

Litcham School

COVID-19 Risk Assessment – Spring Term

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

The risk assessment will be reviewed prior to any stage of extension of operation e.g. extending curriculum activities or planning events.

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

Date of change	Section, Page and Change
12/05/20	Whole revised document issued by Local Authority (NCC)
16/05/20	Whole risk assessment completed
18/05/20	Whole risk assessment updated
26/05/20	NCC template updated for early years providers and high school cohorts
02/06/20	Minor additions to NCC template
18/06/20	Minor additions to NCC template
07/07/20	Minor additions to NCC template
13/07/20	NCC template updated for full re-opening in the Autumn Term
14/07/20	Whole risk assessment completed
15/08/20	Whole risk assessment reviewed
21/08/20	COVID-19 Secure contractor arrangements Updated Music and Drama New links to CLEAPSS guidance Supervised tooth brushing programmes New information for spaces without direct outside air
31/08/20	Whole risk assessment reviewed
14/09/20	Whole risk assessment reviewed
27/09/20	Page 4 – Contactors are aware of school’s expectations in advance of making a site visit Page 5 – Peripatetic teachers and invigilators added to staffing arrangements Page 7 – Additional information for where resources are taken home. Page 10 – Reference to updated COVID-19 Cleaning and Disinfection supplementary checklist Page 11 – Updated Music, dance and drama Page 13 – Updated Physical Activity Page 17 – Updated Extra-curricular provision to include wraparound care and Autumn Exams Checklist completed Page 20 – Updated Public and School transport.

	<p>Page 20 – Visitor section updated to including familiarisation and parent evenings</p> <p>Page 28 – Hand hygiene update to confirm that where hand washing is carried out, running water must be used.</p> <p>Page 32 – Parent communications updated regarding external wraparound care and extra-curricular providers where necessary.</p> <p>Page 37 – First aid section updated.</p>
26/10/2020	Minor amendments
19/11/2020	Minor amendments
05/01/2021	<p>Whole risk assessment reviewed</p> <p>Amendments to take account of:</p> <ul style="list-style-type: none"> • Tier 4 restrictions • National lockdown with vulnerable pupils and the children of critical workers only being in school
01/03/2021	<p>Whole risk assessment reviewed</p> <p>Minor amendments</p>

Note: Reviewed at fortnightly SLT meetings. Updated as required in light of these reviews.

Setting/Premises:	Litcham School		
Location:	Church Street Litcham Norfolk PE32 2NS		
Assessment Date:	01 March 2021	Review Date:	26 March 2021
Assessment completed by:	Robert Martlew		

Management Planning

Senior Leadership Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Leadership Team responsibilities and ensuring compliance	<p>The Senior Leadership 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 reduce the risk of groups gathering together The whole setting's community are engaged with and support the national effort to reduce the spread of the virus 	Yes	<ul style="list-style-type: none"> All available guidance has been read SLT have met to discuss Compliance checked by Trust Estates Manager Class bubbles at the primary and year bubbles at the secondary phase Additional entry points for different bubbles at the primary phase with staggered start and finish times Parents/carers not entering the building or the playground for drop off and pick up 	08/03/2021

			<ul style="list-style-type: none"> • Pupils sitting in year groups on school buses with hand sanitisation provided • Secondary pupils in zones on entry and then in bubble bases from 8:45am • One-way movement in operation • Staggered breaks and lunchtimes • Additional serving points in the secondary dining hall • Primary lunches and fruit delivered to classrooms • Year groups in outside zones at the secondary phase • Staggered outside times and zones at the primary phase • Classrooms arranged so that pupils are in a seating plan and facing the front where possible • Touch surfaces treated and cleaned regularly • Disinfectant wipes in classrooms where pupils use keyboards/mice/musical instruments – Cleaning prior to use • Site team to provide additional cleaning, particularly of toilets and sinks 	
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			<ul style="list-style-type: none"> Curriculum revised so that hygiene and distancing are revisited 	
	This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate)	Yes	<ul style="list-style-type: none"> Circulated to all staff for comments 	08/03/2021
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes	<ul style="list-style-type: none"> All arrangements completed by site team in line with guidance School has been open successfully during the autumn term 	01/07/2020
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes	<ul style="list-style-type: none"> All documentation has been read by the Senior Leadership Team Link to HSW documents provided: <p>https://www.gov.uk/guidance/workin-g-safely-during-coronavirus-covid-19</p> <p>https://www.gov.uk/government/collect/guidance-for-schools-coronavirus-covid-19</p>	07/09/2020
	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	<ul style="list-style-type: none"> Standing item at leadership team meetings, including reviews of updated guidance 	08/03/2021
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Yes	<ul style="list-style-type: none"> Circulation of information to all staff including staff protocols First aid PPE training 	07/09/2020

			<ul style="list-style-type: none"> All staff to confirm that they have read and understood the Risk Assessment and protocol INSET day discussions in teams 	
	Senior colleagues will be present at the site in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	<ul style="list-style-type: none"> Senior members of staff in school daily 	08/03/2021
	COVID-19 Case Management Guidance is implemented.	Yes	<ul style="list-style-type: none"> Staff protocols Guidance followed as required 	08/03/2021
	COVID-19 Cleaning and Disinfection supplementary information for Educational Settings is complete	Yes	<ul style="list-style-type: none"> Site manager to ensure 	08/03/2021
	COVID Secure Commitments is signed and displayed	Yes	<ul style="list-style-type: none"> Displayed in Reception area on both sites 	07/09/2020
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	<ul style="list-style-type: none"> Site Manager to ensure 	07/09/2020
	Contractors are aware of the schools expectations and arrangements are in place to discuss their activities in advance of making a site visit.	Yes	<ul style="list-style-type: none"> Site Manager to ensure 	07/09/2020
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.	Yes	<ul style="list-style-type: none"> County template used Board approval of template LGB approval of assessment Revised Risk Assessment circulated to Governors and approved Risk assessment to be discussed by Governors at each meeting. 	01/09/2020
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Leadership Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	<ul style="list-style-type: none"> Current safeguarding arrangements to continue 	07/09/2020

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, 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	<ul style="list-style-type: none"> Additional appropriate materials purchased to ensure high levels of stock First aid PPE in place Regular reviews of stock by site teams 	07/09/2020
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	<ul style="list-style-type: none"> Corridor doors at the secondary phase have door retainers Door wedges present in school to enable good ventilation Both hand driers and paper towels available to ensure good hand drying after washing 	07/09/2020

Staffing arrangements

Staffing levels	Any temporary staff, peripatetic teachers, external specialist support staff and specialist coaches are working remotely or operating in school following agreed protocols. 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 Supervision rotas 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	<ul style="list-style-type: none"> Peripatetic teachers to teach in person at Primary and Secondary phases, following social distancing and latest government guidelines regarding equipment and cleaning Checks with any external sports providers to ensure their practices are COVID secure 	08/03/2021
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	<ul style="list-style-type: none"> Primary break supervision rota minimises contact 	08/03/2021

			<p>across groups that remain in bubbles</p> <ul style="list-style-type: none"> • PPA provided by internal school staff • Staff reminded about social distancing during break times 	
	Consistent working arrangements are applied to ITT trainees.	Yes	<ul style="list-style-type: none"> • Staff protocols and Risk Assessment issued • ITT trainees to confirm that they have read and understood the protocol and Risk Assessment 	08/03/2021
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school Supervision rota, they are assigned consistently in line with wider principles of bubbles as much as possible.	Yes	<ul style="list-style-type: none"> • Timetable • Staff protocols 	08/03/2021
	Wherever bubbles are compromised as a result of supervision rota, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Yes	<ul style="list-style-type: none"> • Staff protocols • Primary bubbles with teacher job shares to be particularly vigilant • Library may be used by one bubble at a time but all children must sanitise their hands before using and sanitise when leaving and (tables and chairs are cleaned by an adult). • The Primary Hall can be used by two bubbles for intervention as long as there is at least 3m between 	08/03/2021

			groups and there is good ventilation <ul style="list-style-type: none"> Returned books to be set aside for 72 hours before re-issuing 	
	Where volunteers are used the same staff principles are applied.	Yes	<ul style="list-style-type: none"> Staff protocols issued to volunteers Volunteers to confirm that they have read and understood the protocol and Risk Assessment 	08/03/2021
Premises and cleaning staff	The principles of distancing and hygiene are in place for normal premises management activities.	Yes	<ul style="list-style-type: none"> Site team to ensure 	08/03/2021
	Activities are scheduled to avoid times where pupils and staff are using the same areas.	Yes	<ul style="list-style-type: none"> Zoning of outside areas for different bubbles Timetable 	08/03/2021
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	<ul style="list-style-type: none"> Site team to ensure as now Update using latest Compliance Code 	08/03/2021

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all vulnerable and Critical Worker pupils to return and a full curriculum to be delivered, consideration has been given to the following where possible: <ul style="list-style-type: none"> Groups are kept static 	Yes	<ul style="list-style-type: none"> Class bubbles at the primary phase Year bubbles at the secondary phase Pupils to remain in year groups on school transport 	08/03/2021
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	<ul style="list-style-type: none"> 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 bubbles throughout the day, or on subsequent days 		<ul style="list-style-type: none"> Primary after school activities are currently not running in order to minimise contact. (Will begin again after Easter Holiday) Timetable Zones for year groups at break and lunchtimes No lunchtime clubs Field marked to ensure separation of zones at break and lunchtimes 	
	Any extended groups created remain as small and consistent as possible	Yes	<ul style="list-style-type: none"> Pupils to remain in year groups on school transport 	08/03/2021
	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: <ul style="list-style-type: none"> With very young children Because of health conditions or understanding of the children 	Yes	<ul style="list-style-type: none"> Cleaning of specialist equipment prior to use by pupils Separate PE Risk Assessment 	08/03/2021
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	<ul style="list-style-type: none"> Timetable Consistent MSAs 	08/03/2021
	The same teachers and other staff are assigned to each bubble where possible.	Yes	<ul style="list-style-type: none"> Timetable Rotas for lunchtimes and breaktimes are maintained 	08/03/2021
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	<ul style="list-style-type: none"> Contact records maintained in SIMS and PARS Seating plans in PARS at secondary phase Seating plans available at primary phase 	08/03/2021

Other general measures

	The use of outdoor spaces has been maximised	Yes	<ul style="list-style-type: none"> • Outdoor zones for different year groups • PE to maximise use of outdoor spaces 	08/03/2021
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	<ul style="list-style-type: none"> • Secondary phase year groups to have specific times to queue for the dining hall to minimise contact between bubbles with staggered breaks and lunchtimes • Markings in secondary dining hall queue area with SLT supervision • One-way systems • Pupils to enter rooms on arrival rather than line up outside • Bus queues located outside with distance markings • Primary phase queuing outside with distance markings • Fire procedures – Bubbles to be spaced 2m apart 	08/03/2021
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	<ul style="list-style-type: none"> • No large gatherings 	08/03/2021
	Activities involving invited audiences do not take place	Yes		07/09/2020
	An assessment has been made of all close contact within 2m interactions and these have been reduced where it is possible.	Yes	<ul style="list-style-type: none"> • Staff to modify activities to avoid close contact where possible • Distance markings 	08/03/2021
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to	Yes	<ul style="list-style-type: none"> • Staggered breaks and lunchtimes 	08/03/2021

	<p>use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.</p>		<ul style="list-style-type: none"> • Toilet areas for primary classes as now • Only one pupil to be allowed out of class at a time to use the toilet • Touch points in toilets to be cleaned at regular intervals throughout the school day by site team • Y7-9 to use quad toilets • Y10-11 to use New Block toilets. Maximum occupancy displayed. Waiting points marked on floor. • Sanitiser available in each classroom. 	
	<p>Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Any music and drama activities modified 	<p>08/03/2021</p>
	<p>The number of books and other resources taken home by pupils and staff is limited as far as is possible.</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Pupil books collected in and left for 72 hours prior to marking • Staff to prioritise use of digital only homework where possible and/or homework on separate paper • Staff protocols • Staff to clean hands and surfaces before and after marking books. • Reading books and library books to be returned to a used book box and quarantined for 72 hours. • Pupils are not to swap books. 	<p>08/03/2021</p>

	Where resources are taken home, hand hygiene, quarantining and cleaning measures are in place	Yes	<ul style="list-style-type: none"> • Staff protocol 	08/03/2021
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	<ul style="list-style-type: none"> • Primary pupils to be issued with their own key resources • Secondary pupils to bring their own key resources • Where text books have to be shared between two pupils sitting on the same desk, only one pupil to be allowed to physically touch the resource. Pupils to move book across rather than facing more towards each other. 	08/03/2021
	<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> • Movement of whole bubbles is avoided where pupils can stay in the same room and staff can move to different bubbles 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 larger 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 • 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	<ul style="list-style-type: none"> • Staggered breaks and lunchtimes at both phases • Staggered ends to breaks and lunchtimes at both phases • Primary classes to stay in the same room, except for outdoor activities or interventions • Additional entrance points for different bubbles at primary phase • Staff to ensure that pupils exit classroom on the bell • Pupils enter rooms on arrival rather than lining up • One-way system in operation so that pupils and staff do not pass each other 	08/03/2021

	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	<ul style="list-style-type: none"> Staff protocols Disinfectant wipes to be used for keyboards, mice and musical instruments prior to use 	08/03/2021
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	<ul style="list-style-type: none"> No large spaces used by more than one group at a time. 	08/03/2021
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	Yes		07/09/2020
	Posters have been used to encourage this where required	N/a		
	Hand sanitiser is provided for use before and after touching lift controls.	Yes	<ul style="list-style-type: none"> Given to identified lift users for them to use 	07/09/2020
Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Yes	<ul style="list-style-type: none"> Lockers to be re-assigned so that year groups are located together Lockers not to be used until they have been re-assigned Lockers pre-treated as for high contact touch plates and handles Daily disinfection of handles and tumblers 	Re-assignment by Easter
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	<ul style="list-style-type: none"> Staggered use of cloakrooms area at primary phase, with supervision Staggering start and end of break and lunchtimes at both phases 	08/03/2021
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes	<ul style="list-style-type: none"> Staggered use 	08/03/2021

			<ul style="list-style-type: none"> Individual children sent to get their items rather than a whole class. 	
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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	<ul style="list-style-type: none"> Classrooms arranged so that seats face forwards and maximum space is achieved between the teacher's desk and pupil desks Timetabled use of larger spaces Unnecessary furniture and equipment removed where possible 	08/03/2021
Where bags cannot be kept at desks/workspaces they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. bag hooks	Yes	<ul style="list-style-type: none"> Primary Pupils to use allocated cloakrooms Bags and coats to be kept under pupil desks in Science and DT rooms 	08/03/2021
<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 teacher's 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 other's books Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	Yes	<ul style="list-style-type: none"> Class teachers to implement 	08/03/2021
The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones and these are not shared with the group.	Yes	<ul style="list-style-type: none"> Letter to parents 	07/09/2020

			<ul style="list-style-type: none"> Pupils not allowed to share resources 	
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Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes	<ul style="list-style-type: none"> Outdoor play equipment at primary phase used on a bubble rotation basis Close supervision by adults Maximum of two children on each section of equipment 	07/09/2020
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	<ul style="list-style-type: none"> Close supervision by adults 	07/09/2020
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	<ul style="list-style-type: none"> Protocols reinforced with children at primary phase regularly Social distancing maintained on outdoor seating Close supervision by adults 	07/09/2020
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	<ul style="list-style-type: none"> Close supervision by adults 	07/09/2020
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	N/a		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Yes	<ul style="list-style-type: none"> Staff to have hand sanitiser available for children to use before using equipment and after use 	07/09/2020
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	<ul style="list-style-type: none"> Bin from class to be taken out with tissues at primary phase 	08/03/2021
	Time is allocated for play equipment for each group / bubble	Yes	<ul style="list-style-type: none"> Use of equipment on a bubble rotation 	08/03/2021

	Multiple groups do not use outdoor play equipment at the same time.	Yes	<ul style="list-style-type: none"> Use of equipment on a bubble rotation 	08/03/2021
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Specialist curriculum considerations

Note: Pupils in school following remote learning plans at secondary phase and partially following remote learning plans at primary phase. Specialist curriculum considerations would only therefore apply if the bubble supervisor/teacher is undertaking specialist curriculum activities.

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 any specialist curriculum activities.	Yes	<ul style="list-style-type: none"> Site team to manage Bubble supervisor/teacher to ensure Peripatetic teachers to teach remotely 	08/03/2021
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>	Yes	<ul style="list-style-type: none"> Individual lessons – following government guidance and staff protocols 	08/03/2021
	Background and accompanying music sound levels discourage raised voices	Yes	<ul style="list-style-type: none"> Teacher to ensure 	08/03/2021
Handling items, equipment and instruments	Equipment sharing is avoided wherever it is possible including limiting handling music scores, parts and scripts by issuing them for individual use.	Yes	<ul style="list-style-type: none"> Teacher to ensure 	08/03/2021
	Drop off points and transfer zones are provided where required.	Yes	<ul style="list-style-type: none"> Teacher to ensure 	08/03/2021
	Where equipment is assigned to an individual for sole use, it is labelled to identify the user.	Yes	<ul style="list-style-type: none"> Teacher to ensure 	08/03/2021
	The use of costumes are avoided in drama	Yes		27/09/20

	Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment	Yes	<ul style="list-style-type: none"> • Heads of Department to manage 	27/09/20
	Consideration has been given to limiting the number of suppliers when hiring equipment.	Yes	<ul style="list-style-type: none"> • Heads of Department to manage 	27/09/20
	Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments).	Yes	<ul style="list-style-type: none"> • Teacher to manage 	08/03/2021
	Hand hygiene is always followed before and after handling shared items	Yes	<ul style="list-style-type: none"> • Teacher to manage 	08/03/2021
	Items and equipment are stored in a clean location when not in use	Yes	<ul style="list-style-type: none"> • Teacher to manage 	08/03/2021
	Playing instruments and singing in small groups takes place outdoors where possible. Whether indoors or outdoors the measures below are also applied	Yes	<ul style="list-style-type: none"> • Individual lessons – following government guidance and staff protocols 	08/03/2021
Music including singing, playing wind and brass instruments	<ul style="list-style-type: none"> • Face to face positioning is avoided, giving preference to back to back or side to side positioning. • The numbers take account of ventilation requirements outlined in this risk assessment. • Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission. • Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly. • Microphones are not shared where possible. • Where they are, the cleaning and hygiene requirements for shared equipment are in place 	Yes	<ul style="list-style-type: none"> • Individual lessons – following government guidance and staff protocols 	08/03/2021
	Wind and brass players are positioned so that air from their instrument does not blow into another player.	Yes	<ul style="list-style-type: none"> • Individual lessons – following government guidance and staff protocols 	08/03/2021
	<ul style="list-style-type: none"> • Extending main groups outside of curriculum requirements is avoided where possible. 	Yes	<ul style="list-style-type: none"> • Individual lessons – following government guidance and staff protocols 	08/03/2021

	<ul style="list-style-type: none"> Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained. 			
Individual lessons	Individual lessons apply all the controls outlined above as applicable including: Staffing principles detailed in this risk assessment Limiting shared equipment and cleaning requirements Maintaining social distancing where possible Avoiding physical correction	Yes	<ul style="list-style-type: none"> Individual lessons – following government guidance and staff protocols 	08/03/2021

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	<ul style="list-style-type: none"> Head of PE and primary Subject Lead to implement Modified curriculum PE Department Risk Assessment 	08/03/2021
	Team sports are only provided in line with the return to recreational team sport framework .	Yes	<ul style="list-style-type: none"> Head of PE and primary Subject Lead to implement Modified curriculum PE Department Risk Assessment 	08/03/2021
	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	<ul style="list-style-type: none"> Head of PE and primary Subject Lead to implement Modified curriculum PE Department Risk Assessment 	08/03/2021
	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 use.	Yes	<ul style="list-style-type: none"> Head of PE and Primary Subject Lead to implement Modified curriculum PE Department Risk Assessment 	08/03/2021

			<ul style="list-style-type: none"> • Activities carefully chosen to avoid non-personal kit • Procedures established to ensure that collection and return of equipment avoids close contact between other pupils and staff • Equipment and bibs cleaned between use by different groups 	
	The means to collect, pass on and return shared resources and equipment to prevent close contact is arranged	Yes	<ul style="list-style-type: none"> • Head of PE and Primary Subject Lead to implement • Modified curriculum • PE Department Risk Assessment 	08/03/2021
	External facilities are used in line with Educational Visits arrangements.	Yes	<ul style="list-style-type: none"> • No use of external facilities 	08/03/2021
	<p>The following advice has been referred to as part of the risk assessment process:</p> <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	<ul style="list-style-type: none"> • PE Department Risk Assessment 	08/03/2021

	<p>The use of changing rooms and showering facilities are avoided where possible. Where used:</p> <ul style="list-style-type: none"> • There 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 limiting the numbers in the space at any one time, the use of floor markings, planning movement around the space and cleaning arrangements. • Facilities will be used as quickly as possible. 	Yes	<ul style="list-style-type: none"> • Pupils to wear PE kit on days where they are undertaking PE, no changing in school. • Additional time created by pupils not having to change enables additional modification to the curriculum to maximise impact on pupils (benefits of PE on physical and mental health) 	08/03/2021
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	N/a	<ul style="list-style-type: none"> • No swimming 	
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	<ul style="list-style-type: none"> • Teacher to implement • Curriculum modified • Classes to be divided into two groups, with one undertaking practical activity and the other non-practical activity, as determined by the bubble supervisor/teacher 	08/03/2021

	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p>Guide to doing practical work in Science 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</p>	Yes	<ul style="list-style-type: none"> • Heads of Department and primary Subject Leaders to implement, following published guidance including CLEAPSS • Curriculum modified 	08/03/2021
Supervised toothbrushing programmes	<p>COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.</p>	N/a		

Educational visits:

	No overnight educational visits are carried out	Yes		08/03/2021
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	<ul style="list-style-type: none"> • Heads of Department and primary Subject Leaders to implement as appropriate 	08/03/2021
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <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: 	Yes	<ul style="list-style-type: none"> • The full risk assessment process, in collaboration between the EVC and the visit leader, be completed a month prior to any visit taking place 	08/03/2021

	<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? 			
	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes	<ul style="list-style-type: none"> • Visit leader to undertake a pre-visit where necessary, as directed by the EVC 	08/03/2021

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	N/A		
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Extra-curricular provision and wrap around care

	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	<ul style="list-style-type: none"> • Child care provider informed • Childcare operate social distancing and cleaning of resources, equipment and facilities in-line with government guidelines 	08/03/2021
	Pupils will keep within their main bubble where possible for the school's provision.	Yes	<ul style="list-style-type: none"> • No afterschool or lunchtime clubs 	08/03/2021
	The schools provision ensures that 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 	N/a	<ul style="list-style-type: none"> • No afterschool or lunchtime clubs 	08/03/2021

	<p>in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups</p> <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 is 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.	N/a	<ul style="list-style-type: none"> • No afterschool or lunchtime clubs 	08/03/2021
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	Yes	<ul style="list-style-type: none"> • No afterschool or lunchtime clubs • Interventions at secondary phase starting following strict bubble group and cleaning regime guidelines. 	08/03/2021

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	<ul style="list-style-type: none"> • Phased return of secondary pupils • Letter to parents • Booklet to parents of children at primary phase • Tutors and class teachers to ensure pupil understanding 	08/03/2021
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			<p>of infection control requirements</p> <ul style="list-style-type: none"> • Remote Assemblies for bubbles at secondary phase to ensure pupil understanding of infection control requirements • Refocus on day 1 to ensure all pupils understand new school procedures including how to keep ourselves safe by handwashing etc. 	
	<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	<ul style="list-style-type: none"> • Additional entry points for different classes at the primary phase with staggered start and finish times • Parents/carers not entering the building for drop off and pick up • Pupils sitting in year groups (in seating plan) on school buses with hand sanitisation provided • Secondary pupils in zones on entry and then in tutor bases from 8:45am • Secondary finish times staggered for KS4 followed by KS3 	08/03/2020
	There are hand sanitiser stations outside for pupil and visitor use	Yes	<ul style="list-style-type: none"> • Pupils to wash hands in wash stations on entry • Hand sanitiser located outside for pupils and visitors to use before entering 	07/09/2020

			building – Temporarily outside at pupil entrances at the beginning of the day <ul style="list-style-type: none"> • Hand sanitiser for visitor use at reception area 	
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	<ul style="list-style-type: none"> • Pupils enter school on arrival rather than congregating or queuing • Staggered start and end times for break and lunchtime 	07/09/2020
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	<ul style="list-style-type: none"> • Drop off points for deliveries in foyer • Hand sanitiser is on both sides of the reception doors and visitors are asked to use it before entering / leaving. • Parents and visitors discouraged from entering the school unless it is absolutely essential 	07/09/2020
Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	<ul style="list-style-type: none"> • Supervision by members of the leadership team with reminders • Teacher to ensure that pupils enter classrooms immediately on arrival 	08/03/2021
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	<ul style="list-style-type: none"> • Letter to parents 	08/03/2021

			<ul style="list-style-type: none"> Parents/carers not entering the building for drop off and pick up Messages for teachers given by email or phone call, not at drop off or pick up 	
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	Yes	<ul style="list-style-type: none"> All staff will check with parent regarding health on arrival, and then pupil to hand wash. 	07/09/2020
	For all other primary years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes		07/09/2020
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	N/a		07/09/2020
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	<ul style="list-style-type: none"> Letter to parents 	08/03/2021
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	<ul style="list-style-type: none"> Primary classes to enter and exit the building through designated separate entrances specified in letter to parents Staff on duty before and after school at entrance and exit points Staggered entrance and exit times at primary phase Staggered exit times at secondary phase 	08/03/2021
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	N/a	<ul style="list-style-type: none"> Staggered entrance and exit times at primary phase 	08/03/2021

			<ul style="list-style-type: none"> Staggered exit times at secondary phase 	
	Staff supervise at peak times.	Yes	<ul style="list-style-type: none"> Staff on duty SLT on duty 	08/03/2021

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)	Yes	<ul style="list-style-type: none"> Arrangements as now 	14/7/2020
	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Yes	<ul style="list-style-type: none"> Letter to parents 	08/03/2021
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes	<ul style="list-style-type: none"> Limited number of pupils travel to school by bike At Primary Phase the bike shed is supervised by a member of staff at start and end of the day. 	07/09/2020
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	<ul style="list-style-type: none"> Instructions issued in letter to parents 	08/03/2021
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes	<ul style="list-style-type: none"> Instructions issued in letter to parents 	08/03/2021
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	<ul style="list-style-type: none"> Instructions issued in letter to parents 	08/03/2021
	Pupils and parents have been advised that they should not walk together in large groups	Yes	<ul style="list-style-type: none"> Instructions issued in letter to parents. 	08/03/2021
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	<ul style="list-style-type: none"> Leaflet from NCC Instructions issued in letter to parents 	08/03/2021
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	<ul style="list-style-type: none"> Instructions issued in letter to parents 	08/03/2021

	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so	Yes	<ul style="list-style-type: none"> • Leaflet from NCC • Instructions issued in letter to parents 	08/03/2021
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	Yes	<ul style="list-style-type: none"> • NCC arrangement with Carters 	07/09/2020
	School groups/bubbles are maintained as far as is possible in school vehicles	Yes	<ul style="list-style-type: none"> • Use limited to discreet bubbles 	27/09/2020
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	Yes	<ul style="list-style-type: none"> • Seating plan for school transport, with pupils being seated in bubbles 	07/09/2020
	Markings are provided where queuing is required for transport services on school premises	Yes	<ul style="list-style-type: none"> • Pupils queue on playground at secondary phase • Distance markings on playground 	07/09/2020
	Windows are opened during journeys where it is safe to do so	Yes	<ul style="list-style-type: none"> • NCC arrangement with Carters 	07/09/2020
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	Yes	<ul style="list-style-type: none"> • Disinfectant wipes stored in vehicles • Driver to ensure compliance 	07/09/2020
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		07/09/2020

Visitors (including familiarisation and parent evenings) and Reception Area

	The number of visitors is minimised as much as possible	Yes	<ul style="list-style-type: none"> • Letter to parents • Visitors to the school avoided if at all possible • If parents have to attend, only one parent allowed 	07/09/2020
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			<ul style="list-style-type: none"> Visitors to remain outside until the meeting is ready to commence 	
	Visitor times are planned and by appointment only	Yes	<ul style="list-style-type: none"> Letter to parents 	07/09/2020
	<p>Visitors are advised of the following in advance:</p> <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, no matter how mild How you will maintain social distancing during the visit 	Yes	<ul style="list-style-type: none"> Visitors informed of protocol by Reception staff 	07/09/2020
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> Provided with relevant site information Asked to perform hand hygiene Asked to confirm that they do not have symptoms no matter how mild 	Yes	<ul style="list-style-type: none"> Reception staff to manage 	07/09/2020
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	<ul style="list-style-type: none"> Reception staff to manage 	07/09/2020
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Yes	<ul style="list-style-type: none"> Reception staff to manage 	07/09/2020
	The reception operates on a one in and one out basis	Yes	<ul style="list-style-type: none"> Reception staff to manage 	07/09/2020
	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	<ul style="list-style-type: none"> Perspex screens installed at both reception areas. 	07/09/2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	<ul style="list-style-type: none"> As now 	07/09/2020
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes		07/09/2020

	Where visits cannot take place outside of school hours, 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	<ul style="list-style-type: none"> • Visitor protocol shared, verbally agreed and monitored. 	07/09/2020
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 • Information is provided in advance to ensure arrangements are communicated 	Yes	<ul style="list-style-type: none"> • Parents and carers to communicate primarily through phone and email. • All parent evenings to be conducted remotely 	07/09/2020
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	<ul style="list-style-type: none"> • Visitor protocol shared, verbally agreed and monitored 	07/09/2020
Pupil familiarisation visits	Visits are provided virtually where possible.	Yes	<ul style="list-style-type: none"> • Head of Year to manage 	27/09/2020
	The visitor arrangements in this section are applied where in person visits are planned.	Yes	<ul style="list-style-type: none"> • Head of Year and Reception to manage 	27/09/2020
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Yes	<ul style="list-style-type: none"> • Head of Year to manage 	27/09/2020
	Visitor numbers are limited and appointments are staggered	Yes	<ul style="list-style-type: none"> • Head of Year to manage 	27/09/2020

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) • 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. 	N/a		
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Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	<ul style="list-style-type: none"> • Staggered start and end to lunchtimes • Seating arranged in secondary dining hall to enable social distancing • Rotation for different bubbles with cleaning in between • One-way system in operation • Additional till points (contactless) • Primary food delivered to classrooms 	07/09/2020
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	<ul style="list-style-type: none"> • Cold food to be consumed outside in secondary phase • Classrooms to be used for lunch at primary phase 	07/09/2020

	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes		07/09/2020
	The use of pre-ordering and trolley services have been considered.	Yes	<ul style="list-style-type: none"> • Pre-order and trolley service at primary phase with food delivered to classrooms 	07/09/2020
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	N/a	<ul style="list-style-type: none"> • See above 	
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	<ul style="list-style-type: none"> • Seating arranged in secondary dining hall to enable social distancing • Rotation for different year bubbles with cleaning in between • One-way system in operation • Additional till points • Primary food delivered to classrooms 	07/09/2020
	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	<ul style="list-style-type: none"> • Staggered start to break and lunchtimes to enable different bubbles to access facilities at different times • Zoned areas for different bubbles • Rotation for different bubbles at lunchtime 	07/09/2020
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	<ul style="list-style-type: none"> • Catering Services following guidance, Risk Assessment and protocols 	07/09/2020
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	N/a		

	The way in which essential food deliveries are received are managed	Yes	<ul style="list-style-type: none"> • Delivery directly to the secondary kitchen using rear entrance, as now 	07/09/2020
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	<ul style="list-style-type: none"> • Additional till point with 2m distance between points. • Catering staff to use face coverings when serving and preparing food • Amended queuing system, limiting number of pupils at serving points 	07/09/2020
	Additional meal collection points have been put in place to reduce queuing where necessary	Yes	<ul style="list-style-type: none"> • Additional till point • One way system in operation 	07/09/2020
	Alternative payment methods are being used to eliminate cash handling	Yes	<ul style="list-style-type: none"> • Cashless payments only using ParentMail 	07/09/2020
	Tills are screened where still in use	Yes		07/09/2020

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	<ul style="list-style-type: none"> • No fans to be used in school, unless required for health reasons with good ventilation in room 	07/09/2020
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Yes	<ul style="list-style-type: none"> • No fans to be used in school, unless required for health reasons with good ventilation in room 	07/09/2020
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes		07/09/2020

	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Yes	<ul style="list-style-type: none"> • Site team have ensured correct set up 	07/09/2020
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible).	N/a		

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes	<ul style="list-style-type: none"> • Staggered start and end to break and lunchtimes • Only one pupil allowed out of class at a time to use the toilet • Toilet areas for primary classes as now • Y7-9 to use quad toilets. Y10-11 to use New Block toilets. Maximum occupancy displayed. Waiting points marked on floor. • Additional cleaning by site team during the school day, including touch points • Spacing between sinks created by taping off some sink units 	07/09/2020
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	<ul style="list-style-type: none"> • Day 1 of school and reminders on subsequent days 	07/09/2020

	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	<ul style="list-style-type: none"> Paper towels available for hand drying 	07/09/2020
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes	<ul style="list-style-type: none"> Regular cleaning of touch points in toilets across the day, including after school, after break and after lunch 	07/09/2020

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Yes	<ul style="list-style-type: none"> Staff protocols Revised calendar with virtual meetings 	07/09/2020
	<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	<ul style="list-style-type: none"> All meetings to be via Teams or phone call. No planned in classroom meetings between staff, informal quick check ins need to be time limited to 5 minutes and overly social distanced. 	08/03/2021
	<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 2m distance is maintained at all times, not sitting face to face Paperwork is shared electronically where possible 	Yes		08/03/2021

	<ul style="list-style-type: none"> • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measures have been implemented. 			
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 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. • 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. 	Yes	<ul style="list-style-type: none"> • Revised calendar with virtual meetings • There is a lot of CPD going on still, but it is all delivered virtually. 	07/09/2020

	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Staff protocol Limit on the number of staff allowed in staffrooms Use of hall and childcare building as an additional staffroom and PPA space at the primary phase 	08/03/2021
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	<ul style="list-style-type: none"> Timetable Staggered start and end times to break and lunchtimes Primary Staffroom only for collection and making of food and drinks – not to be sat in. 	08/03/2021
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	<ul style="list-style-type: none"> Site team to manage 	08/03/2021
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		15/09/2020
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	<ul style="list-style-type: none"> Revised calendar Use of telephone and Insight for meetings 	07/09/2020

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	<ul style="list-style-type: none"> Site manager to ensure requirements are in place, working with Norse at the secondary site 	01/07/2020
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes	<ul style="list-style-type: none"> Site manager and Catering Manager to ensure requirements are in place, working with Norse at the secondary site 	01/07/2020
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes	<ul style="list-style-type: none"> Site manager to ensure requirements are in place, working with Norse at the secondary site Norse completing cleaning and additional cleaning of touch points Site team also completing additional touch point cleaning daily All touch point treated with 30-day shield (in addition to other cleaning) Additional cleaning of all toilet areas after break and lunch Fogging in isolation room in addition to cleaning and disinfectant and in classroom if someone is symptomatic - Room left empty afterwards. COSHH requirements followed 	01/07/2020

			<ul style="list-style-type: none"> • Cleaning product provided in classrooms for desks and chairs – Staff to use between lessons as required. Staff to follow COSHH guidelines given to them • Key Departments have identified cleaning regime for equipment that may be touched including PE, Music, Science and Technology. 	
	<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	<ul style="list-style-type: none"> • Site manager to ensure requirements are in place, working with Norse at the secondary site • Staff cleaning tables and chairs to follow requirements 	01/07/2020
	<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 • Secondary settings -, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes. • Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 	Yes	<ul style="list-style-type: none"> • Site manager to ensure requirements are in place, working with Norse at the secondary site • Teaching and support staff to ensure that equipment and resources are cleaned appropriately between sharing • Norse completing cleaning and additional cleaning of touch points • Site team completing additional touch point cleaning daily 	01/07/2020

			<ul style="list-style-type: none"> All touch point treated with 30-day shield (in addition to other cleaning) Updates to PHE guidance are always reflected in the NCC Compliance Code, risk assessment and supplement. 	
	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	Yes	<ul style="list-style-type: none"> Site manager to ensure requirements are in place, working with Norse at the secondary site 	01/07/2020
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	<ul style="list-style-type: none"> Teaching and support staff to store any used equipment prior to cleaning, with appropriate labelling. Equipment stored appropriately. 	01/07/2020
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	<ul style="list-style-type: none"> Water fountains not to be used by pupils or staff Water bottles to be used and filled from taps or water cooler in classrooms at the primary phase under supervision Secondary pupils to bring adequate water to school. Receptacle to be filled in the Dining Hall 	01/07/2020
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	<ul style="list-style-type: none"> Site team to manage 	01/07/2020
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. 	Yes	<ul style="list-style-type: none"> Site team to manage 	01/07/2020

	<ul style="list-style-type: none"> • 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 			
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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 covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Entrances are supervised on arrival in the morning to support hand sanitising on arrival. 	Yes	<ul style="list-style-type: none"> • Primary pupils taught and supervised. Handwashing to take place in class unless using the toilets. • Secondary pupils reminded by tutors • Letter to parents • Staff on duty at entrances and exits • Staff protocol • Regular reminders to staff • Signage around the school including HANDS - FACE – SPACE • Letter to parents 	08/03/2021
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<ul style="list-style-type: none"> Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 			
Hand washing is carried out using running water (static bowls are not used)	Yes		07/09/2020
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	<ul style="list-style-type: none"> Hand sanitiser available before entry into school and in classrooms, in sport, at Reception and dining hall Handwashing facilities in toilet areas and primary classrooms Hand sanitiser in all offices, staffrooms, reprographics and lift 	07/09/2020
Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Yes	<ul style="list-style-type: none"> Hand sanitiser on stools in Reception foyer and at rear entrance to the school 	07/09/2020
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	No	<ul style="list-style-type: none"> Carpets or concrete flooring – Minimal risk of slipping 	07/09/2020
Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	<ul style="list-style-type: none"> Hand sanitiser at primary phase only used under supervision from an adult Teaching and support staff to ensure that sanitiser in classrooms is stored appropriately 	07/09/2020
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	<ul style="list-style-type: none"> Letter to parents Posters at key points around the site 	07/09/2020

			<ul style="list-style-type: none"> • Tissues in all classrooms and offices • Signage around the school including HANDS - FACE – SPACE • Staff protocol 	
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	<ul style="list-style-type: none"> • Primary pupils taught, secondary pupils reminded by tutors 	08/03/2021
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	<ul style="list-style-type: none"> • Uniform policy • Staff information 	07/09/2020

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	<ul style="list-style-type: none"> • To be completed / updated as required 	08/03/2021
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	<ul style="list-style-type: none"> • Email to staff • Norfolk Support Line • Internal monitoring 	01/07/2020
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	<ul style="list-style-type: none"> • Staff working from home when not required in school • Revised calendar • Reduction in number of meetings 	08/03/2021
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	<ul style="list-style-type: none"> • Staff protocol 	07/09/2020
COVID Testing	Staff encouraged to have weekly testing when available in school	Yes	<ul style="list-style-type: none"> • Staff protocol 	08/03/2021

	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.			
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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	<ul style="list-style-type: none"> Letter to parents To be re-taught by primary teachers and secondary form tutors 	08/03/2021
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	<ul style="list-style-type: none"> Primary staff to check with parents and with children on arrival Secondary form tutors to check with pupils on arrival All staff to remain vigilant throughout the day 	08/03/2021
	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Yes	<ul style="list-style-type: none"> Reception and Year 1 staff to monitor regularly Temperature checked if pupil appears unwell 	07/09/2020
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	<ul style="list-style-type: none"> Revised behaviour policy 	07/09/2020
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: Less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	<ul style="list-style-type: none"> SENDCO to manage 	07/09/2020
	Support plans include:	Yes	<ul style="list-style-type: none"> SENDCO to manage as required 	07/09/2020

	<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 hand wipes before and after • 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		07/09/2020
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	<ul style="list-style-type: none"> • Primary phase: Well-being focus through the curriculum for all children; use of PATHs; daily exercise, opportunities to express thoughts and feelings. • Primary Phase investing in well being survey and significant wellbeing CPD for staff • Secondary phase: PSHE curriculum; tutors to monitor and intervention by Student Support Team as required 	07/09/2020
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	<ul style="list-style-type: none"> • Discussions with parents and pupil to decide best intervention 	07/09/2020
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		07/09/2020

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		07/09/2020
Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		07/09/2020
The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	<ul style="list-style-type: none"> • Student Support Staff and PATHs teachers as required • Optional for other staff 	07/09/2020
Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		07/09/2020

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	<ul style="list-style-type: none"> • School Council virtual meeting • Email communication with staff • Letter to parents • Risk Assessment published on website 	08/03/2021
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Yes	<ul style="list-style-type: none"> • School generated letter to parents 	07/09/2020
	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	<ul style="list-style-type: none"> • Guidance shared with parents • Guidance shared with child care 	27/09/2020

Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	<ul style="list-style-type: none"> Reception staff to manage following visitor protocols 	07/09/2020
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	<ul style="list-style-type: none"> Site team to manage 	07/09/2020
	Site changes such as entrances and exits will be identified where required	Yes	<ul style="list-style-type: none"> Changes at the primary phase communicated to staff and parents through booklet and follow up letters 	07/09/2020
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	<ul style="list-style-type: none"> Posters displayed in key areas of the school Staff protocol 	07/09/2020
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes	<ul style="list-style-type: none"> Considered, but no further adaptations required 	07/09/2020
	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	<ul style="list-style-type: none"> Hand sanitiser at primary phase only used under supervision from an adult with instructions Hand sanitiser at secondary phase – Tutors to reinforce instructions. Staff in areas such as Science and Technology to stress risk when using ignition sources 	08/03/2021
The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes	<ul style="list-style-type: none"> In Reception areas 	07/09/2020	

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	Yes	<ul style="list-style-type: none"> Risk assessment circulated to staff 	08/03/2021
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<p>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.</p>		<ul style="list-style-type: none"> • Emailed letter to staff • Daily protocols to ensure safety emailed to staff • Staff to respond to email confirming that they have read and understood the reasons for control measures and how to implement them • First Aid PPE training records 	
<p>All staff have confirmed that they are confident in applying the control measures identified in this assessment.</p>	Yes	<ul style="list-style-type: none"> • Staff to respond to email confirming that they have read and understood the reasons for control measures 	02/03/2021
<p>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.</p>	Yes	<ul style="list-style-type: none"> • As above 	07/09/2020
<p>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.</p>	Yes	<ul style="list-style-type: none"> • Through Risk Assessment 	07/09/2020
<p>Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).</p>	Yes	<ul style="list-style-type: none"> • Risk assessment circulated to staff • Emailed letter to staff • Daily protocols to ensure safety emailed to staff • Staff to respond to email confirming that they have read and understood the reasons for control measures and how to implement them 	02/03/2021
<p>Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).</p>	Yes	<ul style="list-style-type: none"> • Risk assessment circulated to staff • Emailed letter to staff • Daily protocols to ensure safety emailed to staff 	08/03/2021

			<ul style="list-style-type: none"> • Staff to respond to email confirming that they have read and understood the reasons for control measures and how to implement them • Teams Staff Meetings 	
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes	<ul style="list-style-type: none"> • Email to staff 	07/09/2020
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	<ul style="list-style-type: none"> • As required 	07/09/2020
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	<ul style="list-style-type: none"> • Induction process, managed by KCu and RTB 	07/09/2020

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	<ul style="list-style-type: none"> • Revised behaviour policy appendix 	07/09/2020
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	<ul style="list-style-type: none"> • Staff to follow school behaviour systems • Consistency managed by Student Support Team and SLT 	07/09/2020

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> .	No	<ul style="list-style-type: none"> • All pupils to promote and reinforce 	07/09/2020
	Pupils and staff have contributed towards how these new roles will support the schools aims	N/a		

	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	N/a	<ul style="list-style-type: none"> All pupils to be taught by class teachers at primary phase and form tutors at secondary phase 	08/03/2021
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	<ul style="list-style-type: none"> Staff to teach information in an age-appropriate level 	07/09/2020

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	<ul style="list-style-type: none"> Revisited a number of times in first week of school and then reminders by class teachers at the primary phase and form tutors at the secondary phase 	08/03/2021
	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	<ul style="list-style-type: none"> Teachers and support staff to use materials as required Appropriate materials displayed in key places in the school 	07/09/2020
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England .	Yes		07/09/2020

Offices and other work spaces

	The following measures are applied where staff cannot work from home: <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) 	Yes	<ul style="list-style-type: none"> Site staff to manage Staff protocol Staff to implement 	08/03/2021
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	<ul style="list-style-type: none"> • 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 			
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> • Additional work spaces are 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	<ul style="list-style-type: none"> • Staff to implement • Staff protocol 	08/03/2021

Planning for emergencies

Fire evacuation	Fire drills have resumed as normal	Yes	<ul style="list-style-type: none"> • As normal 	08/03/2021
	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	<ul style="list-style-type: none"> • Updated fire procedures • Year 9 & Year 10 to assemble in the middle of the tennis courts • Assembly lines to be spaced 2m apart 	07/09/2020
	Fire drills that are carried out encourage social distancing.	Yes	<ul style="list-style-type: none"> • Assembly lines to be spaced 2m apart 	07/09/2020
	Staff and pupils understand that in an emergency they must leave without delay	Yes	<ul style="list-style-type: none"> • As now 	07/09/2020
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	<ul style="list-style-type: none"> • Liaison with SENDCO 	07/09/2020
	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 has reviewed arrangements and is able to: <ul style="list-style-type: none"> • Explain why requalification hasn't been possible 	Yes	<ul style="list-style-type: none"> • RTB to manage 	07/09/2020

	<ul style="list-style-type: none"> Demonstrate the steps taken to access training. 			
	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code	Yes	<ul style="list-style-type: none"> RTB to manage 	07/09/2020
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes	<ul style="list-style-type: none"> RTB to manage 	07/09/2020
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	<ul style="list-style-type: none"> First Aid staff to manage 	07/09/2020
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	<ul style="list-style-type: none"> RTB to co-ordinate 	07/09/2020

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	<ul style="list-style-type: none"> PPE guidance followed 	07/09/2020
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public and school transport and where the exemptions to this apply	Yes	<ul style="list-style-type: none"> Letter to parents Guidance leaflet from NCC 	07/09/2020
	Where face coverings are worn to or in a setting, arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission.	Yes	<ul style="list-style-type: none"> All secondary pupils must have a face covering in school and use them as per the agreed policy All pupils to wear face coverings in corridors and communal spaces All staff to wear face coverings in corridors, communal spaces and when liaising with colleagues Secondary pupils and staff to wear face coverings in lessons Primary staff recommended to wear a mask or visor in lessons Pupils and staff reminded of arrangements for removal, 	08/03/2021

			<p>storage and hand sanitising when using or removing masks. Sanitiser in classrooms, offices and reception.</p> <ul style="list-style-type: none"> • Optional face coverings in lessons for pupils in Years 6 to 4 • No face coverings for pupils in Years 3 to R • Where staff or pupils are medically exempt from wearing a face covering, evidence will be required. A pass will be issued and a note placed on the school MIS 	
	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	<ul style="list-style-type: none"> • Letter to parents • Staff protocols 	15/09/2020

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	<ul style="list-style-type: none"> • Fortnightly review at leadership team meetings. 	07/09/2020
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	<ul style="list-style-type: none"> • Fortnightly review at leadership team meetings. 	07/09/2020

Any other actions that are not listed above

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Assessor's Name: Mr Robert Martlew	Chair of Governors Name: Gary Hinchliffe
Position: Headteacher	Position: Chair of Litcham School Local Governing Body
Signature: 	Signature: 