



CoVid-19 Educational Settings Risk assessment and management document- v5

January 2021



Setting/Premises:	Fakenham Junior School		
Location:	Queens Road, Fakenham		
Assessment Date:	5/1/2021- V5	Review Date:	As required by Nat Lockdown 3 and school closures announced on 4/1/21
Assessment completed by:	Adam Mason		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<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"> • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements are in place • There is a plan in place to manage the first day back to reduce the risk of groups gathering together • The whole setting community are engaged with and support the national effort to reduce the spread of the virus <p>This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).</p>	Yes	<p>Individual bubbles to be used. Children stay within their bubble. Staff will only work in their bubble.</p> <p>SD where possible it will be encouraged 2m. Chn may not manage this outside</p> <p>Extra cleaning during the day.</p> <p>Regular routines for hand washing will be reinforced. Each time class enter the room and before eating.</p> <p>The school will explain and encourage all parents and children to minimise risks both inside and outside school. School will communicate an expectation to follow the test and trace measures.</p> <p>All versions of the RA was shared with staff; as will this version. Shared documents for feed back have been shared.</p> <p>Copy of RA available for parents if requested.</p>	4/1/21 then ongoing



			Oversee implementation – AM/KR/Martin Taylor (CoG)/Rob Watton/ Richard Lord.	
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	yes	Any checks needing done- These are all compliance checks and as such are completed to a rota - copies of all sheets are in the office and can be reviewed if required. KR Bubbles stick with classroom fire post. Fire drill needed in 2nd week and 4th week once explained to children and information shared with staff. Daily number of staff and pupils on class door. Teacher/Ta responsibility with register.	4/1/21 then ongoing
	HSW information provided on Infospace or Norfolk School is followed and communicated	yes	Ongoing - KR /AM to liaise with Rob Watton	4/1/21 then ongoing
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	yes	Regular briefing/ email – Teams SLT Shared doc all staff – feedback, suggestions, concerns from staff on provision, to set up as daily communication. Expectations – emails to be checked every day – specific time 8.00am + 5.00pm. This allows for any urgent updates.	4/1/21 then ongoing
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	yes	Emails sent to parents – video messages shared Shared question documents with staff. Behaviour Expectations – as previous versions	4/1/21 then ongoing
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	yes	SLT will be present every day	4/1/21 then ongoing
	COVID-19 Case Management Guidance is implemented.	Yes	Flow diagram will be followed.	4/1/21 then ongoing
	COVID-19 Autumn Exams Checklist is complete	n/a		4/1/21 then ongoing
	COVID Secure Commitments is signed and displayed	Yes	It will be put up in reception and on website	4/1/21 then ongoing

Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	Office staff/ SBM/ Estates manager will gain this assurance on booking and arrival. Suitable RA will be asked for	4/1/21 then ongoing
	Contractors are aware of the schools expectations and arrangements are in place to discuss their activities in advance of making a site visit.	yes	This is done via a phone call	4/1/21 then ongoing
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.		Governors – to read Guidance, read Risk Assessment, review. LGB meeting tbc CoG to sign off the RA as complete	4/1/21 then ongoing
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	yes	LGB to adopt the updated safeguarding policy – normal practice to continue – Calls to homes to be made weekly	4/1/21 then ongoing
Supply chain	Business management teams will ensure that arrangements are in place to ensure: <ul style="list-style-type: none"> continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. that equipment purchased is fit for purpose e.g. meets with required standards 	yes	All already ordered or in place- PPE – Masks/shields/aprons/cleaning products ... etc. – check required standard Already ordered and all safety standards adhered to. KR - Ongoing	4/1/21 then ongoing
Premises adaptations	Small adaptations identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	Any new items are dependent on cost effectiveness. i.e will they make a vast difference to reducing risk vs cost. This will be reviewed as possible adaptations are noted	4/1/21 then ongoing

Staffing arrangements

Staffing levels	Temporary staff, peripatetic teachers, invigilators , external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that: <ul style="list-style-type: none"> Short duration, ad hoc and working at more than one setting is avoided 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) A space of 48 hours between site visits is applied Longer assignments with supply teachers are agreed 	yes	This will be an ongoing dynamic RA based on the staff available – contracted or supply. If ratios are not safe and 'safe' emergency supply is not available then the bubble will need to be closed and remote learning instigated. Sports coach will work across the bubbles (as stated in Govt guidance). They will be expected to keep a safe distance from children	4/1/21 then ongoing
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	Staggered breaks/lunches –PE PPA 1.5 hrs will be covered by staff moving between	4/1/21 then ongoing



			bubbles. Last 1 hour of PPA will be supervised by TA.	
	Consistent working arrangements are applied to ITT trainees.	n/a	No current plans for ITT in 2020/21 – will be reviewed if necessary.	n/a
	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 as much as possible.	yes	See above – re:PPA	
	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	yes	Staff must wash hands entering any room Staff moving between bubbles should wear a visor. Except outdoors for PE Timetable will be kept consistent	4/1/21 then ongoing
	Where volunteers are used the same staff principles are applied.	Yes	Volunteers will not be used	4/1/21 then ongoing
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	Ongoing	4/1/21 then ongoing
	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	This is normal practice.	4/1/21 then ongoing
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	yes	Cleaning staff – expectations, timetable, routines, to be written and shared. In progress based on Norfolk LA cleaning schedules Staff taking on cleaning duties, throughout day, expectations, timetable, routines, to be written and shared. Contact points / cleaning procedures to be decided and shared with staff. Cleaners – disinfecting processes reviewed and shared. Class cleaning Kits – cleaning sprays, gloves/paper towels. Teachers and Tas are expected to clean computers after use and other high use resources. Tables and surface wiped down regularly by all staff	4/1/21 then ongoing



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Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	<p>Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible:</p> <ul style="list-style-type: none"> • Groups are kept static • Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. • Contact within groups is minimised through measures outlined in this assessment. • Pupils will stay in their class/group throughout the day, or on subsequent days 	yes	<p>2 sealed bubbles per year group – max of 30 chn per bubble</p> <p>Whole year group not to be bought together as one inside or outside.</p> <p>Staggered timetable ensures groups play, lunch, class time and outdoor time is limited to same group interaction.</p> <p>Staff kept in their own bubble. Only PPA and SLT to cross bubbles</p> <p>Directional signs to be placed to keep flow one way, where possible.</p>	4/1/21 then ongoing
	Any extended groups created remain as small and consistent as possible	yes	SLT/teachers will ensure any intervention groups. All within bubbles and not crossing more than 2 classes.	4/1/21 then ongoing
	<p>Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:</p> <ul style="list-style-type: none"> • some secondary curriculum practical activities • some music activities • With very young children • Because of health conditions or understanding of the children 	n/a	Based on whole school back this is not possible	n/a
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	yes	Staff are placed in a bubble in the majority however some staff need to move through bubbles (/ Sports coach) . TA must stay with the group for PE.	4/1/21 then ongoing
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	yes	Same staff in same bubble Supply staff will be risk assessed before being used.	4/1/21 then ongoing
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	Record is our normal plan – where this is altered for a reason a record will be kept. It is the duty of	4/1/21 then ongoing



			all staff to inform SLT if restricted contact has been compromised.	
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Other general measures

	The use of outdoor spaces has been maximised	yes	This will be part of teaching plans. Outside space such as the garden will be on a rota.	4/1/21 then ongoing
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	yes	Staggered starts to school, 'soft' entry to school at the start of the day - See staggered soft starts and drop off times doc. No queuing at lunchtime – eat in rooms	4/1/21 then ongoing
	Gatherings involving more than one group is avoided e.g. assemblies,	yes	No assembly in hall or even as a whole bubble in one room .– <i>Use of Teams to each classroom – SLT and teachers</i>	4/1/21 then ongoing
	Activities involving invited audiences do not take place	yes	No performances/meetings or assemblies for parents or other classes are planned.	4/1/21 then ongoing
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	yes	Markers to be arranged for one-way movement where possible. Library + Year3/4 shared + hall entry/exit Not required for Y6 as they are a sealed bubble block.	4/1/21 then ongoing
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	yes	See relevant section below.	4/1/21 then ongoing
	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	No singing in classes No whole class chanting etc Pupils reminded not to shout/ raise voices as much as possible	4/1/21 then ongoing
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	yes	Teacher are encouraged to mark at school either before school or up to 4:30pm in school. . Reading books can go home but MyOn also to be promoted. Children should not bring pencil cases/ toys etc Reading books that are taken home to go through a 72 hour quarantine.	4/1/21 then ongoing
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	yes	Children to have their own core resources in their trays. Other resources managed by staff to ensure they are cleaned	4/1/21 then ongoing
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	yes	Staff encouraged not to take books home but if they need to they take them home in a plastic	4/1/21 then ongoing



			bag, clean their table first, wash hands, deal with books., place books in plastic bag, wash hands, clean table. Books taken to children's home are quarantined for 3 days.	
	<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this. • Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks) <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> • Staggered times for using stairs and corridors • Utilisation of alternative external routes • One-way systems introduced • Supervision of movements around settings • Central dividers placed in the middle of wide corridors to keep groups apart • The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other 	yes	<p>Organisation will be set to try to keep staff member and pupils in same 'bubble'.</p> <p>See appendix</p> <p>'Map – Autumn 2020'</p> <p>Staggered ends /starts/breaks and lunches.</p> <p>One way system will be in place within shared space of Yare/Wensum block and Waveney block -identified on map.</p>	4/1/21 then ongoing
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	yes	Resources to be used just in bubbles	4/1/21 then ongoing
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	yes	No assembly in hall or even as a whole bubble in one room .	4/1/21 then ongoing
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	n/a	n/a
	Posters have been used to encourage this where required	n/a	n/a	n/a
	Hand sanitiser is provided for use before and after touching lift controls.	n/a	n/a	n/a
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	yes	<p>TAs/Teachers have their own locker</p> <p>Lockers will be wiped as part of cleaning and disinfectant is available for staff to use when required</p>	4/1/21 then ongoing
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	yes	<p>Cloakrooms in use for coats only.</p> <p>Staggered start /ends of day.</p> <p>Children to wear PE kit on their PE days</p> <p>Packed lunch boxes kept by classroom</p>	4/1/21 then ongoing



			Teacher or TA must supervise.	
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	n/a		n/a

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks Seats are forward facing The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 	yes	<p>Hall is not a suitable space – it will be the emergency evacuation space.</p> <p>Children forward facing, side by side will be an expectation in all rooms. Children to be socially distanced.</p> <p>Only the required storage furniture will be allowed in rooms Teacher’s desk should be at the front, facing the wall</p>	4/1/21 then ongoing
	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other’s belongings e.g. use of lockers, bag hooks	yes	Only zip wallet of book bags in school – kept in trays	4/1/21 then ongoing
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk Where close contact is needed, interact side to side with pupils and not face to face Not require pupils to share or swap resources, including no marking each others books Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	yes	<p>Teachers to be advised to remain at the front as much as possible.</p> <p>SEN pupils to be at the front of the class (they can sit next to a non-SEN child)</p> <p>Staff to have a visor if they feel they need to come close to pupils</p> <p>Children will have their own resources which they keep in a tray.</p> <p>Teachers to be advised / instructed – part of staff expectation booklet.</p>	4/1/21 then ongoing
	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	Children to only bring in coats, water bottles, lunchbox and any reading book from school.	4/1/21 then ongoing

Playgrounds



	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	yes	Each bubble will have their own equipment for use. If it is swapped between weeks then it must be thoroughly cleaned.	4/1/21 then ongoing
	Equipment use is supervised, and time limited to enable other users to take their turn	yes	This will be monitored / managed by the staff on duty – information shared in staff expectations	4/1/21 then ongoing
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	yes	Regular hand washing will reduce the risks	4/1/21 then ongoing
	A one-way system has been introduced around outdoor gym equipment and trim trails	n/a	Currently Trim trail can not be used. When a new one is installed this will be reviewed	n/a
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	n/a		n/a
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	n/a		n/a
	Bins are installed to encourage use of tissues and appropriate disposal	yes	Already in use	4/1/21 then ongoing
	Time is allocated for play equipment for each group/bubble	yes	Each bubble will have their own equipment for use. If it is swapped between weeks then it must be thoroughly cleaned.	4/1/21 then ongoing
	Multiple groups do not use outdoor play equipment at the same time.	yes	See above	4/1/21 then ongoing

Specialist curriculum considerations

All activities	The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities.		Procedures will be followed	4/1/21 then ongoing
Music, dance and drama – general principles	<ul style="list-style-type: none"> Care is taken to observe 2m social distancing, reducing the number of contacts and mixing as much as possible and activities are organised to support this The available space is considered, and group activity has been limited where necessary due to space available Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed <p>Drama activities are planned to map movements to ensure social distancing, including one way systems</p>		Procedures will be followed	4/1/21 then ongoing
	Background and accompanying music sound levels discourage raised voices			4/1/21 then ongoing
Handling items, equipment and instruments	<ul style="list-style-type: none"> Equipment sharing is avoided wherever it is possible including limiting handling music scores, parts and scripts by issuing them for individual use. Drop off points and transfer zones are provided where required. Where equipment is assigned to an individual for sole use, it is labelled to identify the user. 		Procedures will be followed	4/1/21 then ongoing



	<ul style="list-style-type: none"> The use of costumes are avoided in drama Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment Consideration has been given to limiting the number of suppliers when hiring equipment. Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments). Hand hygiene is always followed before and after handling shared items Items and equipment are stored in a clean location when not in use Playing instruments and singing in small groups takes place outdoors where possible. Whether indoors or outdoors the measures below are also applied 			
Music	Singing, wind and brass playing does not take place in large groups such as school choirs	yes	No in-person assemblies No choir for at least the first term No school band for the first term	4/1/21 then ongoing
	<ul style="list-style-type: none"> Carried out in outside space used wherever possible Where carried out inside, activities are in a well-ventilated space Social distancing of 2 metres is maintained (and consideration given to using screens or barriers in addition to social distancing). Taught in groups of no more than 15 (or less where the space is not available to achieve 2 metre distance between all participants) Limited in duration Not require anyone to face each other, giving preference to back to back or side to side positioning Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly. Avoiding extending main groups outside of curriculum requirements where possible. Plan appropriate hand hygiene and disinfection arrangements. <p>Musical instruments are not be shared unless thoroughly disinfected between each user</p>	yes	Teachers to be advised/instructed	4/1/21 then ongoing
Drama and performances	In addition to the above where applicable, Drama arrangements consider: <ul style="list-style-type: none"> Identifying where items would be passed directly to each other and removing direct contact by using drop-off points or transfer zones. One-way systems and mapping movements are carried out in order to ensure social distancing 	Yes	Teachers to be advised/instructed Children to be regularly reminded No planned performances to parents/ other groups	4/1/21 then ongoing



	<ul style="list-style-type: none"> Prop handling is limited Costume use is avoided 			
Physical activity	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.	yes	Children taught in classes .	4/1/21 then ongoing
	Team sports are only provided in line with the return to recreational team sport framework .	yes	To be followed	4/1/21 then ongoing
	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	PE will be outside only	4/1/21 then ongoing
	Prioritisation of low impact activities is given over high impact	yes	Not as much concern when outside – children reminded to keep safe distance when standing	4/1/21 then ongoing
	Distance between participants is maximised.	yes	See above	4/1/21 then ongoing
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses.	yes	Equipment to be maintained within a bubble or otherwise cleaned. Use of bibs is to be avoided. Children to come to school in PE kit on PE days – No sharing of kit.	4/1/21 then ongoing
	The means to collect, pass on and return shared resources and equipment to prevent close contact is arranged	yes	All guidance being followed	4/1/21 then ongoing
	External facilities are used in line with Educational Visits arrangements.	yes	Dynamic risk assessment will be made at the time	4/1/21 then ongoing
	The following advice has been referred to as part of the risk assessment process: <ul style="list-style-type: none"> guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	yes	All guidance will be followed Guidance to be sent to CSF and to teachers	4/1/21 then ongoing
The use of changing rooms and showering facilities are avoided where possible. Where used: <ul style="list-style-type: none"> 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. 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. Facilities will be used as quickly as possible 	yes	Children to come to school in PE kit on PE days Teachers/sports coach and TAs to be instructed TA to remain with group during PPA PE to support the sports coach.	4/1/21 then ongoing	



Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	yes	Currently no swimming	4/1/21 then ongoing
Subjects involving practical activities	<ul style="list-style-type: none"> Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. 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 Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact 	yes	<p>Any science / DT / Art etc practical will be done as a demonstration or shown as a video</p> <p>Teachers to be instructed In primary the DT curriculum may need to be restricted due to lack of space/adults</p> <p>Teachers to be instructed</p>	4/1/21 then ongoing
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: Guide to doing practical work in Science <ul style="list-style-type: none"> Guide for science departments returning to school after an extended period of closure Guide for managing practical work in non-lab environments Guidance for schools where pupils spend all day in a lab Guidance for schools where pupils spend all day in a D&T, food or art room Relevant primary schools guidance for example, Practical activities in a bubble 	yes	To be shared with staff	4/1/21 then ongoing
Supervised toothbrushing programmes	COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.	yes	To be shared with staff	4/1/21 then ongoing
	The requirements for autumn examinations have been implemented and the checklist completed	n/a		n/a
Autumn Examinations				

Educational visits



	No overnight educational visits are carried out	yes	Caythorpe Court visit has been postponed to June 2021	4/1/21 then ongoing
	Outdoor spaces in the local area are used to support delivery of the curriculum	yes	Risk assessments will be carried out at the time	4/1/21 then ongoing
	A risk assessment will be carried out for all educational visits and in addition to using Evolve: <ul style="list-style-type: none"> • A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation • The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements • The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 	yes	No Education visits	4/1/21 then ongoing
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	yes	This will be completed if required	4/1/21 then ongoing

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	Working closely with FINS Private day care centre not running	4/1/21 then ongoing
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Extra curricular provision

	We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible	yes	No after school care at FINS	4/1/21 then ongoing
	Pupils will keep within their main bubble where possible for school only provision.	yes	Before school care from 8am – 4 bubbles in hall all 3-4m apart . Only 15 chn in total	4/1/21 then ongoing
	Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows: <ul style="list-style-type: none"> • 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 	yes	Currently no extra curricular Parents to be informed / encouraged to follow guidance. Records to be maintained.	4/1/21 then ongoing



	<ul style="list-style-type: none"> Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. Records are maintained of all bubbles or groups for 21 days 			
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	yes	Guidance to be followed	4/1/21 then ongoing
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	yes	See PE compliance code	4/1/21 then ongoing

Measures for arriving and leaving

General principles	<ul style="list-style-type: none"> 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. 	yes	First day will be gentle and very staggered Y3- 8:30am – 2pm Y4 – 11:30am- 3:15pm Y5 – 11:00am – 3:20pm Y6 – 10:30am – 3:25pm	4/1/21 then ongoing
	<ul style="list-style-type: none"> Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting 	yes	Staggered starts to school, ‘soft’ entry to school at the start of the day - See staggered soft starts and drop off times doc.	4/1/21 then ongoing
	There are hand sanitiser stations outside for pupil and visitor use	yes	All in place – handwashing is the preferred option	4/1/21 then ongoing
	The impact of bad weather has been considered where it might impact on the ability to follow outside queuing arrangements	yes	Soft start to day will avoid much or this	4/1/21 then ongoing
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	yes	Drivers will call the office and leave delivery in reception or outside – no signing	4/1/21 then ongoing
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	SLT + pastoral available to monitor social distancing. One on playground, one at front entrance. Timetable – jobs every day.	4/1/21 then ongoing
	Parent/carers pick up and drop off protocols have been developed to minimise adult to adult contact and avoid gatherings.	yes	Staggered timetable devised to minimise parent contact or gatherings. Four different 10 minutes	4/1/21 then ongoing



			drop off times (5mins for Y6), with 3 designated gates in use. Three gates to be used in a morning each class to be allocated a door to enter in main building. Either Yare, Wensum or reception Fire exits will be Y5 – Wensum, Y4 – Reception, Y3- Yare Flier / info booklet to be shared	
	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.	n/a		
	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.	n/a		
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	n/a		
	Where parents/carers need to enter the setting only one parent will accompany their child	yes	To be followed	4/1/21 then ongoing
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance	yes	Number of entrances is limited – see below.	4/1/21 then ongoing
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	yes	Staggered start and end of days, breaks and lunchtimes. Doors propped open – wedges needed.	4/1/21 then ongoing
	Staff and school champions supervise at peak times.	yes	SLT/staff timetables to support on arrival No champions all staff to be champions	4/1/21 then ongoing

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	n/a		n/a
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	n/a		n/a
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	yes	To be followed Parents/pupils to be informed	4/1/21 then ongoing
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	yes	Flier / info booklet to inform	4/1/21 then ongoing
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	yes	Flier / info booklet to inform	4/1/21 then ongoing
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	Flier / Info booklet to inform	1/9/2020



	Pupils and parents have been advised that they should not walk together in large groups	yes	Flier / Info booklet to inform	4/1/21 then ongoing
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	n/a		4/1/21 then ongoing
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	yes	Safety rules poster with regards to washing hands and clothes is created – Expectations shared with pupils, parents and staff – Flier / Info booklet to be shared	4/1/21 then ongoing
	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	Expectations shared with pupils, parents and staff – Flier / Info booklet to be shared	4/1/21 then ongoing
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	n/a	n/a	n/a
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	n/a	Not applicable	n/a
	Markings are provided where queuing is required for transport services on school premises	n/a	Not applicable	n/a
	Windows are opened during journeys where it is safe to do so	n/a	Not applicable	n/a
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	n/a	Not applicable	n/a
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	yes	Pupils to be collected by family Flier / info booklet to be shared	4/1/21 then ongoing

Visitors and reception area

	The number of visitors is minimised as much as possible	yes	Only essential and emergency visitors will be allowed in school Where possible visitors will be out of school hours	4/1/21 then ongoing
	Visitor times are planned and by appointment only	yes	Visits must be arranged via the office/headteacher	4/1/21 then ongoing
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	yes	Information leaflet - Expectations Display notice boards, entrance areas Visitors will be told by phone conversation or preferably email	4/1/21 then ongoing
	On arrival visitors will be: <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene 	yes	Reception staff to inform, ask and ascertain. This will be recorded.	4/1/21 then ongoing



	<ul style="list-style-type: none"> • Asked to confirm that they do not have symptoms no matter how mild 			
	Visitors will use their own pen or will be provided with a pen that they take with them.	yes	Reception staff will note they are in school/ left school but they will not sign in	4/1/21 then ongoing
	The reception operates on a one in and one out basis	yes	This will be actioned	4/1/21 then ongoing
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Yes	To be followed	4/1/21 then ongoing
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	yes	The floor is marked and the glass screen will remain shut at all times	4/1/21 then ongoing
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	yes	Deliveries to be left in reception area	4/1/21 then ongoing
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	yes	See above	4/1/21 then ongoing
	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	A dynamic risk assessment will happen to ensure that risks are minimised	4/1/21 then ongoing
Parents and carers (including parent evenings)	<ul style="list-style-type: none"> • All meetings are carried out remotely where possible. • Parents and carers should only attend the setting where they have a pre-arranged appointment • Where possible, only one parent/carer attend. • Visits are planned and organised to ensure distancing and hygiene measures can be maintained <p>Information is provided in advance to ensure arrangements are communicated</p>	yes	<p>Parents and carers will be informed that contact is via phone and email only. They will only attend the site in an emergency or very exceptional circumstance. This must be agreed by the HT or deputy.</p> <p>Parent's evening will be via phone call</p>	4/1/21 then ongoing
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	yes	<p>Information leaflet - Expectations</p> <p>Display notice boards, entrance areas</p> <p>Visitors will be told by phone conversation or preferably email</p>	4/1/21 then ongoing
Pupil familiarisation visits	<ul style="list-style-type: none"> • Visits are provided virtually where possible. • The visitor arrangements in this section are applied where in person visits are planned. • Visits will take place outside the school day where it is not detrimental to the purpose of the visit. • Visitor numbers are limited and appointments are staggered 	yes	No visits in school day and where possible they are fully discouraged	4/1/21 then ongoing
Pupil lesson attendance for familiarisation	<p>Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include:</p> <ul style="list-style-type: none"> • Limiting visiting pupils mixing between additional groups • Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining) 	n/a	n/a	n/a



	<ul style="list-style-type: none"> Avoiding compromising the existing social distancing arrangements within the class The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk. 			
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Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	yes	Cold lunches only- to be eaten in classrooms rooms. Staggered lunch times organised, for outdoor play zones, which avoids contact. Two bubbles outside per ½ hour one on field , one on playground – this will rotate. Only with same bubble.	4/1/21 then ongoing
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	yes	See above	4/1/21 then ongoing
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	yes	This is not possible due to size of classroom. They will be stored on or under coat peg in the cloakroom or outside the room. Lunches for bubbles are staggered	4/1/21 then ongoing
	The use of pre-ordering and trolley services have been considered.		All cold pack lunches will be pre ordered	4/1/21 then ongoing
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	n/a		n/a
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	n/a		n/a
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	yes	No fruit trolley	4/1/21 then ongoing
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	yes	NORSE to manage . School to receive assurances	4/1/21 then ongoing
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes	See above	4/1/21 then ongoing
	The way in which essential food deliveries are received are managed	Yes	See above	4/1/21 then ongoing
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	See above	4/1/21 then ongoing



	Additional meal collection points have been put in place to reduce queuing where necessary	n/a	No use of hall	4/1/21 then ongoing
	Alternative payment methods are being used to eliminate cash handling	Yes	Cashless system in place	4/1/21 then ongoing
	Tills are screened where still in use	n/a	n/a	n/a

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	yes	Use of fans to be risk assessed dependant on temperature risks etc	4/1/21 then ongoing
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	yes	Use of fans to be risk assessed dependant on temperature risks etc	4/1/21 then ongoing
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	yes	Doors must remain open Windows should also be open to increase ventilation	4/1/21 then ongoing
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	yes	This will be reviewed for the Glaven building (music)	4/1/21 then ongoing
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	n/a		n/a
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	yes	IT cupboard/ Y6 cupboard/ Cupboard in new photocopier room/ Caretaker areas Staff to be informed.	4/1/21 then ongoing

Toilets and handwashing facilities

	Times of use are staggered where possible.	yes	Handwashing will be advised to be done in class setting. Expectations of hand washing times will be made clear. Poster to share. Times: Before leaving home – on arrival to class – after play – before lunch – after lunch – after toilet –end of day when you get home. (before or after use of equipment or tools, in outdoor activity) Toilets – one at a time. No queueing. Cone used/moved with foot to show someone is in the toilet. Communication through linked class email – ping when in use	4/1/21 then ongoing
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	yes	Toilets have been allocated by location of classroom. Only 1 pupil in the toilet at any	4/1/21 then ongoing



			<p>time. Boys and girls from bubble (Y3/4) will use the same toilet in a designated area. No use of urinals for this half term.</p> <p>Y5/6 have own toilet – still only one child per toilet.</p> <p>See Map/Organisation Plan</p> <p>Pupils to be informed on day one.. Parents via info flier</p>	
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	n/a	Not financially viable	4/1/21 then ongoing
	Consideration has been given to replacing traditional taps with easy operating lever taps	n/a	Not financially viable	4/1/21 then 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	<p>Online meetings – or through email contact is the preference.</p> <p>Weekly briefing notes - email</p> <p>SLT – can meet in a room distanced</p> <p>Teachers - can meet in small ‘bubble year group’ groups</p> <p>Teachers or Tas could meet as a whole group distanced in the hall for a short meeting if absolutely required</p> <p>Essential staff meetings to be trialed over teams including Safeguarding INSET – recorded and shared with a quiz??</p> <p>CPD focus will continue to be curriculum at a subject leader and year group level – this will include developing the remote planning in case it is needed. QFT and catch -up is the first port of call. Embedding our already good tools.</p> <p>Shared doc all staff – feedback, suggestions, concerns from staff on provision, to set up as daily communication.</p>	4/1/21 then ongoing
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			Expectations – check emails at least twice a day – by/at same time e.g. 8.00am + 5.00pm, to make sure key info is shared, if needed.	
	<p>Meetings only take place in person where:</p> <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Yes	Emergency only. Preferred option is remote. HT must agree to in person meeting	4/1/21 then ongoing
	<p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 	yes	<p>See above.</p> <p>Measures to side will be adopted</p>	4/1/21 then ongoing
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • 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. All other training is delivered online. • 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 • 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 where possible • 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 			



	<p>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.</p> <ul style="list-style-type: none"> Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. 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. Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 			
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	yes	Use bubble rooms when children are not in	4/1/21 then ongoing
	Times of use for staff breaks are staggered to prevent staff groups from mixing	yes	All breaks are staggered	4/1/21 then ongoing
	Furniture has been arranged to encourage distancing and not sitting face to face	yes	Furniture a Taken out of use where necessary	4/1/21 then ongoing
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	yes	No current events planned the Compliance code events will be used	4/1/21 then ongoing
Parents evenings	Meetings are undertaken by telephone or internet.	yes	A system to be developed with our trust	4/1/21 then ongoing

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	Already part of procedures Cleaning code followed	4/1/21 then ongoing
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	Already part of procedures Cleaning code followed	4/1/21 then ongoing
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes	Already part of procedures Cleaning code followed	4/1/21 then ongoing
	<p>All Staff who under take cleaning:</p> <ul style="list-style-type: none"> Will 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. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. 	Yes	<p>Already part of procedures Cleaning code followed</p> <p>Classroom cleaning kits to be provided</p> <p>Staff to ensure tables are wiped down. Equipment to be cleaned regularly after use</p>	4/1/21 then ongoing
	<p>The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:</p> <ul style="list-style-type: none"> Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between sharing their use between each main group 	n/a	<p>Already part of procedures. Extra cleaning during the day at least twice a day</p>	4/1/21 then ongoing



	<ul style="list-style-type: none"> • Secondary settings -, the frequency of cleaning hand contact surfaces is increased • Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 			
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	n/a	This will be followed	4/1/21 then ongoing
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	n/a	Rotas will be in place between bubbles. Books to be stored for 72 hours then wiped down.	4/1/21 then 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.	yes	Taps in classrooms to be wiped by TAs regularly. Outdoor water fountains not in use	4/1/21 then 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	Already part of procedures Cleaning code followed	4/1/21 then ongoing
Tissues and waste from bins provided	<ul style="list-style-type: none"> • Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. • Waste bins are provided in classroom and other key locations such as dining areas • Bins are emptied regularly throughout the day • Bins and tissues are provided in the same place • Waste bags for tissues are double bagged for disposal 	yes	Already in action We will use lidded bins in classrooms and welfare room	4/1/21 then ongoing

Handwashing and respiratory hygiene arrangements

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> • 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 NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class • Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts. • Supervision arrangements are in place to support pupils with handwashing where it is needed. • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand washing frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face 	yes	<p>Expectations to be shared. Posters to go up in classes and in toilets. Posters & Expectations shared with pupils, parents and staff</p> <p>Staff to be made aware in expectations Expectations - shared with pupils. And regularly revisited</p> <p>Flier / booklet shared with parents.</p>	4/1/21 then ongoing
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	<p>covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</p> <ul style="list-style-type: none"> Entrances are supervised on arrival in the morning to support hand sanitising on arrival. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 			
	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	actioned	4/1/21 then ongoing
	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.	n/a		4/1/21 then ongoing
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes	Not possible – staff to monitor	4/1/21 then 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	Posters will be up around school	4/1/21 then ongoing
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	yes	Part of lesson to inform.	4/1/21 then ongoing
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	yes	Part of lesson to inform.	4/1/21 then ongoing
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	yes	Staff to be informed of expectations	4/1/21 then 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 template provided is used to record conversations and agreed control measures.	Yes	All CV and CEV staff have a individual RA	4/1/21 then ongoing
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	yes	Norfolk Wellbeing HSW doc – to share with staff. JJ sent out helpline poster – to be resent	4/1/21 then ongoing



			AM also sent out link to EPM counselling site which is open to all at the very beginning of closure.	
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	yes	Due to nature of job Teachers and TAs/ office staff need to be in school during open hours	4/1/21 then ongoing
Symptoms	Staff will go home as soon as possible if they develop symptoms	yes	Expectations to be made clear to staff, plus the expectation to book a test immediately. Test and Trace procedures will be followed. AM to then risk assess the 'bubble and office staff to contact parents	4/1/21 then 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	See above	4/1/21 then 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	Posters to be displayed – Lesson to be planned to inform. Expectations shared in Pupil/parent flier/booklet	4/1/21 then ongoing
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	yes	Morning health check (keep it as a brief ask) – staff in class. To be communicated Thermometer – one to use at distance has been purchased to use if concerned not to check on arrival each day.	4/1/21 then 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	Not applicable		n/a
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	yes	Behaviour policy, reviewed in line with the guidance and in use	4/1/21 then ongoing
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	yes	To be actioned	4/1/21 then ongoing
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after 	n/a		n/a



	<ul style="list-style-type: none"> Checking that the person does not have symptoms as detailed in the compliance code. 			
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	yes	Staff to be advised what PPE is required They will have a visor to use for any close work (last resort)	4/1/21 then ongoing
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	yes	Signpost - Pastoral sessions / emails to pupils and parents. Info to be out on website	4/1/21 then ongoing
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	yes	As required for high risk pupils – audit and assessment to be done.	4/1/21 then ongoing
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	yes	Pastoral support and DSL will be available	4/1/21 then 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	To be communicated via a video in early September. PHSE focus during the first weeks return to school	4/1/21 then ongoing
	Available resources are used to identify and support students and staff who exhibit signs of distress.	yes	Pastoral team to signpost resources	4/1/21 then ongoing
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	yes	To be sent to pastoral staff / teachers to complete	4/1/21 then ongoing
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	yes	Behaviour policy, reviewed to ensure as normal as possible approach	4/1/21 then 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	All actioned	4/1/21 then 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.	yes	All actioned	4/1/21 then ongoing
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	yes	This has been done during the planning for wraparound care	4/1/21 then ongoing
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending	yes	Very limited visitors Information leaflet - Expectations Display notice boards, entrance areas,	4/1/21 then ongoing



	the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	yes	As above Check 'temporary signs'	4/1/21 then ongoing
	Site changes such as entrances and exits will be identified where required	yes	Label gates in use with pupils / parents – ABCDE etc.	4/1/21 then ongoing
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	yes	Signs to go up – key information for staff. SD as much as possible – hygiene – class groups etc.	4/1/21 then 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.	n/a	n/a	4/1/21 then 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 How to hand rub .	yes	To be given via flier/ expectations	4/1/21 then ongoing
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	yes	On website	4/1/21 then ongoing

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	yes	CPD to be shared for INSET day CPD record is always kept	4/1/21 then ongoing
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	yes	Invite feedback/comments once shared.	4/1/21 then ongoing
	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	Share setting map, risk assessment. Staff info – to be updated and shared.	4/1/21 then ongoing
	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	Responsibilities / expectations to be listed and shared. Updates have been sent. Staff to set up their rooms and to help ensure the school is ready for September.	4/1/21 then ongoing
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	yes	Risk assessment and expectations to be shared with staff. Staff will help set up school.	4/1/21 then ongoing
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	yes	Staff will be able to ask questions via a shared question document and contact SLT Staff who have not been on site since 20/3/2020 have been invited to visit	4/1/21 then ongoing



	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	This was shared in April. The email will be re sent in early September	4/1/21 then ongoing
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	yes	Staff will confirm	4/1/21 then ongoing
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	n/a	No new staff will be beginning	n/a

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 , reviewed and passed by LGB and shared with Staff, parents and pupils	4/1/21 then ongoing
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	yes	Staff will be informed that a positive approach will be necessary. Appropriate and actionable sanctions will be in place	4/1/21 then ongoing

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and 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> .	yes	All pupils responsible. No individual 'champions'. We will promote the joint/shared responsibility we have towards each other. This will be discussed on day 1 then ongoing.	4/1/21 then ongoing
	Pupils and staff have contributed towards how these new roles will support the schools aims	n/a	n/a	4/1/21 then ongoing
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	n/a	n/a	4/1/21 then ongoing
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	yes	To be actioned	4/1/21 then ongoing

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	yes	Lessons to be planned by teachers. Social distancing Hand washing – microbes Routines Covid -19	4/1/21 then ongoing
	The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	yes	As above	4/1/21 then ongoing



	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England .	As appropriate		As appropriate
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Offices and other work spaces

	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. Rooms are well ventilated (see section on ventilation) Staff are cohorted in consistent working groups Unnecessary items have been removed to support effective cleaning of the area Hot desking is avoided desks near busy circulation spaces are not used Shared equipment has been moved to reduce group mixing such as printer location 	yes	<p>Furniture has been moved to ensure greater space</p> <p>Windows/doors are to be opened</p> <p>Same staff work in a room</p> <p>Shared desks for PPA (Staffroom/PPA room) have cleaning kits. Teachers must clean before and after use.</p> <p>Computer in staff room removed (teachers to use own laptop – needs bringing each day)</p>	4/1/21 then ongoing
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> additional work spaces are be allocated where possible sharing of workspace is minimised and workspaces are thoroughly cleaned between users. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities Screens are installed as a last resort 	yes	<p>Screens have been installed in office and HT/DHT office as last resort due to internet/phone points</p>	4/1/21 then ongoing

Planning for emergencies

Fire evacuation	A fire drills back to normal	Yes	This will be actioned	4/1/21 then ongoing
	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	<p>Fire drill changes – in class groups– same fire post as classroom number</p> <p>Y5 out of Wensum door</p> <p>Y4 out of reception door</p> <p>Y3 out of Yare door</p> <p>Y6 out of Bure block onto to field by kitchen gate</p>	4/1/21 then ongoing



	Fire drills that are carried out encourage social distancing.	yes	Children to line up at least 1m+ away from each other.	4/1/21 then ongoing
	Staff and pupils understand that in an emergency they must leave without delay	yes	Expectations made clear, in above.	4/1/21 then ongoing
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	yes	Classroom packs, playground pack and welfare room if required – all in that order All pupils to attend school	4/1/21 then ongoing
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> Explain why requalification hasn't been possible Demonstrate the steps taken to access training. 	yes	We have plenty of trained first aiders, the only ones not with current certification are CT and PG KR, JJ, HT, DW, LC, SB, EB, ALB, MD, GD and KG are all in date.	4/1/21 then ongoing
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes	See above	4/1/21 then ongoing
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	n/a	Not necessary – we have enough trained First Aiders.	4/1/21 then ongoing
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	yes	Trained first aiders are able to do this without a script.- normal practice.	4/1/21 then ongoing
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	yes	PPE storage for use- visor, apron, gloves etc Inform staff of expectations	4/1/21 then 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	PPE should be used when required. <i>Staff</i> <i>Face coverings are not legally required or currently necessary by staff in classrooms and we do not recommend them. This is because we believe it will make verbal and non-verbal communication between children and staff very difficult, however, I will leave it to the discretion of staff as many have previously been shielding. If they feel they need to wear them, and can do so without a negative impact on the children, then it will be allowed. All staff will be given a personal visor to use if they have to come 'close' to a child. This will be monitored and 'discretion' removed if we feel that it is impacting on teaching and learning.</i>	4/1/21 then ongoing
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			<p>We will ask staff to wear face covering whilst they are in the staffroom /social spaces (apart from when they are eating/drinking). This is because the Chief Scientific Adviser thinks 'staff to staff' transition is a higher risk than 'child to staff' or 'staff to child'.</p> <p>Children As all children are 11 or under, they are not required or encouraged to wear face coverings at any time. If they do bring them to school they must be appropriate -plain or sensible pattern - no face replicas etc. Children will not be MADE but are allowed to wear them in the classroom. Parents should teach children how to wear them and remove them properly.</p> <p>Parents Parents will be asked to wear a face covering to drop off/ pick up their child both on the playground and at the gates.</p> <p>Obviously if anybody has underlying health conditions they should consider the personal risks when using face coverings.</p> <p>Visors can be used by class based staff if they need to work closer than 1m for a short time (they should attempt to avoid this)</p>	
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	yes	<p>Included in the information/flier</p> <p>No children are known to use public transport to get to school – all are under 11.</p>	4/1/21 then ongoing
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. 	yes	<p>Information will be in parents/pupil information and staff information/expectations</p>	4/1/21 then ongoing



	They must perform hand hygiene on arrival at the setting and after removing their face covering.			
	Where face coverings are required within the premises either due to local restrictions or by educational setting decision these requirements and information relation to hygiene measures have been clearly communicated to all concerned	yes	Parents have be informed and reminded via email	4/1/21 then ongoing

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	yes	As the compliance code updates the RA will be updated It will be reviewed half termly by LGB	4/1/21 then ongoing
	Review arrangements ensure that the control measures are effective and working as planned.	yes	The RA will be monitored by SLT and any concerns raised with staff verbally first. If staff do not amend their practice this will be put in writing	4/1/21 then ongoing

Any other actions that are not listed above

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	Normal timetables are contacts. Staff must inform SLT of any changes during the day	4/1/21 then ongoing
	The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme,	yes	To be actioned	4/1/21 then ongoing
Data review and escalation	The setting will collect the data identified and follows the responsibilities section for escalation and data sharing	yes	To be actioned	4/1/21 then ongoing
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	Welfare Room due to the below. Photocopier to be moved to pastoral room. Wooden floors and toilet. Additional first aid station to be set up in pastoral room if Welfare room is out action due to suspected Covid issue.	4/1/21 then ongoing
	Where possible there is separate use of toilet and handwashing facilities nearby.	yes	Yes	4/1/21 then ongoing
	The room has been emptied of unnecessary items.	yes	All complete	4/1/21 then ongoing
	Tissues and a waste bag have been provided in the room	yes	Already in stock.	4/1/21 then 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	The can be observed via window or first aid TA wear PPE - Visors and aprons. Action plan - suspect Covid-19 updated	4/1/21 then 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	PPE cleaning kit – same as normal already in classrooms plus visor – clean then disinfect. TA who is already in that bubble Where does group go? Outside or hall Inform families who will book tests if required. AM to contact PHE.	4/1/21 then 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	Share guidance for First aid TA to read. Check on understanding All ordered and in stock. KR to regularly check stock .	4/1/21 then ongoing
	Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils.	yes	Information to be shared with staff/parent. Flier/booklet – inform parents and pupils. Remote learning to begin immediately.	4/1/21 then 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	Is on the action plan, double bagged items will be stored in separate lidded bins in a separate area before being transferred to waste store, we can label the bags.	4/1/21 then 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	This will be actioned	4/1/21 then 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	Guidance will be followed from HPT.	4/1/21 then 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	This will be actioned	4/1/21 then ongoing
	Soft surfaces that are visibly contaminated will be steam cleaned such as upholstered chairs.	yes	This will be actioned	4/1/21 then 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	This will be actioned	4/1/21 then 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	All templates are in a shared folder ready for use.	4/1/21 then ongoing
	Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme.	yes	This will be followed.	4/1/21 then ongoing
	Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks	yes	This will be followed.	4/1/21 then ongoing
	Parents/carers will be advised to notify the setting as soon as the test result is known.	yes	This will be followed.	4/1/21 then 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 will be followed.	4/1/21 then ongoing
	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	This will be followed.	4/1/21 then 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	This will be followed.	4/1/21 then ongoing
	The employer referral process for testing information will be provided to the employee in order to obtain a test.	yes	This will be followed.	4/1/21 then ongoing
	The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nnuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number.	yes	This will be followed.	4/1/21 then ongoing
	The employee will be asked to provide their test result to the setting as soon as it is known.	yes	This will be followed.	4/1/21 then 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	This will be followed.	4/1/21 then ongoing
PHE HPT Actions	The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism.	Yes	This will be followed.	4/1/21 then ongoing
Case management transfer	The setting will follow the advice and requirements of NCC where the case is transferred to NCC for management.	Yes	This will be followed.	4/1/21 then 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	This will be followed.	4/1/21 then ongoing
	The setting will contact the NCC Education Incident Room in the event of a positive test.	Yes	This will be followed.	4/1/21 then 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	Year groups are expected to plan how in school learning can be made remote in the event of staying at home. Planning format will be used as in school shutdown period. Use of My Maths, bitesize, MyOn, Oak Academy will be prioritised. School will work with parents where online is difficult. Remote learning strategy written and shared	4/1/21 then ongoing

Assessor's Name: Adam Mason	Manager's Name:
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Position: Headteacher	Position:
Signature:	Signature: