letter | 7.9.20 |
| 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. | Y | All ‘Track and Trace’ protocols will be followed  | 7.9.20 |
| 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. | Y | 7.9.20 |
| 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. | Y | 7.9.20 |
|  | The employer referral process for testing information will be provided to the employee in order to obtain a test. | Y | In place | 7.9.20 |
| The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nnuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number. | Y | In place  | 7.9.20 |
| The employee will be asked to provide their test result to the setting as soon as it is known. | Y | All Government Guidance and ‘Track and Trace protocols will be followed Following Norfolk procedures  | 7.9.20 |
| 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.  | Y | 7.9.20 |
| PHE HPT Actions | The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism. | Y | 7.9.20 |
| Case management transfer | The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.  | Y | 7.9.20 |
| Test result actions | The setting are aware of and will follow the required actions that are detailed in the Test result actions section. | Y | 7.9.20 |
| The setting will contact the NCC Education Incident Room in the event of a positive test.  | Y | 7.9.20 |
| 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. | Y | Home learning packs will be provided and taken home by the child. Work may also be set through Tapestry (EYFS) and Google Classrooms (KS1) | 7.9.20 |

## Returning after isolation (pupils and staff)

## Offices and other work spaces

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The following measures are applied where staff cannot work from home:* Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.
* Rooms are well ventilated (see section on ventilation)
* Staff are cohorted in consistent working groups
* Unnecessary items have been removed to support effective cleaning of the area
* Hot desking is avoided
* desks near busy circulation spaces are not used
* Shared equipment has been moved to reduce group mixing such as printer location
 | Y | -All necessary precautions have been taken and all measures are in place. -Furniture and unnecessary items removed -Admin staff have been re-allocated places to work within the academy-Additional sanitising spray in place -Share equipment has been moved – and cleaning spray is kept alongside it. -Hot desking to be kept to a minimum, cleaning wipes avaliable | 7.9.20 |
|  | The following measures are implemented where the above measures cannot be followed:* additional work spaces are be allocated where possible
* sharing of workspace is minimised and workspaces are thoroughly cleaned between users.
* Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities
* Screens are installed as a last resort
 | Y | -Additional work places have been created -No hot desking – staff are aware of this-All desk areas are thoroughly cleaned between use Hot desking to be kept to a minimum | 7.9.20 |

##

## Planning for emergencies

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fire evacuation | A fire drill is planned for the first week of term | Y | This is scheduledCompleted – new class markers on floor to support social distancing. National Lockdown – Fire alarm planned for early January 2021Fire drill planned when school reopens in March  | 16.9.20 |
|  | 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. | Y | SLT will walk through this prior to September. A staff walk through will be part of INSET.New and updated fire plan in place Updated March  | 7.9.20 |
| Fire drills that are carried out encourage social distancing. | Y | -Staff and children aware  | 7.9.20 |
| Staff and pupils understand that in an emergency they must leave without delay | Y | -Staff aware, children will be reminded / taught this during fire drill practice sessions | 7.9.20 |
| A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes). | Y | -ScheduledCompleted – new class markers on floor to support social distancing.  | 16.9.20 |
| First aid – all settings | Pupils with specific first aid requirements only attend where the appropriate first aid can be provided | Y | -Health Care Plans will be reviewed on completion to identify if the academy can meet child’s specific first aid needs.Paediatric staff now in place 6 staff have completed diabetic training from parent, currently completing online training. Full PPE worn.  |  |
| 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:* Explain why requalification hasn’t been possible
* Demonstrate the steps taken to access training.
 | Y | -First aider list displayed - updated -Staff have completed St John First Aid refresher training during lockdown April-June 2020  | 7.9.20  |
| Normal first aid cover identified in the First Aid Risk Assessment is provided. | Y | 7.9.20 |
| Staff who require refresher training use [Basic First Aid Skills](https://www.redcross.org.uk/first-aid/learn-first-aid-for-babies-and-children) information and familiarised themselves with the relevant areas they may be required to use. | Y | 7.9.20 |
|  To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate | Y | -Staff aware  | 7.9.20  |
| Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance | Y | -PPE is available in the COVID room and in the First Aid cupboard-Team have watched video clip on applying and removing PPE safely. Staff have the opportunity to practice putting on PPE and are willing to do this. | 7.9.20 |

## 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. | Y | All will be constantly reviewed in line with most up to date Government Guidance. New staff member informed during induction  | 7.9.20On going review  |
| Face coverings | Pupils have been advised that it is mandatory to wear face coverings on public transport, | Y | Website parent communication | 7.9.20On going review  |
| 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:* The wearer must not touch the front of their face during use or when removing the face covering.
* They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin.
* They must perform hand hygiene on arrival at the setting and after removing their face covering.

  | Y | All will be constantly reviewed in line with most up to date Government Guidance.Staff are not required to wear a face mask unless they wisht to | 7.9.20 |

## Review of existing assessments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | The setting regularly reviews their arrangements in line with compliance code updates | Y | -Weekly review and sooner following any updated guidance SLT discussion, COVID discussed at every meeting, Trust advice followed All staff contribute  | 19.8.20 |
| Review arrangements ensure that the control measures are effective and working as planned. | Y |  |

## Any other actions that are not listed above

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Children require a change of clothes  | Children should have PE kit in schoolIf children need a change of clothes, parents are called to ask permission to share clothes from the academy  | Y | On return to the academy clothes borrowed must be washed, even if washed by parents  | 11.10.20 |
| Additional items such as keyrings and toys hanging from bookbags are to be removed  | Additional items do not come into schoolReduce contamination of items  | Y | Children and families reminded through school newsletter | 11.10.20 |
| Deliveries  | Post and deliveries to be left on a bench in the school entrance Staff handling post and deliveries may choose to wear gloves Staff are encouraged to wash their hands before and after handling deliveries  | Y | Essential items for the academy will continue to be delivered  | 6.1.21 |
| Key Worker Registers  | Year group bubbles to be in place from Monday 18th  January – paper registers to be used and sent to the office.Collected by teachers for PM register and left outside rooms for later collection by office / admin.Office to use in any fire evacuation.  | YNA after March 8th | Registers to go to the office in a plastic wallet which can be wiped and reduces the handling of the same piece of paper.  | 18.1.21 |
| Fire Alarm  | Update following changes in staffingBubble allocation in main playground updated Entry system staff list printed in am and pm ready for any evacuation usePaper registers used in evacuation – kept at office Admin staff follow procedures to ensure necessary items including walkie talkie, phone and key are collected in an emergency evacuation | Y | Updated Fire drill procedures displayed in all classroom, work areas and office within the academy  | Updated 31.1.21 |
| Online live lessons  | Parents informed through newsletter, remote learning plan and live learning agreement how and when live lessons will take place and expectations of both the academy and families. All staff have signed Remote Learning Policy to state they are aware and understand the role and responsibilities of live learning. | Y | Live lessons are monitored at all times and any immediate concerns or breaches of rules are address immediately. In extreme cases children will not be able to join live learning but will still be able to access all necessary learning.  | 15.1.21 |
| LFT for staff | All staff will be offered Lateral Flow TestsLFT to be completed at home on a Sunday and Wednesday nightTest kits are for staff use only LFT is optional Staff will be given the necessary documentation / advice to complete LFT Staff will report results to academy and NHS (positive, negative and void results)  | Y | Additional LFT risk assessment in place  | 25.1.21 |
| Library  | Library is opened to groups of children | Y | In place | 9.5.21 |
| Assemblies  | Assemblies can resume – room will remain well ventilated  | Y | In place  | 3.9.21 |
| Trip  | Trips will refer to covid risk assessments and procedures – ventilation, hand washing, mixing beyond the academy | Y | In place, newly EVC trained teacher to support staff write plans  | 3.9.21 |
| Contact Tracing  | Academy will not inform parents there is a case within the class, this will be assigned to Contact and Trace proceduresIf an adult who is over 18 and is double jabbed is living within an adult who has covid they can still attend the academy.If an adult over 18 is not doubled jabbed they will need to follow current guidelines and may need to isolate.If a child is under 18 they do not need to self isolate unless contacted by track and trace  | Y | In place**Confirmatory PCR tests**Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection). They will also need to [get a free PCR test to check if they have COVID-19](https://www.gov.uk/get-coronavirus-test).Whilst awaiting the PCR result, the individual should continue to self-isolate.If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn’t have COVID-19 symptoms. In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice. | 3.9.21 |
| CO2 Monitors  | The DFE will provide the academy with CO2 monitors to detect the level of CO2 within a classroom, classrooms will continue to be well ventilated  | Y | Awaiting delivery | 3.9.21 |
| Free school meals  | The academy will provide PP children with free school meals if they are absent due to COVID  | Y | In place  | 3.9.21 |
| Remote learning  | Remote learning continues if a child is isolating due to COVID. | Y | Systems in place | 3.9.21 |

|  |  |
| --- | --- |
| **Assessor’s Name**: **Julieanne Purvis**  | **Manager’s Name:       Paul Shanks** |
| **Position: Head of School** | **Position:      Director of Primary Education**  |
| **Signature: Julieanne Purvis**  | **Signature:**  |