

**COVID-19 Educational Settings Risk Assessment**

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**Contents**

Management Planning.....5

    Senior Management Team ..... 5

    Staffing arrangements ..... 8

Minimise contact maintain social distance and activity risk reduction.....9

    Pupil and staff grouping – main groups and extended groups..... 9

    Other general measures..... 12

    Measures within the classroom..... 13

    Playgrounds..... 15

    Specialist curriculum considerations ..... 16

    Educational visits..... 20

    Where a pupil attends more than one setting ..... 21

    Extra curricular provision..... 21

    Measures for arriving and leaving..... 23

    Transport and travel..... 25

    Visitors..... 26

    Movement around premises ..... 28

    Lunchtime and breaks ..... 28

    Increasing ventilation ..... 30

    Toilets and handwashing facilities ..... 31

    Meetings and events..... 31

Universal Hygiene Arrangements ..... 34

    Cleaning and disinfection..... 34

    Handwashing and respiratory hygiene arrangements..... 37

Health Needs..... 39

    Staff health..... 39

    Pupil Health and planned close contact activities ..... 39

Communication and Involvement..... 41

    General Arrangements ..... 41

    Staff Instruction..... 42

    Behaviour policy ..... 44

    Pupil involvement and communication..... 44

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Educational tools .....	44
Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance).....	45
Returning after isolation (pupils and staff) .....	48
Offices and other work spaces .....	48
Planning for emergencies.....	49
PPE and face coverings .....	50
Review of existing assessments .....	50
Any other actions that are not listed above .....	51

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:

<b>Date of change</b>	<b>Section, Page and Change</b>
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording



21-08-2020	Page 4 – COVID-19 Secure contractor arrangements Page 10 and 11 updated Music and Drama Page 13 – New links to CLEAPSS guidance Page 14 – Supervised toothbrushing programmes Page 21 – New information for spaces without direct outside air
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<b>Setting/Premises:</b>	Tacolneston and Morley CE VA Primary Schools Federation	
<b>Location:</b>	<p>Morley CE VA Primary School Deopham Road Morley St. Botolph Wymondham NR18 9TS</p> <p>Tacolneston CE VA Primary School Norwich Road Tacolneston Norwich NR16 1AL</p>	
<b>Assessment Date:</b>	<p>1. 15<sup>th</sup> July 2020 2. 11<sup>th</sup> Sept 2020 3. 4<sup>th</sup> Nov 2020</p>	<b>Review Date:</b> January 2020
<b>Assessment completed by:</b>	<a href="#">Laura Green – Executive Head Teacher</a>	

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

## Management Planning

### Senior Management Team

	<ul style="list-style-type: none"> <li>The distance between people in the setting is maximised as much as possible,</li> <li>Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying</li> <li>Enhanced cleaning arrangements can be implemented</li> <li>The whole setting community are engaged with and support the national effort to reduce the spread of the virus</li> </ul>		<ul style="list-style-type: none"> <li>&gt;bins emptied three times per day</li> <li>&gt;touch points and surfaces cleaned three times per day</li> </ul>	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire, fire security and legionella reviews.	Yes	<ul style="list-style-type: none"> <li>&gt;premises security remains good. Fire, legionella and asbestos checks remain in place</li> <li>&gt;fire drills carried out 10.9.20 Tacolneston and 11.9.20 Morley</li> </ul>	1 <sup>st</sup> Sept
	SMT have ensured that specific cleaning arrangements that are required can be fulfilled on site	Yes	<ul style="list-style-type: none"> <li>&gt;cleaning staff have taken the opportunity during partial closure to thoroughly clean the premises</li> <li>&gt;staff have also cleaned and disinfected resources as necessary</li> <li>&gt;cleaning materials are under constant scrutiny and replacements are in hand when needed</li> </ul>	1 <sup>st</sup> Sept

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The number of contacts that pupils and staff have during the school day are minimised</li> </ul>	Yes	<ul style="list-style-type: none"> <li>&gt; drop off 8:30-8:40 at both schools</li> <li>&gt; collection 3:15 Morley, 3:10 KS1 Tacolneston; 3:20 KS2 Tacolneston</li> <li>&gt;staggered playtimes and lunchtimes</li> <li>&gt;class bubbles</li> <li>&gt;outdoor play area zones for each class bubble</li> <li>&gt;adults to apply 2m or 1m+ distancing rules</li> <li>&gt;hygiene station available for each class bubble</li> <li>&gt;unnecessary resources and furniture removed from class rooms to minimise touch points</li> </ul>	11 <sup>th</sup> Sept



	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	>as required	1 <sup>st</sup> Sept
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	>the Executive Head Teacher completed the RA with support and review from SLT and staff >Governors were sent a copy to check and amend >HG will be put on schools websites for parents to view  >reviews of this RA to go be agreed by governors and placed on the websites	15 <sup>th</sup> July
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance.	Yes	>a review took place one week after pupils returned to look at the effectiveness of the plan. However, daily changes will be put in place if required. >there will be a termly review cycle with overview by our H&S Governor	1 <sup>st</sup> Sept
	SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training.	Yes	>staff have had regular information and instruction during the partial opening of the schools and they received further instruction and training during the September INSET days.	4 <sup>th</sup> Sept
	Senior colleagues will be present at the site and especially during the early part of return in September in	Yes	>Head teacher, Deputy Head Teacher or Senior Teacher will always be available at each site	1 <sup>st</sup> Sept

	order to provide additional support and reassurance and to pick up on any issues and review arrangements.			
	Specific consideration has been given to the management of the first day back and consideration given to staggering returns to eliminate groups gathering together	Yes	>Staggered drop off and pick up took place for first two days. Arrangements adapted to improve flow third day in as detailed above	1 <sup>st</sup> Sept
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	>the Federation Behaviour Policy must continue to be adhered to by staff and pupils	1 <sup>st</sup> Sept
	COVID-19 Case Management Guidance is implemented	Yes		ongoing
	COVID Secure Commitments is signed and displayed	Yes	>displayed in window of reception area	

Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	>procedures followed by office staff at reception	ongoing
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	>Governors reviewed and agreed this risk assessment on 16 <sup>th</sup> July 2020 >Governors will continue to carry out a monthly review of this risk assessment from 11 <sup>th</sup> September >the risk assessment will be a fixed item on governor meeting agendas	16 <sup>th</sup> July
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team to ensure that they do not impact on safeguarding requirements in the setting (se additional checklist on Norfolk Schools).	Yes	>Safeguarding & Child Protection Policy has been adapted and updated in accordance with LA requirements and KCSIE >the Safeguarding Policy has been updated for September 2020	1 <sup>st</sup> June
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 that is specified in PPE guidance.	Yes	>Business continuity will continue as usual with the office managers and Executive Head Teacher being responsible for premises and procurement >Where provision for PPE is required, this will also be under this remit	1 <sup>st</sup> Sept
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	>the vast majority of equipment purchased is done through ESPO – the Local Authority supplier	1 <sup>st</sup> Sept
Premises adaptations	Small adaptations identified through risk assessment such as installation of doorguards to keep fire doors open or improve ventilation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	>doors and windows will remain open to aid ventilation >we are using paper handtowels for drying hands	1 <sup>st</sup> Sept

**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	Yes	>we will employ our regular temporary staff wherever possible >specialist coaches will be assigned to consistent groups	1 <sup>st</sup> Sept
	• 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.			
	Temporary staff who work at more than one setting is avoided where it is possible.	Yes	>we have regular temporary staff >we will avoid using temporary staff who work at more than one setting where possible	1 <sup>st</sup> Sept
	Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings.	Yes	>most staff are based at either Morley or Tacolneston and won't go between sites >staff meetings will be held virtually and where they are held on site they will only be with the staff who work on that site >the SENDCo, Head Teacher and Deputy Head Teacher have to work across the two sites.and it will not be possible to have 48 hour gaps >risks will be mitigated by staff avoiding spending time in classrooms >the HT will visit bubbles for Collective Worship but will remain at 2m distance from pupils and will spend a maximum of 15 mins with the bubble	1 <sup>st</sup> Sept
	Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises.	Yes		1 <sup>st</sup> Sept
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	>there will be break time rotas for the staff in each class bubble so that they only cover their own bubble	1 <sup>st</sup> Sept
	Consistent working arrangements are applied to ITT trainees.	Yes	>we will have two students at Morley and two students at Tacolneston >students will have a full induction meeting with the Head Teacher and this risk assessment and health and safety protocols will be covered as part of that	1 <sup>st</sup> Sept
Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles.	Yes	>some support staff will carry out intervention teaching, eg. nurture groups and ELSA although this is not happening at the present time >they will be assigned consistently	1 <sup>st</sup> Sept	





	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit	Yes	>cleaning will be carried out where bubbles are compromised, eg, following use of the school hall for indoor PE	1 <sup>st</sup> Sept
	Where volunteers are used the same staff principles are applied.	Yes	> volunteers will have a full induction meeting with the Head Teacher and this risk assessment and health and safety protocols will be covered as part of that	1 <sup>st</sup> Sept
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes		1 <sup>st</sup> Sept
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	>Cleaning protocols will be in place where areas are to be used by more than one bubble, eg. the hall, the old kitchen at Morley, the fixed play equipment areas	1 <sup>st</sup> Sept
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	>each class has cleaning supplies to ensure cleaning takes place throughout the school day >office managers and cleaning staff will monitor supplies to ensure that we have adequate stock levels at all times	1 <sup>st</sup> Sept

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

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

Developing groups	Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught.	Yes	>Children will be in whole class bubbles with, where possible, a consistent class teacher, TA and, where required, LSA.	1 <sup>st</sup> Sept
	Groups are kept as static as possible including staff assigned to the groups	Yes	>as above	1 <sup>st</sup> Sept
	Only where necessary extended groups have been created to accommodate specific activities.	Yes	>we will have a group who travel together on a minibus to and from Morley >Year 4 pupils and 5 Y5 pupils will take swimming lessons together >some children will attend Morley Pre-School's before and after school provision >Some children will have child care arrangements with child minders	1 <sup>st</sup> Sept



	Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs.	Yes	>as above >we will not be arranging any after school clubs for the time being unless they can be operated with one class bubble	1 <sup>st</sup> Sept
	Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible	Yes	>where possible	1 <sup>st</sup> Sept
	Contact within and between groups is minimised through distancing measures which are outlined in this assessment.	Yes		1 <sup>st</sup> Sept
	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: <ul style="list-style-type: none"> <li>• some secondary curriculum practical activities</li> <li>• music</li> <li>• With very young children</li> <li>• Because of health conditions or understanding of the children</li> </ul> In order to enable distancing through designing spaces that achieve more separation.	Yes	>specialist music teachers will teach one pupil per session in allocated rooms >visiting music teachers will have an agreed COVID-19 risk assessment signed by the music teacher and the head teacher	1 <sup>st</sup> Sept
Keeping cohorts together	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes		1 <sup>st</sup> Sept
	Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days	Yes	>Timetables will be drawn up for staggered breaks, lunch and outdoor sessions >Class bubbles will have lunch in their own classrooms	1 <sup>st</sup> Sept
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	>Where possible, staff teams will be kept together to avoid cross-contamination	1 <sup>st</sup> Sept
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	>Where possible, staff teams will be kept together to avoid cross-contamination	1 <sup>st</sup> Sept



	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Yes	>our schools do not provide breakfast and afterschool clubs >other activity clubs will be avoided for the time being	1 <sup>st</sup> Sept
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	>if we decide to resume lunches in the hall, we will have two or three class bubbles in the hall at the same time >these bubbles will be distanced from each other	1 <sup>st</sup> Sept



Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Yes		1 <sup>st</sup> Sept
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**Other general measures**

	The use of outdoor spaces has been maximised	Yes	>we have large outdoor spaces which can provide multiple zones for different groups	1 <sup>st</sup> Sept
	Unavoidable queues are managed	Yes	>pupils will wash their hands with hand sanitiser upon arrival to avoid queuing at the classroom sink first thing in the morning >hand washing throughout the day in school can be staggered.	1 <sup>st</sup> Sept
	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	>2m distancing floor markers have been placed on classroom floors >furniture is being placed in order to provide 1-2m spacing between adults and children where possible >it will be challenging to maintain distancing in our classrooms but we will try our best	1 <sup>st</sup> Sept
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	>singing activities can take place outside with 2m distancing and singers standing side on >quiet singing activities can take place in the hall with 2m distancing and standing facing away from each other	1 <sup>st</sup> Sept
	Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Yes	>only reading books and reading records will transfer between home and school >book exchange will take place on one day per week to ensure quarantining can take place (Mondays) >there may be other resources required for pupils with SEND and these items will require cleaning prior to and after handling, eg. technology items	1 <sup>st</sup> Sept
	Where resources need to be shared this is restricted to within the consistent groups or thoroughly cleaned between groups.	Yes	>PE equipment will need to be cleaned after a lesson >children will be taught to help with this procedure	1 <sup>st</sup> Sept
	If this is not possible, the resources will be quarantined for 72 hours between groups.	Yes		1 <sup>st</sup> Sept
	Large gatherings such as assemblies with more than one group is avoided.	Yes	>collective worship will take place in class bubbles >SLT will provide collective worship via Microsoft Teams or with one class bubble at a time in the outdoor area or classroom	1 <sup>st</sup> Sept



	<p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this</li> </ul>	Yes	<ul style="list-style-type: none"> <li>&gt;each class has an outdoor exit - this will be used rather than the classroom door that leads to an internal corridor</li> <li>&gt;a one way system is in operation on both sites</li> <li>&gt;children will be supervised by an adult at all times</li> <li>&gt;Year 6 Reception Buddies and Play Leaders may be involved in some of this work</li> </ul>	1 <sup>st</sup> Sept
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&amp;T, sport.</li> <li><input type="checkbox"/> Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering</li> <li><input type="checkbox"/> Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one-way system where this is possible</li> <li><input type="checkbox"/> Movements around settings are supervised and school champions support this activity.</li> <li><input type="checkbox"/> Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.</li> </ul>		<ul style="list-style-type: none"> <li>&gt;our corridors are not wide enough for use by groups of children so we will be avoiding their use other than for individual trips to the toilet facilities</li> </ul>	

**Measures within the classroom**

	<p>Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained</p>	Yes	<p>&gt;the hall space may be used for specialist lessons, eg. piano lessons and group interventions</p>	1 <sup>st</sup> Sept
	<p>Distancing is encouraged by reconfiguring furniture and chairs are forward facing</p>	Yes		1 <sup>st</sup> Sept
	<p>Unnecessary furniture and objects are removed where possible</p>	Yes		1 <sup>st</sup> Sept
	<p>The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.</p>	Yes		1 <sup>st</sup> Sept



	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	No	>only book bags will be permitted >book bags will be kept beneath desks	1 <sup>st</sup> Sept
	The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Yes	>staff will not kneel down to speak to children at their height level	1 <sup>st</sup> Sept
	Where close contact is needed this is conducted side by side rather than face to face	Yes	>some staff may wish to wear a Perspex face shield and/or a face mask	1 <sup>st</sup> Sept
	Pupils are not called to the front of the class	Yes	>children will remain seated unless washing hands or carrying out a specific task	1 <sup>st</sup> Sept
	Staff going to a pupils desk to check on their work is avoided	Yes	>all checking of work will take place after the task – the teacher will sanitise their hands before and after handling work	1 <sup>st</sup> Sept
	Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Yes	>each child will have their own resources	1 <sup>st</sup> Sept
	Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Yes		1 <sup>st</sup> Sept
	Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly	Yes	>children and support staff will carry out cleaning throughout the school day	1 <sup>st</sup> Sept
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes	>our children do not bring mobile phones to school unless special arrangements have been made >no pencil cases or stationery from home – all supplied by school >coat pegs in corridors will not be in use >coats will be kept on the backs of chairs and other belongings will be kept beneath desks (including lunch boxes so they will need to have ice packs within)	
	There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Yes	>classrooms will have labelled boxes for the return of reading books and handing in of work	1 <sup>st</sup> Sept
	How pupils enter and exit the classroom is managed to maintain distancing.	Yes	>all movement will be supervised by adults	1 <sup>st</sup> Sept
	Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Yes		1 <sup>st</sup> Sept



**Playgrounds**

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	>signage will be in place by the beginning of the autumn term	1 <sup>st</sup> Sept
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	>as above	1 <sup>st</sup> Sept
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	No	>adults will supervise the use of seating	1 <sup>st</sup> Sept
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	>children are used to applying a one-way system when using the trim trail at Tacolneston >other equipment doesn't lend itself to a one-way system – adults will supervise use	1 <sup>st</sup> Sept
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	No	>we do not have equipment that is in close proximity to other equipment >only one bubble of children will be using equipment at a time with hand sanitising before and after use	1 <sup>st</sup> Sept
	Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Yes	>adults will supervise this	1 <sup>st</sup> Sept
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	>there are bins in the outdoor areas of both schools	1 <sup>st</sup> Sept
	Time is allocated for play equipment for each group/bubble	Yes	>there is a rota for use of the equipment by class bubbles	1 <sup>st</sup> Sept
	Equipment touch points are cleaned frequently and between each groups use.	Yes	>support staff and Y6 Play Leaders will carry this out	1 <sup>st</sup> Sept
	Multiple groups do not use outdoor play equipment at the same time.	Yes	>there is a rota for one class bubble at a time	



**Specialist curriculum considerations**

<p>Music and drama</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Carried out in outside space used wherever possible</li> <li><input type="checkbox"/> Where carried out inside, activities are in a well-ventilated space</li> <li><input type="checkbox"/> Social distancing of 2 metres is maintained (and consideration given to using screens or barriers in addition to social distancing).</li> <li><input type="checkbox"/> Taught in groups of no more than 15 (or less where the space is not available to achieve 2 metre distance between all participants)</li> <li><input type="checkbox"/> Limited in duration</li> <li><input type="checkbox"/> Not require anyone to face each other, giving preference to back to back or side to side positioning</li> <li><input type="checkbox"/> Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly.</li> </ul>	<p>Yes</p>	<p>&gt;the school hall will be used when outside not possible          &gt;the hall space may be used for specialist lessons, eg. piano lessons and group interventions          &gt;digital performances can be arranged &gt;class teachers may deploy TAs and LSAs in order to create smaller groups within the class bubble for some activities, eg. to work outside on a drama activity</p>	<p>1<sup>st</sup> Sept</p>
	<ul style="list-style-type: none"> <li>• Avoiding extending main groups outside of curriculum requirements where possible.</li> <li>• Plan appropriate hand hygiene and disinfection arrangements.</li> </ul> <p>Musical instruments are not be shared unless thoroughly disinfected between each user</p>	<p>Yes</p>		





	In addition to the above where applicable, Drama arrangements consider: <ul style="list-style-type: none"> <li>Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones.</li> <li>One-way systems and mapping movements are carried out in order to ensure social distancing □ Prop handling is limited</li> <li>Costume use is avoided.</li> </ul>	Yes		1 <sup>st</sup> Sept
	Audiences are not invited.	Yes	>we will make use of technology for remote performances giving consideration to safeguarding and GDPR requirements	1 <sup>st</sup> Sept
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	>the hall will be used where necessary	1 <sup>st</sup> Sept
	Prioritisation of low impact activities is given over high impact	Yes		1 <sup>st</sup> Sept
	Contact sports will not take place	Yes		1 <sup>st</sup> Sept
	Distance between participants is maximised.	Yes		1 <sup>st</sup> Sept
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes		1 <sup>st</sup> Sept
	The use of non-personal kit is avoided.	No	>children will be passing balls and other sports equipment between each other but hand hygiene and cleaning measures will be in place	1 <sup>st</sup> Sept
	Any non-personal kit e.g. bibs are carefully cleaned between uses.	Yes		1 <sup>st</sup> Sept
	Pupils are kept in consistent groups	Yes	>PE will be taught in class bubbles	1 <sup>st</sup> Sept
	Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses.	Yes	>support staff and children will carry this out	1 <sup>st</sup> Sept
	External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code.	Yes	>we are planning for Year 4 pupils and some Y5 pupils to swim at Hethersett Swimming Pool in the autumn term >a full risk assessment has been shared between the provider (Hethersett Primary School) and Morley and Tacolneston	1 <sup>st</sup> Sept



	<p>The following advice has been referred to as part of the risk assessment process:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	Yes	>our PE Leader, PE Coach and the Head Teacher have read this guidance and implemented the recommendations	1 <sup>st</sup> Sept
	Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment.	Yes	>we will arrange for external coaches and organisations to work with children from one class bubble wherever possible	1 <sup>st</sup> Sept
	The use of changing rooms and showering facilities are avoided where possible.	Yes	>we do not use changing rooms or showers >children will arrive for school in PE kit on PE days >see separate risk assessment for the use of the swimming pool	1 <sup>st</sup> Sept
	Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson.	Yes	>PE kits will be worn for the whole day	1 <sup>st</sup> Sept
	Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements.	N/A		
	Changing and shower facilities must be used as quickly as possible.	Yes	>see separate risk assessment for the use of the swimming pool	1 <sup>st</sup> Sept
Swimming pools	Guidance is currently being updated and will be provided before the start of term.			
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	Yes	>we do not use fume cupboards and Bunsen burners	1 <sup>st</sup> Sept
	cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact			



<p>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</p>	<p>Yes</p>		<p>1<sup>st</sup> Sept</p>
<p>Where it is not safe to maintain social distancing such as D &amp; T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.</p>	<p>Yes</p>		<p>1<sup>st</sup> Sept</p>
<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes:</p> <p><a href="#">Guide to doing practical work in Science</a>  <a href="#">Guide for science departments returning to school after an extended period of closure</a>  <a href="#">Guide for managing practical work in non-lab environments</a>  <a href="#">Guidance for schools where pupils spend all day in a lab</a>  <a href="#">Guidance for schools where pupils spend all day in a D&amp;T, food or art room</a>  Relevant primary schools guidance for example, <a href="#">Practical activities in a bubble</a></p>	<p>Yes</p>	<p>&gt;all teachers have read the relevant primary schools guidance 'Practical Activities in a Bubble'</p>	<p>11<sup>th</sup> Sept</p>



Supervised toothbrushing programmes	<a href="#">COVID-19: guidance for supervised toothbrushing programmes in early years and school settings</a> has been followed and procedure documented.	Yes		11 <sup>th</sup> Sept
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**Educational visits**

	No overnight educational visits are carried out	Yes		1 <sup>st</sup> Sept
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	>the Community Woodland at Morley and Morley Agricultural Farm	1 <sup>st</sup> Sept
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <p>A check will be made that the venue or provider are COVIDSecure via a declaration or Good to Go accreditation</p> <p>The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements</p> <p>The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:</p> <ul style="list-style-type: none"> <li>○ Do they include measures relating to limiting contact between your group and other visitors?</li> <li>○ Do they support you to maintain distances within your group?</li> <li>○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?</li> <li>○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?</li> <li>○ Are appropriate cleaning and disinfection arrangements in place?</li> </ul>	Yes	>the Deputy Head and Head Teacher have oversight of all educational visits and will ensure that full risk assessments are available prior to any trip taking place	1 <sup>st</sup> Sept



	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes		1 <sup>st</sup> Sept
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***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	Yes	>we do not currently have any children who attend other schools >we will work with Morley Pre-School to ensure that our approach is consistent	1 <sup>st</sup> Sept
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***Extra curricular provision***

	Pupils will keep within their main bubble where possible.	Yes		1 <sup>st</sup> Sept
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	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> <li>• Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups</li> <li>• Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently</li> <li>• Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity</li> <li>• Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members.</li> <li>• Records are maintained of all bubbles or groups for 21 days</li> <li>• Consideration is given to the types of activities organised in line with the compliance code</li> <li>• The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups</li> <li>• Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and hand rails, providing hand sanitiser at suitable</li> </ul>	Yes	>the school-run handball club will be limited to one class bubble of 15 children once it starts again	1 <sup>st</sup> Sept
	<p>outside locations and the provision of waste facilities and tissues</p> <p><input type="checkbox"/> 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.</p>			



	As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided	Yes		1 <sup>st</sup> Sept
	Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this.	Yes		1 <sup>st</sup> Sept

**Measures for arriving and leaving**

General principles	Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. Consideration has been given to staggering the return to school by welcoming back different year groups/classes on different days to help everyone get used to the new way of operating.	Yes	<ul style="list-style-type: none"> <li>&gt; We had staggered starts at the beginning of the autumn term. We now have a 'soft start' from 8:30 to 8:40 am</li> <li>&gt;Reception pupils had three morning sessions in the first week followed by half days and 2 lunch stays in the second week. Full time from the third week with offer of full time from the 7<sup>th</sup> for those parents/carers who need it.</li> </ul>	1 <sup>st</sup> Sept
	Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	<ul style="list-style-type: none"> <li>&gt;First two days of term:</li> <li>&gt;Pine and Kingfishers (R/1): 8:20-2:55</li> <li>&gt;Oak and Robins (1/2) 8:30-3:05</li> <li>&gt;Sycamore and Eagles (3/4) 8:40-3:15</li> <li>&gt;Rowan and Sparrowhawks (5/6) 8:50-3:25</li> <li>&gt;Willow (5/6) 9:00-3:35</li> <li>&gt;siblings dropped and picked up at the same time</li> <li>&gt;From 9.9.20:</li> <li>&gt;Soft start from 8:30-8:40</li> <li>&gt;Pick up at Morley 3:15</li> <li>&gt;Pick up at Tacolneston – KS1 3:10; KS2 3:20</li> </ul>	1 <sup>st</sup> Sept
	Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes.	Yes	<ul style="list-style-type: none"> <li>&gt;children travelling by minibus to Morley will go straight to their class when they arrive</li> <li>&gt;children who arrive by taxi will go straight to their class when they arrive</li> </ul>	1 <sup>st</sup> Sept
	There are hand sanitiser stations outside for pupil and visitor use	Yes		1 <sup>st</sup> Sept
	Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use	Yes	>there is a rota in place for a member of the support team to carry out disinfection of contact points outside of classrooms three times per day	1 <sup>st</sup> Sept

	The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered.	Yes	>timings will be altered in these circumstances	1 <sup>st</sup> Sept
	The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	>deliveries will left in the foyer area of both schools	1 <sup>st</sup> Sept
Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	>there will be a rota in place for supervision of the site during drop off and pick up times	1 <sup>st</sup> Sept
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	>protocol sent with newsletter, on website and on posters around the schools	1 <sup>st</sup> Sept
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes		1 <sup>st</sup> Sept
	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.	No	>parents can accompany their child to the outdoor exit of their classrooms via a one way route	1 <sup>st</sup> Sept
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	No	>All children can be met at the exit door of their classrooms	1 <sup>st</sup> Sept
Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	>All available exits will be in use	1 <sup>st</sup> Sept
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	>All parents and children will enter through the front gate at Tacolneston but times are staggered >At Morley, two classes will enter by the side gate but times are staggered >three classes at Morley will enter by the main gate – again, the times are staggered for each class bubble	1 <sup>st</sup> Sept
	Floor marks have been added to assist with social distancing in outside areas.	Yes		1 <sup>st</sup> Sept
	Staff and school champions supervise at peak times.	Yes	>Staff will supervise	1 <sup>st</sup> Sept





Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	>as above	1 <sup>st</sup> Sept
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	No	>this shouldn't be necessary but we will keep it under review	1 <sup>st</sup> Sept
	Parents have been advised that only one parent should attend.	Yes	>message in protocol sent with newsletter, on website and on posters around the schools	1 <sup>st</sup> Sept
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	No	>cloak areas in corridors will not be used >children will keep belongings in the classroom	1 <sup>st</sup> Sept
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering.	No	>we do not have alternative areas	1 <sup>st</sup> Sept
	Times of use are supervised and managed.	N/A		

**Transport and travel**

	Consideration has been given to 'walking buses' (supervised walking groups to and from school).	No	>this may compromise the need to limit the number of groups that children mix with	1 <sup>st</sup> Sept
	Entrances are supervised to support hand sanitising on arrival.	Yes		1 <sup>st</sup> Sept
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)	No	>parking on site is for staff and visitors only	1 <sup>st</sup> Sept
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	No	>this is the choice of the parent – the government are lifting the advice about shielding for the clinically vulnerable group from 1 <sup>st</sup> August	1 <sup>st</sup> Sept
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes		1 <sup>st</sup> Sept
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	>message in protocol sent with newsletter, on website and on posters around the schools	1 <sup>st</sup> Sept
	Parents and staff have been advised that only the same household members should travel together by car	No	>message in protocol sent with newsletter, on website and on posters around the schools	1 <sup>st</sup> Sept



On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	>message in protocol sent with newsletter, on website and on posters around the schools	1 <sup>st</sup> Sept
	Pupils and parents have been advised that they should not walk together in large groups	Yes	>message in protocol sent with newsletter, on website and on posters around the schools	1 <sup>st</sup> Sept
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	>message in protocol sent with newsletter, on website and on posters around the schools	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	>message in protocol sent with newsletter, on website and on posters around the schools	
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes	>message in protocol sent with newsletter, on website and on posters around the schools	
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	Yes	>we do not have school vehicles >the use of the NCC minibus will be agreed prior to the start of term	1 <sup>st</sup> Sept
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	Yes	>we do not have school vehicles >the use of the NCC minibus will be agreed prior to the start of term	1 <sup>st</sup> Sept
	Markings are provided where queuing is required for transport services on school premises	N/A	>we have a small group of pupils who use the minibus at Morley	1 <sup>st</sup> Sept
	Windows are opened during journeys where it is safe to do so	Yes	>the use of the NCC minibus will be agreed prior to the start of term	1 <sup>st</sup> Sept
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	Yes	>the use of the NCC minibus will be agreed prior to the start of term	1 <sup>st</sup> Sept
Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		1 <sup>st</sup> Sept	

**Visitors**

	The number of visitors has been minimised as much as possible	Yes		1 <sup>st</sup> Sept
	Visitor times are planned to separate visitors from other site users	Yes		1 <sup>st</sup> Sept
	Visits are by appointment only	Yes		1 <sup>st</sup> Sept
	Visitors are advised of the following in advance:	Yes	>posters available at entrance	1 <sup>st</sup> Sept



	<ul style="list-style-type: none"> <li>Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how you will ensure their safety</li> <li>Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied.</li> <li>Action to take if they cannot maintain keep away from others</li> <li>To leave the setting immediately if they develop symptoms, not matter how mild.</li> </ul>			
	Visitors are provided with further information on arrival and asked to perform hand hygiene	Yes	>posters available at entrance	1 <sup>st</sup> Sept
	Visitors confirm that they do not have symptoms no matter how mild.	Yes	>posters available at entrance	1 <sup>st</sup> Sept
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	No	>office staff write in visitor book	1 <sup>st</sup> Sept
	The reception is operating on a one in and one out basis for essential visitors	Yes		1 <sup>st</sup> Sept
	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	N/A	>our offices have reception windows	1 <sup>st</sup> Sept
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	>food deliveries will be made to the back door of the kitchen at Morley >lunch deliveries at Tacolneston will be made to the office reception area	1 <sup>st</sup> Sept
	Visitor records are maintained for contact tracing requirements	Yes		Ongoing
Contractors	Where possible visits that are not essential to education and safeguarding can happen out of hours.	Yes		1 <sup>st</sup> Sept
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	>building works started at Morley 7.9.20 >a risk assessment was agreed between the contractors, the project manager and the head teacher at the pre-commencement meeting	1 <sup>st</sup> Sept

Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment and have been provided with the visitor information as detailed above.	Yes		1 <sup>st</sup> Sept
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### ***Movement around premises***

Circulation spaces	Movement of groups is planned to avoid group gathering/mixing	Yes	>staggered breaks and use of toilets	1 <sup>st</sup> Sept
	Staggered movement times have been introduced to reduce the number of movements at the same time	Yes	>as above	1 <sup>st</sup> Sept
	Alternative routes have been provided, such as outside areas, alternative entrances and exits	Yes		1 <sup>st</sup> Sept
	One way circulation has been introduced where possible	Yes		1 <sup>st</sup> Sept
	Central dividers have been installed where necessary to avoid group mixing.	N/A		
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/A		
	Posters have been used to encourage this where required	N/A		
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		

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

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	>children eat lunches in their class rooms >R/KS1 and KS2 will have staggered lunch periods	1 <sup>st</sup> Sept
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	>as above	1 <sup>st</sup> Sept
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	>parents will need to provide ice packs for home packed lunches	1 <sup>st</sup> Sept
	The use of pre-ordering and trolley services have been considered.	Yes	>Norse team deliver the lunches on trolleys to outside doors	1 <sup>st</sup> Sept
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/A		



Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing.	Yes	>staggered times and one way systems will be in place	1 <sup>st</sup> Sept
Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	>if we decide to use the dining hall, furniture will be arranged to ensure social distancing and avoid mixing of class bubbles	1 <sup>st</sup> Sept
Plans are in place to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible	Yes	>adults have supervised the use of toilets during the first week back to avoid mixing of children from different class bubbles	1 <sup>st</sup> Sept
One ways systems are used.	Yes		1 <sup>st</sup> Sept
Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks.	Yes	>cover for breaks will be based upon a class bubble rota with the adults that work in that bubble	1 <sup>st</sup> Sept
Staff room area use is staggered to support distancing	Yes	>only four staff members at a time >break times will be staggered to allow this	1 <sup>st</sup> Sept
Additional space has been provided to use as staff rooms.	Yes	>staff can also use the library area to a maximum of 4 people at Tacolneston (library being used for office space during building works at Morley)	1 <sup>st</sup> Sept
Social distancing continues with staff groups during these times and furniture has been arranged to support this.	Yes		1 <sup>st</sup> Sept
Touch points are wiped down between different groups.	Yes	>staff rota for cleaning	1 <sup>st</sup> Sept
Breaks are staggered to reduce the numbers of pupils who take a break at the same time and groups do not mix.	Yes	>Pine and Kingfishers 9:45-10:00 >Oak and Robins 10:05-10:20 >Sycamore and Eagles 10:25-10:40 >Rowan and Sparrowhawks 10:45-11:00 >Willow 11:05-11:20	1 <sup>st</sup> Sept
equipment use is supervised to ensure that pupils do not gather.	Yes		1 <sup>st</sup> Sept
Pupils and staff have identified suitable play activities for break times	Yes	>staff have received information and resources to support the teaching of play activities for break times	1 <sup>st</sup> Sept
Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes		1 <sup>st</sup> Sept
Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes		1 <sup>st</sup> Sept
Additional staff supervision is employed to ensure social distancing takes place	Yes	>there will always be two members of staff supervising a class bubble during breaks	1 <sup>st</sup> Sept

Catering	Arrangements comply with <a href="#">guidance for food businesses on coronavirus (COVID-19)</a> .	Yes	>refer to the Norse risk assessment	1 <sup>st</sup> Sept
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	>as above	1 <sup>st</sup> Sept
	The way in which essential food deliveries are received are managed	Yes	>deliveries made to the kitchen back door at Morley	1 <sup>st</sup> Sept
	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	No	>Perspex screens have been installed at serving areas at both schools	1 <sup>st</sup> Sept
	Additional meal collection points have been put in place to reduce queuing where necessary	No	>Meals are delivered to the classroom outside door and MSA's take meals to children's tables	1 <sup>st</sup> Sept
	Alternative payment methods are being used to eliminate cash handling	Yes	>we use a digital payment system	1 <sup>st</sup> Sept
	Tills are screened where still in use	N/A		

### **Increasing ventilation**

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	N/A		
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	N/A		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes		
	Where possible alarm activated door openers have been installed to keep fire doors open and encourage air flow.	No	>we do not have alarm activated door openers	
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	N/A		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable	Yes	>this applies to the group room at Tacolneston and nurture room at Morley	





	lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.		
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**Toilets and handwashing facilities**

	Useage times are staggered where possible.	Yes		1 <sup>st</sup> Sept
	Distancing for queuing has been introduced e.g. through floor markings	Yes		1 <sup>st</sup> Sept
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes		ongoing
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels.	Yes	>we are using paper towels	ongoing
	Consideration has been given to replacing traditional taps with easy operating lever taps.	Yes	>all taps are easy operating	ongoing

**Meetings and events**

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact.	Yes		ongoing
	Meetings only take place in person where: <ul style="list-style-type: none"> <li>• There is a need to be in person for safeguarding, well-being or statutory reasons or</li> <li>• Limitations of technology, poor or unstable signal</li> </ul>	Yes		ongoing
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> <li>• They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings</li> <li>• All other participants will connect to the meeting remotely.</li> <li>• The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather</li> <li>• Use separate spaces or rooms where possible to limit the number of people in the same area</li> <li>• Ensure 2m distance is maintained at all times, not sitting face to face</li> </ul>	Yes		ongoing



	<ul style="list-style-type: none"> <li>No activities are undertaken that require or encourage people to raise their voices or shout</li> <li>Paperwork is shared electronically where possible</li> <li>Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first.</li> <li>People do not shake hands.</li> <li>Participants practice good hand and respiratory hygiene before after and during the meeting.</li> <li>Where held indoors they are held in well ventilated spaces.</li> <li>All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measures have been implemented.</li> </ul>			
Staff rooms	Additional staff room areas have been provided in order to avoid compromising cohorted staff groups.	Yes	>the libraries can be used as additional staff room areas (4 people)	1 <sup>st</sup> Sept
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes		1 <sup>st</sup> Sept
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes		1 <sup>st</sup> Sept
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		1 <sup>st</sup> Sept
Parents evenings	Meetings are undertaken by telephone or internet.	Yes		1 <sup>st</sup> Sept
Essential course delivery	Courses are delivered on line and all “in person” training is suspended for both employees and external participants	Yes		1 <sup>st</sup> Sept
	Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training.	Yes	>for example, first aid courses and Step On and Step Up training	1 <sup>st</sup> Sept





Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible.	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept
Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising the cohorted staff group. Social distancing is applied at all other times	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept
Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group.	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept
Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door.	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept
Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room.	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept
Delegates will spread out in both outside and inside spaces.	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept
Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day.	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept
Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users.	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept
Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out.	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept
Consideration has been given to additional equipment that is needed, for example, tissues have been provided, bins, hand sanitiser and disinfectant wipes.	Yes	>to be agreed with each trainer	1 <sup>st</sup> Sept

## Universal Hygiene Arrangements

### ***Cleaning and disinfection***

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	>refer to cleaning protocol	ongoing
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	>refer to cleaning protocol	ongoing
	The setting will need to identify the specific cleaning methods for the items that require cleaning.	Yes	>refer to cleaning protocol	ongoing
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Yes	>refer to cleaning protocol	ongoing
	Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	Yes	>refer to cleaning protocol	ongoing
	Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces.	Yes	>staff will clean and disinfect touch points 3 times during the day >bins will be emptied twice during the day	ongoing
	In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day	N/A		
	Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes.	Yes	>laptops should be wiped after use	ongoing
	Staff who under take cleaning follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.	Yes	>refer to cleaning protocol	ongoing



	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Yes	>for example, use of the hall and PE equipment	ongoing
	Disinfectant wipes are more generally available for staff to use where they wish to.	Yes	>available on all adult desks and in staff rooms for wiping water taps etc.	ongoing
	All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches),	Yes	>rota of adults to carry out cleaning is put in place	1 <sup>st</sup> Sept
	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	Yes		1 <sup>st</sup> Sept
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	>used equipment to be placed in an agreed area or labelled box	1 <sup>st</sup> Sept
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes		ongoing
	Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene.	Yes		ongoing
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	No	>frequently touched equipment will be disinfected after use	ongoing
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes		ongoing
	Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes		ongoing
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.	N/A	>water coolers and drink taps taken out of use currently	ongoing



Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes		ongoing
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys or these are allocated to individual children	Yes		ongoing

	Toys that are put into children's mouths are cleaned between use	Yes		ongoing
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes		ongoing
	Items which need specialist washing or machine washing such as rugs, cushions and mats are not used, unless they are assigned for individual use e.g. young children could be assigned their own carpet tile	No	>we will use rugs and we will allocate a place on the rug for individual children as identified by a taped marker	ongoing
Resources	Children are allocated their own resources e.g. pencils where possible .	Yes		ongoing
Laundry	Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses	N/A		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	>swops to take place once per week (Mondays) and books go into quarantine for 3 days	ongoing
	Where teachers handle pupils books they disinfect the surfaces that they are using both before and afterwards as well as undertaking hand hygiene.	Yes		ongoing
	Used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time.	Yes		ongoing
	Books and posters checked for visible soiling and disposed of where necessary	Yes		ongoing
Wooden desks and wooden work surfaces	The following process is followed: <ul style="list-style-type: none"> <li>Apply disinfectant and leave for the appropriate contact time applied</li> <li>Re-apply disinfectant and leave to dry naturally</li> </ul>	Yes		ongoing



Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes		ongoing
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes		ongoing
Tissues and waste from bins provided	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes		ongoing
	Bins are provided <i>in classrooms and other key locations such as dining areas</i> for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	>bins are emptied twice during the school day (and more often if necessary)	ongoing
	Bins and tissues are provided in the same place.	Yes		ongoing
	Waste bags for tissues are double bagged for disposal.	No	>medical and first aid items will be double bagged	ongoing

**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 <i>COVID-19 guidance for all education settings</i> and <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class	Yes		ongoing
	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 arrival (where worn), at other required intervals during the day.	Yes	>children will be supervised to use hand sanitiser on arrival to avoid queues at classroom sinks	1 <sup>st</sup> Sept
	The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed.	Yes		ongoing
	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.	Yes	>at classroom doors and by play equipment in the outdoors	1 <sup>st</sup> Sept
	Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes		1 <sup>st</sup> Sept



	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	No	>adults will supervise the use of hand sanitiser at all times	1 <sup>st</sup> Sept
	Event related prompts are given to pupils by staff..... <i>after</i> ..... <i>before</i> .... <i>when</i> as a more effective means of promoting hand hygiene than fixed time prompts.	Yes		ongoing
	Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.	Yes		ongoing
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes		ongoing
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	>adults will supervise the use of hand sanitiser at all times	ongoing
	Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative.	No	>parents/carers may choose to provide their own wipes and bottles of hand wash	ongoing
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes		ongoing
	Age and developmentally appropriate ways are being used to encourage pupils to follow requirements.	Yes		ongoing
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes		ongoing
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		ongoing
	Staff and pupils have been advised to avoid wearing rings (except for a plain band in order to ensure thorough handwashing).	Yes		ongoing

**Health Needs**
**Staff health**

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the <u>template provided</u> is used to record conversations and agreed control measures.	Yes		ongoing
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes		ongoing
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes		ongoing
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes		ongoing
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes		ongoing

**Pupil Health and planned close contact activities**

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	>teaching and learning has taken place for all pupils and we will continue to repeat and update messages	ongoing
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		ongoing
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes	>individual risk assessments will be agreed where necessary	ongoing
COVID Testing	Parents are encouraged to have testing carried where it is available, where their child or member of their household develops symptoms to reduce the impact of isolation in relation to negative testing.	Yes	>template letters for parents /carers in the bubble where a child is undergoing testing >results of tests reported, once known, to parents/carers in the bubble	ongoing
Increased supportive	The measures detailed in <u>Guidance to Support Positive Behaviour</u> have been implemented.	Yes		ongoing





measures for pupils/ psychological needs	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	>risk assessments have been agreed for children with EHCPs >child centred plans will be used for children who require support for COVID-19 measures	ongoing
	Support plans include: <ul style="list-style-type: none"> <li>• Specific cleaning and disinfection requirements such as changing beds and wheelchairs.</li> <li>• Ensuring that staff increase their level of self protection,</li> <li>• Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> </ul>	Yes		ongoing
	<input type="checkbox"/> Checking that the person does not have symptoms as detailed in the compliance code.			
	Staff are aware of the required infection control measures and understand that the normal PPE that would have previously been used is still required.	Yes	>Health and Safety training and messages were updated during the September INSET days	1 <sup>st</sup> Sept
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	>nurture and ELSA interventions available in addition to support within the class bubble	1 <sup>st</sup> Sept
	Support will be provided for: pupils who need support to readjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	>child centred plans will be agreed	1 <sup>st</sup> Sept
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		ongoing
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Yes	>wellbeing and mental health will be prioritised within our curriculum through PSHE activities and creative tasks >reading material will be carefully selected to enable children to learn about and discuss feelings	ongoing





	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	>each class bubble will have the support of at least three adults – 1:10 ratio of adults to children >Y6 Play Leaders and Buddies will support younger pupils via online meetings and videos >staff have staff buddies >staff will be signposted to helplines and other support provided via One Norfolk	ongoing
	The training module on <u>teaching about mental wellbeing</u> , will be completed by those staff who require this.	Yes		ongoing
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	>Behaviour Policy updated to include COVID-19 measures	ongoing

## Communication and Involvement

### General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	>updates on our websites >weekly newsletter	ongoing
	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.	No	>we have used our own letters to inform parents of arrangements and requirements	ongoing
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	>posters on front doors	ongoing
	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Yes		ongoing



Communicating safety arrangements	Site changes such as entrances and exits will be identified where required	Yes	>changes necessary due to the building works at Morley	ongoing
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes		ongoing
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes	>we have risk assessments in place for children with EHCPs	ongoing
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub.</a>	Yes		ongoing
	The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	Yes	>displayed in the reception area windows	1 <sup>st</sup> Sept

**Staff Instruction**

	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes	>details stored in the COVID-19 folder which is retained by the head teacher >further training and message giving will take place during the September INSET days	1 <sup>st</sup> Sept
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	>this risk assessment has been shared with all staff via the DPE compliance tool	1 <sup>st</sup> Sept
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes	>staff have been receiving instructions throughout the period of partial opening of schools and received further training and instructions during the September INSET days	4 <sup>th</sup> Sept
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes		1 <sup>st</sup> Sept



All staff instruction	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		1 <sup>st</sup> Sept
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes	>staff have been meeting online weekly throughout the period of partial opening of schools and were given the opportunity to discuss and resolve any concerns during the September INSET days	4 <sup>th</sup> Sept
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes		ongoing
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes		ongoing
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	>induction will be carried out by the head teacher	ongoing

**Behaviour policy**

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	>Behaviour Policy updated June 2020 and September 2020 >new site rules will agreed during the September INSET days	1 <sup>st</sup> Sept
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	>refer to Behaviour Policy	ongoing

**Pupil involvement and communication**

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	No	>our pupils are too young to take on such roles and we don't want to compromise class bubbles >Year 6 Buddies and Play Leaders may support our COVID measures by making posters to place around school or making online videos for younger pupils.	1 <sup>st</sup> Sept
	Pupils and staff have contributed towards how these new roles will support the schools aims	N/A		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	N/A		
Pupil information	All information is provided to pupils in an honest, ageappropriate manager.	Yes		ongoing

**Educational tools**

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> <li>become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread.</li> <li>encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>	Yes	>learning resources have been shared among staff	ongoing
	The following resources are used where appropriate: <ul style="list-style-type: none"> <li><a href="#">e-Bug</a> resources to teach pupils about hygiene. <input type="checkbox"/></li> <li><a href="#">the Educational Settings poster</a> <input type="checkbox"/></li> <li><a href="#">the Coronavirus Toolkit for Professionals</a> which contains campaign materials. <input type="checkbox"/></li> </ul>	Yes	>the e-Bug resource has been shared among staff	ongoing



	Additional information used to educate pupils is taken from trusted sources such as <u>InfoSpace</u> or <u>Norfolk Schools</u> (which both contain the same COVID-19 information) and <u>Public Health England</u> .	Yes	>we have been taking recommendations from the weekly NCC School Information Alerts and the weekly NCC Electronic Editor notifications >we also use HR InfoSpace	ongoing
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**Planning for case management (please refer to COVID-19 Educational Settings – Management of Cases Guidance)**

Maintaining records	Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance	Yes		ongoing
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	tbc	>the Privacy Notice has been updated over the summer break and before the start of the autumn term	1 <sup>st</sup> Sept
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	Yes		1 <sup>st</sup> Sept
Planning for if a person becomes unwell with COVID-19 symptoms and isolation requirements	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes	>old kitchen at Morley >disabled toilet and shower room at Tacolneston	ongoing
	Where possible there is separate use of toilet and handwashing facilities nearby.	Yes		ongoing
	The room has been emptied of unnecessary items.	Yes		ongoing
	Tissues and a waste bag have been provided in the room	Yes		ongoing
	If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible. Where it is possible the door will be closed and window opened for ventilation.	Yes		ongoing
In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes		ongoing	



	Staff who look after a symptomatic person will wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes	>PPE available in the isolation rooms and in the medical room at Tacolneston and the disabled toilet at Morley	ongoing
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	Yes		ongoing
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes		ongoing
Cleaning	Surfaces that the symptomatic person has come into contact with (after they became symptomatic) will be cleaned, follow the management of cases guidance using the appropriate disinfectant solution and equipment required.	Yes		ongoing
	The setting will not be closed where it is possible to carryout cleaning by moving pupils to a different area while cleaning is carried out or unless as a result of Health Protection Team Advice.	Yes		ongoing
	The minimum PPE worn for cleaning an area where a possible case of COVID-19 is gloves and an apron. Hands will be washed after all PPE has been removed.	Yes	>PPE available in the isolation rooms and in the medical room at Tacolneston and the disabled toilet at Morley	ongoing
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	Yes		ongoing
	Areas where a person has passed through and spent minimal time and are not visibly contaminated with body fluids will not be cleaned in addition to normal cleaning arrangements.	Yes		ongoing
Actions following someone from the setting developing symptoms	Preparations are in place to communicate with parents as appropriate using the template letters provided	Yes		ongoing
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	tcb	>10 kits received 7.9.20 for each school	



	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	Yes		ongoing
	Parents/carers will be advised to notify the setting as soon as the test result is known.	Yes		ongoing
Symptomatic staff member	Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings.	Yes	>this was reviewed during the September INSET days	1 <sup>st</sup> Sept
	An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action.	Yes		ongoing
	Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.	Yes		ongoing
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	Yes		ongoing
	The setting will register with the local testing service to receive their unique employer code by emailing: <a href="mailto:NorfolkRegistercovidtesting@nuh.nhs.uk">NorfolkRegistercovidtesting@nuh.nhs.uk</a> providing the name of the employing organisation, their job title and a contact telephone number.	Yes	>this was done in May 2020	ongoing
	The employee will be asked to provide their test result to the setting as soon as it is known.	Yes		ongoing
	Contact tracing	The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive.	Yes	
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes		ongoing
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes		ongoing





Test result actions	The setting are aware of and will follow the required actions that are detailed in the Test result actions section.	Yes		ongoing
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes		ongoing
Education contingency planning	The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements.	Yes	>we use Google Classroom as well as online programmes such as My Maths and Times Tables Rock Stars >we also signpost to BBC Bite Size and Oak Academy	ongoing

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

**Offices and other work spaces**

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> <li>• Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.</li> <li>• Rooms are well ventilated (see section on ventilation)</li> <li>• Staff are cohorted in consistent working groups</li> <li>• Unnecessary items have been removed to support effective cleaning of the area</li> <li>• Hot desking is avoided</li> <li>• desks near busy circulation spaces are not used</li> <li>• Shared equipment has been moved to reduce group mixing such as printer location</li> </ul>	Yes	>we don't have alternative spaces for photocopiers >staff will not gather or queue in the photocopier area	ongoing
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	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> <li>• additional work spaces are allocated where possible</li> <li>• sharing of workspace is minimised and workspaces are thoroughly cleaned between users.</li> <li>• Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities</li> <li>• Screens are installed as a last resort</li> </ul>	Yes		ongoing
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**Planning for emergencies**

Fire evacuation	A fire drill is planned for the first week of term	Yes	>Morley - 10.9.20 >Tacolneston – 11.9.20	11 <sup>th</sup> Sept
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	>muster points have been changed since the 1 <sup>st</sup> June	ongoing
	Fire drills that are carried out encourage social distancing.	Yes		ongoing
	Staff and pupils understand that in an emergency they must leave without delay	Yes	>refer to fire drill protocol	ongoing
	A fire drill has been planned to take place within the first two weeks of the recovery phase (or sooner if there are significant changes to evacuation routes).	Yes		21 <sup>st</sup> Sept
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	>children with medical needs have care plans in place	ongoing
	<p>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:</p> <ul style="list-style-type: none"> <li>• Explain why requalification hasn't been possible</li> <li>• Demonstrate the steps taken to access training.</li> </ul>	Yes	>see training record within First Aid Policy	ongoing



	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes	>each class bubble to have their own mini first aid pack and record sheets to avoid visits to the medical room >every class bubble will have a trained first aider	ongoing
	Staff who require refresher training use <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.	Yes	>Basic First Aid Skills shared with all staff in May 2020 to refresh their knowledge	ongoing
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		ongoing
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	>PPE can be found in the medical room and disabled toilet and shower room at Tacolneston and the disabled toilet and old kitchen at Morley	ongoing

**PPE and face coverings**

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	>all staff have been informed and updates given during the Sept INSET days	ongoing
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport,	Yes	>children under 11 years of age do not have to wear face masks on public transport >parents/carers have been reminded of the rules concerning public transport via our newsletter	1 <sup>st</sup> Sept
	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: <ul style="list-style-type: none"> <li>The wearer must not touch the front of their face during use or when removing the face covering.</li> <li>They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin.</li> <li>They must perform hand hygiene on arrival at the setting and after removing their face covering.</li> </ul>	tbc	>information given to parents as part of our return to school information	1 <sup>st</sup> Sept

**Review of existing assessments**

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	>the Head Teacher will undertake termly reviews with the H&S Governor	ongoing
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	>as above	ongoing



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


<b>Assessor's Name: Laura Green</b>	<b>Manager's Name: Laura Green</b>
<b>Position: Executive Head Teacher</b>	<b>Position: Executive Head Teacher</b>
<b>Signature:</b>	<b>Signature:</b>