

COVID-19 Educational Settings Risk Assessment – implementing the recovery plan

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

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

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

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

Date of change	Section, Page and Change
12-05-2020	Whole revised document please read.

Setting/Premises:	Reedham Primary School		
Location:	Reedham		
Assessment Date:	18.05.2020	Reviewed: 27.05.2020	Review Date: 01.06.2020
Assessment completed by:	Chris Edwards		

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities	Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels.	Yes	<ul style="list-style-type: none"> >Starting and finishing hours have been staggered to prevent congestion on arrival and departing school. >There will be three main groups arriving; nursery, YR + Y1 and Y6 children. >Nursery children will arrive to school first at 8:45 and a full day for them means leaving at 3:00. >YR + Y1 children will arrive at 9:00 and leave at 3:15 >Y6 children (+siblings) will arrive at 9:15 and leave at 3:30. >Any alterations to the timings for specific families will be organised by the heateacher. 	By June 1 st 2020

	<p>An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught.</p>	<p>Yes</p>	<p>>The three main groups of learners (bubbles) mentioned above will keep separated from each other at all times. >Nursery will stay in their designated area at all times and use the toilets that connect to their location. Children and staff in their bubble will access the Nursery via their usual entrance, past Mrs Saunders' office. >YR + Y1 children will use their classroom and back playground area as well as the toilets that join the library area. >Y6 children (+KW siblings) will enter via the main entrance and walk past the bottom of the stairs to access their classroom and will use the disabled toilet next to their classroom area, instead of the usual KS2 toilets. >Y3 + Y4 children will enter school (when they return later) through the blue door into the hall and be taught in the main hall (their usual classroom is too small to maintain social distancing) Y3 + Y4s will use the main KS2 toilets next to the hall.</p>	<p>By June 1st 2020</p>
	<p>Plans have been put in place to address lack of adequate space or available staff to achieve separation of people/cohorting. Class size issues have been escalated to the Cluster Adviser</p>	<p>Yes</p>	<p>>The main issue in school is the lack of space for Nursery aged children. On completing a risk assessment only four children can safely use the space,</p>	<p>By June 1st 2020</p>

			<p>whereas six children originally asked for places. This has been raised with the Cluster Adviser who, whilst appreciating the significance of advice to open to the youngest first, has suggested offering nursery places could compromise the wider opening of many more spaces to other year groups.</p> <p>>The Nursery area will be much easier to keep clean, having been redecorated in readiness for reopening.</p> <p>>Herons and Otters classes will continue to use their current space.</p> <p>>Owls class will use the hall as the classroom is too small to social distance in effectively.</p> <p>>The hall will also be an easier area to keep clean each day, having been completely redecorated in readiness for a return.</p>	
	<p>Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.</p>	Yes	<p>>Owls classroom has now been designated as a holding area should anyone exhibit symptoms of Coronavirus until parents are available to collect their child.</p> <p>>If anybody is taken to this area, caretaker will be informed and will wear full PPE to do a deeper more thorough clean of the classroom.</p>	By June 1 st 2020

			<p>>Confirmation of a positive COVID-19 test by anybody in school will result in at least that person's bubble being isolated and a school wide deep clean taking place by outside contractors.</p> <p>>The library area will have restricted access to stop multiple hands touching books, providing an incredibly difficult job to clean afterwards. Boxes of books will be collected from the library by staff and held in the classroom areas until they are needed to be changed over. This stops cross contamination between bubbles in school.</p> <p>> There will be restricted access to the upstairs areas of school to ensure social distancing occurs and these areas (which staff should try to use sparingly) will be cleaned more thoroughly.</p>	
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period	Yes	>BMPP membership means continued contractor visits to school to maintain safe use of premises.	By June 1 st 2020
	SMT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Yes	>Premises have been thoroughly cleaned during closure Resources have been carefully selected and cleaned ready for use when children return	By June 1 st 2020

	SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Yes	<p>>All staff to complete additional cleaning during school day in addition to regular hand washing and hand sanitising.</p> <p>>Caretaker knows the responsibilities of additional cleaning requirements having read the HR document released in response to the pandemic about cleaning in schools.</p> <p>>Deep clean by external agency ready to be utilised if needed.</p>	By June 1 st 2020
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	>Information discussed with all staff. Queries from staff addressed and detailed in this risk assessment linked to advice from HSW and Infospace.	By June 1 st 2020
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	<p>>HT completed the risk assessment in conjunction with suggestions from staff about the processes.</p> <p>>Staff fully involved in process, knowing that their input is valid at any point in time to review operational matter. They know that HT is trying to make school as safe as possible.</p>	Completed May 24 th 2020

	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns	Yes	<ul style="list-style-type: none"> >Review of risk assessment will be undertaken after day 1, end of week1, week 2 and week 3. >On opening to wider groups in school a further review will take place on day 1 of wider reopening, end of week 1, week 2 and week 3. >At any time, any member of staff can raise concerns or suggest improvements to manage the risk as effectively as possible. 	Ongoing
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	<ul style="list-style-type: none"> >The School's behavioural Code of Conduct must continue to be adhered to by staff and pupils. >Pupils who cannot keep themselves and others [including staff] safe will have their invitation to be at school withdrawn. 	By June 1 st 2020
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	<ul style="list-style-type: none"> >Governors have been given written and verbal reports about the Covid-19 situation. >Sign off of this Risk Assessment is required before school can reopen. 	Ongoing
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	>Annex 5 from NSCB added to safeguarding policy in accordance with LA requirements. Agreed by the governing body and will be put onto the website	Completed

Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance.	Yes	<p>>Business continuity will continue as usual, being responsible for premeises and procurement.</p> <p>>Where provision for PPE is needed, this will also be under this remit.</p>	By June 1 st 2020
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	<p>>Where possible, equipment has been purchased through ESPO, the local authority provider.</p> <p>>Some equipment has had to be purchased through other providers but the person placing the order has had to ensure that it meets required standards as described by government guidance.</p>	

Staffing arrangements

Staffing levels	Reduced staff ratios do not significantly compromise the safety and security of pupils (please note EYFS ratios can also be changed due the current exceptional circumstances)	Yes	>Staffing will be adequate for the numbers of children accessing the school. The aim is to have at least two members of staff per 'bubble' across school.	By June 1 st 2020
	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Arrangements for the deployment of staff and use of alternative buildings have been drawn up for implementation where appropriate and possible (see pupil and staff cohorting).	Yes	>All staff will be effectively deployed to ensure safe supervision and operation of the setting. >To ensure some kind of normality, most children will stay with their usual class teacher and >TA and be in their usual classroom. >When the Y3/4 group return these children will be taught in the hall as the Owl's classroom is too small to adequately socially distance.	Ongoing
	Plans are in place for teaching assistants to be allocated to lead a class group under the direction of a teacher if there is a shortage of teachers.	Yes	>Groupings will be kept as stated in point above to limit the effects of cross-contamination between bubbles. >TAs will usually be in a supportive role but may need to take a lead in some circumstances.	Review daily
Business support and premises management staff	Staff work from home where it is possible	Yes	>During lockdown, staff have worked from home where possible. >When children return, most roles in school need staff on site.	Under review

			<p>>Staff will only return if they have read and agree that the implementation of the RA can provide as safe as environment as possible.</p> <p>>If any staff who are classed as fit to work disagree with the RA and will not work in school with children, discussions with the headteacher will be held about organising work to be completed at home.</p> <p>>Staff in this position will be kept in close contact with and the situation will be reviewed every two weeks.</p>	
	Hot desking is avoided	Yes	>There is no hot desking in school.	Ongoing
	Office spaces are arranged to support social distancing (maintaining 2m distance)	Yes	<p>>If Mrs Saunders is in her office, nobody else will be allowed to enter. Any printing can be delivered to the bubble that printed it and left outside their entrance for collection.</p> <p>>If Mrs Saunders is not in her office, one person can enter to collect necessary equipment. If this happens, it would be helpful to wipe down anything that is touched on the way in or out.</p>	By June 1 st 2020

	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	Yes	<p>>Most staff will be working from their own class bases with pupil groups.</p> <p>>There is already no passing on the stairs as part of our health and safety approach anyways but there is nowhere to stay socially distanced upstairs when somebody has finished using the facilities.</p> <p>>Signs will be used at the bottom of the stairs to signal if anybody is using the staff toilet or staffroom. These areas will be restricted to one person only.</p> <p>>Staff will not need to go into the staff room very often. The main reason will be to access the dishwasher to clean certain toys or resources from the early years settings.</p>	By June 1 st 2020
Premises and cleaning staff	Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting.	Yes	<p>>Cleaning and caretaking activities take place outside of pupil hours</p> <p>>The only exception would be in case of an emergency where immediate action was required.</p>	By June 1 st 2020

	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Yes	<p>>Caretaker has read latest LA/government guidance on keeping settings clean.</p> <p>>Headteacher and caretaker have discussed necessary actions required above and beyond normal cleaning protocols in order to limit any spread of contagion.</p>	Ongoing
	Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.	Yes	<p>>Caretaker has good overview of cleaning materials kept in stock and orders are regularly placed to ensure school does not run out.</p> <p>>PPE in place to protect caretaker / anybody tasked with cleaning areas visited by a symptomatic person.</p>	Ongoing
Volunteers	Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members.	Yes	>No volunteers will be working in the school at this time.	In Place

Cohorting and limiting contact

Pupil and staff grouping

<p>Primary school classes and early years providers</p>	<p>Actions have been taken to create smaller groups in order to achieve social distancing (with a maximum of 15 pupils per small group, teacher and teaching assistant or smaller if the classroom size does not allow). The setting should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.</p>	<p>Yes</p>	<p>>Every area in school has been reviewed with regards to a maximum number of children that can be safely social distanced. >The nursery area can take 4 children and two adults. >Heron's class will start with a bubble of 4 children (2 children in YR and 2 children in Y1) and 2 adults. >Otters Class can take a maximum of 9 children (7children in Y6, 1 key worker sibling in Y4 and 1 key worker sibling in Y3 with 2/3 adults) >When phased reopening happens, the hall has been identified to house Owl's class as their current classroom is too small to socially distance any more than 2 children safely. At present it is expected that 4 children will return to Owl's class (3 children in Y3 and 1 child from Y4) >KW siblings in Otters class bubble will stay in this bubble and not join Owls bubble to avoid cross contamination of groups. >Seating arrangements in primary phase will ensure 2m social distancing is in place.</p>	<p>By June 1st 2020</p>
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		<p>>The school has been sectioned off so that no bubble will have any interaction with another bubble, including staff during the school day.</p> <p>>Break and lunch time will be staggered.</p> <p>>Herons will take their break time in their back outside play area.</p> <p>>Nursery will use their outside space and limited free flow arrangements to facilitate outside time for their children.</p> <p>>Y6 children + KW children will have access to the main playground to exercise and relax in but will not be allowed on or have access to any equipment that is not easily cleaned or which could result in another child coming into contact with another.</p> <p>>When Owls bubble returns June 22nd, break times will be staggered so Otters and Owls do not come into contact with each other.</p> <p>>When Owls return, the playground will be sectioned off for Owls and Otters to use different zones for their break and lunchtime play to use different areas</p>	
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			<p>>Bubbles all have access to their own toilet areas to ensure no cross contamination.</p> <p>>Lunches will be home packed or school packed and will be eaten in their classroom areas.</p> <p>>Staff will eat their lunch within the bubble too.</p> <p>>Owl's classroom has been designated to house anyone showing symptoms of Coronavirus or is feeling unwell to stop further spread of contagion</p>	
Secondary schools	Actions have been taken to create smaller groups in order to achieve social distancing (as a guide classes should be no bigger than half the normal size). The school should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.	N/A	N/A	
Keeping cohorts together where possible	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	<p>>No bubble in school will have contact with another bubble.</p> <p>>Each of the four designated zones the bubbles will use will have their own entrance to school.</p> <p>>Nursery come in via the usual side entrance.</p> <p>>Herons come in through their back entrance.</p>	By June 1 st 2020

			<p>>Owls on their return will come in through main blue door</p> <p>>Otters (plus key worker siblings) to come in entrance past reception, around bottom of the stairs and into the class via door next to the disabled toilet – this is important as this means there will be no cross contamination between otters and herons' bubbles when herons children have to use the toilets off the library area.</p>	
	<p>Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days.</p>	Yes	<p>>PE will take place within class bases with a different emphasis (PE with Joe, Yoga Indoor Olympians etc.)</p> <p>>Lunch will be taken in the classroom the children will be in all day.</p> <p>>Breaks will be staggered and kept separate in different areas of the school</p>	By June 1 st 2020
	<p>Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.</p>	Yes	<p>>Staff teams will be kept together to avoid cross contamination.</p>	By June 1 st 2020
	<p>The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.</p>	Yes	<p>>Staff teams will be kept together to avoid cross contamination.</p>	By June 1 st 2020

	Where possible pupils use the same desk each day where they attend on consecutive days.	Yes	<p>>Pupils will sit at the same desk each day. Siblings will sit next to each other under social distance layout, within the same bubble. (Siblings could sit right next to each other but to encourage good modelling and reinforcement to all children about social distancing, they will be kept 2m apart in the classroom and outside). This will avoid ambiguity around the rules!</p>	By June 1 st 2020
	Multiple groups do not use outdoor play equipment at the same time.	Yes	<p>>Outdoor activities will be staggered to avoid bubbles from coming into contact with each other.</p> <p>>Selected outdoor play equipment chosen for its ease to be cleaned after use.</p>	By June 1 st 2020

Reducing and managing visitors

Visitors	Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the most senior person on site if they are in doubt about an unplanned visit	Yes	>Only essential visitors will be allowed on site. >Mrs Saunders will politely turn away unexpected visitors, with the support of Mr Edwards if required.	In Place
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Yes	>Meetings wherever possible, if required, will take place using Microsoft Teams or Zoom. >Only emergency situations will result in face to face meetings of any kind.	By June 1 st 2020
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	>Visitors will be signed in by Mrs Saunders in the office or if she is not on site, by Mr Edwards.	By June 1 st 2020
	The reception is operating on a one in and one out basis for essential visitors	Yes	>There should be few, if any, visitors in school apart from school staff.	By June 1 st 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 the installation of screens to protect staff should be considered	Yes	>Staff will converse behind glass panels in the office window. >Hand gel/sanitiser will be available for visitors to use on entry.	In Place

	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Yes	<p>>All visitors will be vetted before entry to school, asked to confirm they do not have symptoms of coronavirus.</p> <p>>Non-contact thermometer used to check temperature is below 38°C before access to school is allowed.</p>	In Place
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Yes	<p>>Hand gel/ sanitiser provided in office entrance.</p>	In Place
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	<p>>Mrs Saunders will be aware of deliveries</p> <p>>Drivers will adhere to strict delivery procedures</p> <p>>Signage clearly displayed to guide deliveries to drop-off point.</p>	In Place
	Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Yes	<p>>Due to the delay from Covid-19 response by LA stopping all ground works in school, contracted line markings for playground will be expected to go ahead but only when children are not on site.</p>	In Place
	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Yes	<p>>Site contractors will have to adhere to headteacher's instructions to complete ground works.</p>	In Place

	<p>Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances</p>	<p>Yes</p>	<p>>Parents have been informed that they will only be allowed on the school playground to drop off and collect their children.</p> <p>>The school may contact a parent to come and collect a child outside of drop off/pick up times if a child becomes ill.</p> <p>>Access to the main school building will be for emergencies only.</p> <p>>Discussions with staff will be via messaging, over the phone or via programs like Microsoft Teams or Zoom.</p>	<p>In Place</p>
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Travel and parking

General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	>With the number of children expected, there should be adequate parking near to the school to ensure social distancing can be maintained.	In Place
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	>Clinically vulnerable parents are not sending their children to school [in the vast majority of cases] to avoid exposure to people at home being shielded.	In Place
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	No	>Pupils will not be allowed to cycle or scooter to school, in line with the school policy of not bringing anything additional to school apart from their lunch in a plastic bag.	Ongoing
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	>Parents will be reminded to adhere to social distancing requirements >Anything which could be deemed to put children at risk will be addressed.	Ongoing
	Parents and staff have been advised that only the same household members should travel together by car	Yes	>Parents advised to follow government advice where only the same household members travel by car	Ongoing
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	>Members of the same household encouraged to walk together following government advice.	Ongoing

	Pupils and parents have been advised that they should not walk together in large groups	Yes	>Following government advice, large groups of parents and pupils will be discouraged. If parents and pupils do not follow rules they may be stopped from entering school because of cross contamination fears.	Ongoing
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	N/A	N/A	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	N/A	N/A	
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	N/A	N/A	
	Pupil attendance times have considered reduced numbers associated with public transport where possible.	N/A	N/A	
	Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A	N/A	
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	N/A	N/A	
	Markings are provided where queuing is required for transport services on school premises	N/A	N/A	
	Windows are opened during journeys where it is safe to do so	N/A	N/A	
	Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use	N/A	N/A	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	N/A	N/A	

Arriving at and leaving the setting

<p>Parents and pupils – arriving and leaving the premises</p>	<p>All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.</p>	<p>Yes</p>	<p>>Starting and finishing hours have been staggered to prevent congestion on arrival and departing school.</p> <p>>There will be three main groups arriving; Nursery, YR + Y1 and Y6 children.</p> <p>> Nursery children will arrive to school first at 8:45.</p> <p>>YR + Y1 children will arrive at 9:00.</p> <p>>We will ask one family with siblings in Y1 and Y6 to arrive at 9:10 so the Y1 child will be the last child entering school in Heron’s bubble and the Y6 child the first in her bubble.</p> <p>> Y6 children + 1 sibling in Y4 + 1 sibling in Y3 will arrive at 9:15.</p> <p>>All site movements will be supervised by Mr Edwards and one member of each bubble who will in turn administer temperature checks for the members in each bubble before each child is allowed into the school building.</p> <p>>A one-way system will be in operation. Hula hoops will be placed 2m apart on the floor and used for each child entering the</p>	<p>By June 1st 2020</p>
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			<p>playground to avoid contact with others while they await their temperature check.</p> <p>>As the entrance to the playground is on a four cross ways, one parent will be allowed to accompany their child(ren) onto the playground. They will enter through the main gate and leave via the side gate on Holly Farm Road, thus avoiding any contact with others.</p>	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.	Yes	<p>>Pick up times will also be staggered. Nursery 3:00, Yr+Y1 3:15 and Y6 3:30. Mr Edwards will be on the playground and will message the staff in each bubble to inform them which parent has arrived to pick up their child so as to maintain social distancing.</p> <p>>This will enable the way one system to stay in place and maintain social distancing.</p>	By June 1 st 2020
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	<p>>Each bubble will have its own entrance in the school building to maintain social distancing and avoid cross-contamination.</p> <p>>Nursery will use their usual entrance past Mrs Saunders office.</p> <p>>Herons class will use their back entrance</p>	By June 1 st 2020

			<p>>Owls (when they return) will use the main blue front door into the hall</p> <p>>Otters class (+ siblings) will enter past Reception and around the bottom of the stairs, passing the disabled toilet into their classroom.</p>	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	N/A	>N/A as each bubble will be isolated at all times.	
	Floor marks have been added to assist with social distancing in outside areas.	Yes	<p>>Movement will be kept to a minimum.</p> <p>>Floor markings will only be needed on the playground to guide parents where to walk and hold to maintain social distancing and to leave the premises via the one way system.</p>	By June 1 st 2020
	Staff and school champions supervise at peak times.	Yes	>Staff will supervise any movement, with additional available staff on hand if needed.	By June 1 st 2020
Reception + Y1 class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	<p>>YR + Y1 children to arrive on site at 9:00. They will enter via the main entrance and observe the one way system marked out on the playground with their parents, queueing in the hula hoops spaced 2m apart.</p> <p>>There will be signage in place to help direct families where to go.</p>	By June 1 st 2020

			<p>>There will be signage in place to remind people of the need to social distance at all times.</p> <p>>A member of staff from their bubble will take each child's temperature in turn. If it is not above 38°C the child will be allowed to enter the main school building. A temperature of over 38° will result in the parent taking the child home where they will self-isolate according to the government guidelines. At this point, it would be advised to try to get their child tested for Corona Virus.</p>	
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes	>Arrangements put in place as stated above.	By June 1 st 2020
	Parents have been advised that only one parent should attend.	Yes	<p>>Only parents who have nursery aged children, toddlers or babies where it is unavoidable not to bring them on the school run would be allowed as extras onto the site in order to ensure their children are kept safe.</p> <p>>Parents with a pram push chair will make special arrangements with Mr Edwards for leaving the site as the side exit onto Holly Farm Road is steep steps and not easy to manage with a pram or push chair.</p>	By June 1 st 2020

			<p>>Parents will be sent this risk assessment direct to their email address held on school file and it will also be placed on the school website. Parents will be informed of this via an additional SMS and will be expected to read the risk assessment and follow up letter explaining reopening of schools before they are allowed on site.</p> <p>>Confirmation will be taken via a Microsoft Forms survey agreeing to the offer the school is giving them.</p>	
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes	<p>>No bags and coats (unless necessary) will be expected on site.</p> <p>>All materials needed for learning will stay on site, on their desk and kept apart and cleaned regularly in situ.</p> <p>>The only bag the children may bring in is their lunch in a carrier bag which will be disposed of on site and not taken home again.</p> <p>>On arrival, lunches will be kept within their desk space area so as to avoid contact with other members of their bubble.</p>	By June 1 st 2020
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.	Yes	>Cloakrooms will not be needed.	By June 1 st 2020

Educational Activities

Classrooms and other learning environments.	Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve social distancing measures and this is known to all e.g. through the use of posters	Yes	<p>>As most classroom sizes vary, each room has been assessed as to how many pupils can be socially distanced within it.</p> <p>>Desks and their usage will be clearly labelled.</p> <p>>All children in Herons, Owls and Otters Classes will know where to stay within their cordoned off area of school so as not to impinge social distancing measures.</p>	By May 28 th 2020
	Where appropriate, capacity levels are detailed in each room for staff to refer to.	Yes	<p>>N/A as parental survey completed and numbers of returning children known, rooms have been measured out to ensure enough capacity</p> <p>>Any parent wishing to change their mind about sending their child back to school will need to give the school two weeks' notice to enable staff to redesign social distancing layouts and other practicalities.</p>	Completed

	<p>Rooms have been organised to encourage social distancing, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture seats are taped off/marked as not to be used to support social distancing</p>	<p>Yes</p>	<p>>Rooms have been arranged to ensure desks are kept at least 2m apart.</p> <p>>Where possible, walkways have been earmarked. Where that is not possible, the room has been arranged so that staff can move freely within the space without impinging too frequently on personal space.</p> <p>>Space has been allowed for children to move through the classroom to use the toilet</p> <p>>Frequent users of the toilet have been positioned nearest the exit.</p>	<p>By May 28th 2020</p>
	<p>Unnecessary items have been removed from learning environments where there is space to store elsewhere.</p>	<p>Yes</p>	<p>>Unused furniture will be moved out of the way and stored to ensure maximum space within classrooms.</p>	<p>By May 28th 2020</p>
	<p>Classroom based activities have been reviewed and modified to support social distancing</p>	<p>Yes</p>	<p>>Activities have been chosen to maximise social distancing rules within setting.</p>	<p>By May 28th 2020</p>
	<p>Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.</p>	<p>Yes</p>	<p>>On their phased reintroduction to school, Owls class will be using one end of the hall rather than their classroom as this is not big enough to adequately social distance the members of that bubble.</p>	<p>By June 1st 2020</p>

			>Doors will be kept open where possible so as to avoid contact with hands and necessary repeated cleaning.	
Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Yes	>The school field may be used by Otters class. >Otters class may also do some of their learning on the playground, but not using static equipment already there.	By June 1 st 2020
	Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.	Yes	>Otters class will be the only ones using the main playground to start with as the other groups will utilise play areas off-shooting from their learning zones. >All static equipment use will be ruled out >Play items to encourage social distancing will be used. >Adult supervision will be necessary in all groups to closely monitor their play or learning and if necessary to remind the children of the rules	By June 1 st 2020

Close contact educational activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils.	Yes	>Activities will be appropriate to the setting and context of the pupils and staff. >Close continuous contact will be avoided.	By June 1 st 2020
Resources	Resources and the exchange of resources that are taken home have been limited	Yes	>No exchange of resources will take place unless absolutely necessary. (Eg Medical equipment)	By June 1 st 2020
Use of sports halls etc.	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).	Yes	>Sports hall will be out of bounds. >Classrooms have been arranged to enable physical activities to take place there.	By June 1 st 2020
Use of school swimming pools	Please refer to updated swimming pools guidance.	Yes	>Outdoor swimming pool will remain closed until guidance indicates otherwise.	Review July
Showers	Sport activities have considered associated shower use in order to ensure that social distancing can be applied.	N/A	>There are no showers for pupils in school	Review July
	Cleaning and disinfection arrangements are in place for showers.	N/A	>There are no showers for pupils in school	Review July

Lunchtime and breaks

Lunch	The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment.			
	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).	Yes	>All bubbles will eat their meals in their own classrooms so avoiding any potential cross contamination	By June 1 st 2020
	Times that meals are provided are staggered to reduce queues	Yes	>No queues as all children will be having a packed lunch. >If having a school packed lunch, these will be delivered by Miss Boxall to the school office and from there dispatched by Mrs Saunders to outside each bubble's entrance to their area within school. >Meal times can take place in each classroom at the lead teacher's discretion as each bubble is completely separated from the others.	By June 1 st 2020
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Yes	>All bubbles will eat their meals in their own classrooms so avoiding any potential cross contamination	By June 1 st 2020
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Yes	>Hand gel is available to all staff, although thorough 20 second hand washing will always be preferred if possible.	By June 1 st 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	>Mrs Saunders will deliver any school packed lunches to the doorway of each bubble where they can then collect under instruction by the lead staff member.	By June 1 st 2020
	Alternative payment methods are being used to eliminate cash handling	Yes	>Cheque or BACs payment will be requested.	By June 1 st 2020
	Tills are screened where still in use	N / A	>No tills on site	
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	>In classrooms, pupils will eat in their places which are already suitably spaced apart. >Water bottles will not be used. Dishwashable plastic cups will be used to serve up water and taken to be cleaned when finished with.	Ongoing
	A different entry and exit route are being used at dinner times where more than one door is available	Yes	>Not needed as all children are contained in their classroom area in school with entry and exit separate for each zone.	Ongoing
Contracted food preparation	The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area.	Yes	>Liaison with Norse Contract manager means Miss Boxall understands her role within food delivery to the site.	Ongoing
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	Yes	>Breaks will be staggered for Otters and Owls class when Owls are phased back into school.	By June 1 st 2020

	Play equipment use is supervised to ensure that pupils do not gather.	Yes	>Staff will be supervising to ensure social distancing is in place in Herons and Otters and later for Owls class (when they are phased back into school)	By June 1 st 2020
	Pupils and staff have identified suitable play activities for break times	Yes	>Staff working on suitable playground games and class based activities, depending on the weather.	By June 1 st 2020
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	>Staff to supervise children making sure they take it in turns to keep socially distanced when leaving for or returning from break.	By June 1 st 2020
	Markings have been added to outside spaces to assist with queues when coming back into the building.	Yes	>With small numbers this will not be needed. To be reviewed if necessary.	By June 1 st 2020
	Additional staff supervision is employed to ensure social distancing takes place	Yes	>Additional staff supervision always on hand to assist where needed.	By June 1 st 2020

Movement around the premises

General interactions and movement around the building	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	<p>>The layout means children in Herons, Owls and Otters bubbles can move within their bubbles whilst maintaining social distancing.</p> <p>>Children in Nursery will not be expected to maintain social distancing with other children but staff are to ensure they stay as socially distanced as they can with their interactions with others.</p>	By June 1 st 2020
	Windows are open to increase ventilation where it is safe and appropriate.	Yes	>As needed, but weather dependent.	Ongoing
	Interactions take place side to side instead of face to face where it is possible	Yes	<p>>Staff to demonstrate this on day one and keep modelling it continuously.</p> <p>>Room layouts allow for side to side interactions over face to face ones.</p>	Ongoing
	Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this.	Yes	<p>>Staff will remain with pupils in their bubble for the entirety of the day.</p> <p>>Staff, or children, will not enter other bubbles to avoid cross contamination.</p>	By June 1 st 2020

	<p>Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport.</p>	<p>Yes</p>	<p>>Movement around school minimised. Classes are largely kept within own zoned off areas of the school.</p> <p>>Initially, only Otters class will move from one area of the school to another when they go outside for their break time.</p> <p>>Herons class and Nursery can use their adjacent back playgrounds.</p>	<p>By June 1st 2020</p>
	<p>Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.</p>	<p>Yes</p>	<p>>Face to face group interactions eliminated.</p> <p>>Group interactions facilitated by ICT if required, through use of programmes like Zoom or Microsoft Teams.</p>	<p>By June 1st 2020</p>
	<p>Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.</p>	<p>Yes</p>	<p>>Movement around school will be limited.</p>	<p>By June 1st 2020</p>
	<p>Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one way system where this is possible</p>	<p>Yes</p>	<p>>There will be no large numbers of pupils in the first instance.</p> <p>>Pupils will be kept in their bubble zones.</p> <p>>Further movement beyond designated bubble zone will be supervised by a member of staff.</p>	<p>By June 1st 2020</p>

	<p>Where appropriate one way circulation and central dividers have been placed in the middle or corridors to keep groups apart.</p>	<p>Yes</p>	<p>>There is not enough space for central dividers in corridor areas.</p> <p>>Toilets trips will be completed one at a time, thus more time is needed to allow for all children to go to the toilet.</p>	<p>By June 1st 2020</p>
	<p>Movements around settings are supervised and school champions support this activity.</p>	<p>Yes</p>	<p>>Staff will always supervise the movements around the setting.</p> <p>>We will encourage children to remind each other about social distancing and hygiene in their bubbles. However, it is not their role to take over as teacher to enforce these rules. This is about politeness and an attempt to keep themselves and everybody around them safe.</p>	<p>By June 1st 2020</p>

Toilets and handwashing facilities

	Times are staggered where possible and consider the increased handwashing times that have been introduced.	Yes	<p>>Each bubble has access to their own toileting and handwashing facilities.</p> <p>>More time is allowed to enable children to go to the toilet and wash their hands thoroughly afterwards.</p>	By June 1 st 2020
	Distancing for queuing has been introduced e.g. through floor markings	Yes	<p>>With proposed numbers returning, it is not envisaged that there will be a need for queueing for example: near the toilet facilities.</p> <p>>Pupils in their individual groups will be staggered by staff on a one in one out basis.</p>	By June 1 st 2020
	Where the setting is in part use, additional toilets are being used in other areas of the building to reduce use and queuing where possible (and balanced with the discouragement movement around non-essential parts of the building)	Yes	>Each bubble will only need to use their own toilet facilities.	By June 1 st 2020
	Every other urinal/basin has been taken out of use in toilets that have high usage	Yes	<p>>The toilets will work on a one in one out basis so no need to remove some toilets from use.</p> <p>>In fact, in Herons class, two children will be given one toilet to use and the other two children</p>	By June 1 st 2020

			<p>will be given the other toilet to use.</p> <p>>When Owls Class children are phased in, each child will be allocated their own toilet!</p>	
	<p>Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas.</p>	Yes	<p>>Hand sanitiser will be available in all classrooms throughout school.</p> <p>>All areas have sinks and have either warm/hot water and soap.</p>	By June 1 st 2020
	<p>Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.</p>	Yes	<p>>Staff will be involved in the issuing and use of hand sanitiser.</p>	By June 1 st 2020

Meetings and events

Assembly	Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible	Yes	<p>>No whole school assemblies.</p> <p>>Assemblies will mainly be class assemblies taken in their classroom. These will reflect a need to address PSHE issues.</p> <p>>Zoom may be used to bring together the school community both at school and at home to do assemblies.</p>	Ongoing
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	Yes	<p>>All Cluster extended schools programme has been cancelled.</p> <p>>No sports, plays or other events will take place until government has deemed it safe to do so.</p>	Ongoing
Staff spaces and meetings	Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings.	Yes	>School meetings will take place online.	Ongoing
	Additional staff room areas have been provided in order to avoid large gatherings at peak times	Yes	>As staffing numbers are low, there will not be a need to use the staff room, especially as staff members will remain with their bubbles for the duration of the day.	By June 1 st 2020
	Furniture has been arranged to encourage distancing	Yes	>Nobody will be staying in the staff room to sit down as it is not big enough if somebody else wanted to use the space.	By June 1 st 2020

Parents evenings	Meetings are undertaken by telephone or internet.	Yes	>After a revised formal report has gone out to parents, they can arrange a telephone or internet meeting to discuss this or any other issues they would like to discuss. No face to face meetings will take place though.	Ongoing
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	Yes	>All safeguarding, Early Help, Child Protection Conferences are to be held online where possible.	In Place
School clubs and community sports (non curriculum)	The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)	Yes	>No before or after school clubs to take place outside of the scheduled school day.	In Place
Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	Yes	>Visit to Norwich Cathedral has been postponed. >No trips will be planned until LA advice changes.	In Place and review
Hire and use of school premise	Additional hire and use will not be planned until further notice.	No	>The school premises will not be used by any outside agency or group. >Church event due to be held on site has been cancelled.	

Breakfast and afterschool clubs

School clubs that are essential	An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment. Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.	Yes	>There will be no breakfast or after school club in order to minimise the spread of contagion. This will also allow the cleaning and caretaking of school to do their work without children or staff in the school.	In Place
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Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	>Caretaker has read guidance from LA and government. He knows the expectations of what he needs to do to ensure high standards are maintained.	In Place
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Yes	>This should not happen as each bubble will remain in its designated zone in the school. >Every area of school will be thoroughly cleaned each day.	In Place
	All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment.	Yes	>All contact surfaces are already being disinfected on a daily basis and by some staff too.	In Place
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	>There are enough Chromebooks for one per child when children return in phased manner. This means they will use the same Chromebook each day. Blanket school Wi-fi coverage also means they do not need to collect the trolley to use them. >Each Chromebook will still be wiped down with a disinfectant wipe prior to use.	By June 1 st 2020
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	>All sports equipment will be wiped down after use.	By June 1 st 2020

	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	>There is no need for shared workstations as noted above.	By June 1 st 2020
	Disinfectant wipes are available for staff to use where required.	Yes	>Disinfectant wipes will be kept in each class in a safe place for immediate use.	By June 1 st 2020
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys	Yes	>Nursery and Herons class will be limited in their use of some toys; these will need to be cleaned after each use.	By June 1 st 2020
	Toys that are put into children's mouths are cleaned between use	Yes	>Staff will be vigilant to clean toys that have been put into children's mouths so as to avoid spread of germs to next child who wants to use it.	By June 1 st 2020
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes	>Pupils will not be allowed to bring in any toys from home. >Most soft toys removed as they are difficult to clean. >If they are used, these will be washed at 60°C after use.	By June 1 st 2020
	Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home	Yes	>Children will use the equipment the school gives to them in order to complete their learning. >No equipment will be brought in from home.	By June 1 st 2020
	Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	>Pupil books and resources will be kept at their socially distanced desks/marked out areas so staff

			do not need to hand them out and therefore touch them.	
	Used books are set aside for 72 hours after use to reduce microbial load	Yes	>Reading/text books will be used on a rotational basis and not re-used until at least 72 hours later.	By June 1 st 2020
	Books and posters checked for visible soiling and disposed of where necessary	Yes	>Staff will dispose of anything that becomes soiled or is visibly unclean, or where it has been sneezed/coughed upon. >Pupils will be reminded about coughing/sneezing into the crook of the elbow and children with a persistent cough will be sent home for checking.	By June 1 st 2020
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	>The children will be eating at their desks and these will be cleaned down after use by staff.	By June 1 st 2020
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	>There will not be any mixing of play equipment in the school, however, any equipment that is used and then wanted to be used by another person must be cleaned thoroughly.	By June 1 st 2020
Waste tissues	Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	>This is part of the normal caretaking and cleaning routine of the day.	By June 1 st 2020

Handwashing arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	<ul style="list-style-type: none"> >Staff to set out clear hygiene requirements on first day children are phased back in to school. >Expected to be continuous hand washing regimes in place throughout and between all transitional parts of the day. >Variety of strategies used to support handwashing, in particular for young children, for example singing songs like happy birthday twice through or various nursery rhymes to help remember the need to wash for 20 seconds. 	By June 1 st 2020
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day.	Yes	>Handwashing to take place on arrival, before and after eating, before and after breaks, after going to the toilet and at other designated intervals during the day.	By June 1 st 2020
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes	>Pupils will be monitored in the handwashing practices and instructed to improve where necessary.	By June 1 st 2020
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes	<ul style="list-style-type: none"> >Soap and water is always the preferred method to keep hygiene standards as optimal as possible. >Hand sanitizer may be used or directed by staff as a quick intervention to ensure hygiene 	By June 1 st 2020

			when they are supervising pupils and cannot leave the classroom.	
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	>Use of rhymes and songs will encourage and support thorough hand washing regimes.	By June 1 st 2020
	All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use.	Yes	>Tissues and bins in every classroom. >Children reminded on day 1 of phased return about the need for good hygiene in relation to coughs and sneezes.	By June 1 st 2020

Health Needs

Staff health

Specific health considerations	Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. in accordance with the guidance in <i>COVID-19 Your health and your safety when working in educational settings</i>	Yes	>No staff are classed as clinically vulnerable and there has been no need for any of them to shield.	In Place
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	No	>There are currently no pregnant staff in school.	
	Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the <i>COVID-19 guidance for all education settings</i>	Yes	>Many of the staff have family members classed as at risk so the headteacher is taking this into consideration when deploying staff and the roles that they can undertake. Completion of the risk assessment and meetings which allow staff to raise concerns, help staff to see that nobody will be placed into a situation that hasn't been thought through carefully to safeguard (as far as is practical) their role when school restarts.	By June 1 st 2020
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	>Staff have been signposted towards additional support, as well as that which is usually in place [HR, Unions, Norfolk Helpline etc]	In Place
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	>Staff to inform the HT (preferably by message) and then go home as soon as possible if they develop symptoms.	Ongoing

Pupil Health

Specific health considerations	Pupils who are clinically vulnerable (<i>previously referred to as having an underlying health condition</i>) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	>Staff are aware of these pupils and are in regular contact to ensure their well-being. >These children will not return to the school environment until it is absolutely safe to do so and their parent/carer wishes for it to happen.	In Place
	Pupils who are living in a household with someone who is shielding (extremely vulnerable) or clinically vulnerable. These pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	>Staff are aware of these pupils and are in regular contact to ensure their well-being. >These children will not return to the school environment until it is absolutely safe to do so and their parent/carer wishes for it to happen	In Place
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	>Pupils given clear instructions on first day of phased return (and constant reminders) thereafter, about what the main symptoms are and who to tell should they feel they may be feeling unwell, even if the symptoms are mild. >Staff will remain vigilant in spotting any health issues.	By June 1 st 2020
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day		>On arrival to school, one member from the child's bubble will ask how they feel. >The member of staff will then take their temperature using a non-contact thermometer.	By June 1 st 2020

			>If the child indicates that they are well, have a temperature under 38°C and look fit and healthy they will be allowed on site. Failure of any of these signs will result in the parent being asked to take the child home.	
	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	>More regular checks, including temperature checks will be undertaken to ensure child is well enough to be at school. Any doubts will result in parents being called and asked to take their child home.	By June 1 st 2020
Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff following the guidance available on Norfolk Schools	Yes	>The headteacher/SENCO has been in contact with specific families to explain the situation in detail. >The school's behaviour policy will be updated to reflect the challenging nature of Covid-19 and enforcing social distancing rules with very young or difficult children.	By June 1 st 2020
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	Yes	>Staff have looked in great detail about how to support children's psychological needs on their phased return to school. >A comprehensive PSHE offer will devote opportunities within learning time to explore feelings, questions the children might have and concerns.	By June 1 st 2020

			>Discussion times, both within their bubbles and for the older children online, with peers at home, will enable children to feel supported throughout this process.	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	<p>>Staff have been shared additional resources from the LA, Online materials and Educational Psychology Support Services (EPSS) to cover lots of different types of children's experiences and reactions.</p> <p>>Specific resources have been shared with staff aimed at children with types of SEN to help them deal with both the phased reopening of school and their wider feelings on the subject of the pandemic.</p> <p>>Staff are asked to look out for signs of distress in each other too and share those with relevant people who can help and give guidance about what to do next.</p>	Ongoing
Where the setting is not the 'usual setting' for the pupil	Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant controls put in place on an individual basis.	Yes	>Currently, we have no pupils expected for whom Reedham is not their normal setting.	In Place

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	<p>>All arrangements will be rolled out once a definitive start date is given for the phased return of pupils.</p> <p>>Staff will need to read this risk assessment and bring any concerns that have not been covered or made explicit to me in the first instance.</p> <p>>Governors and the Cluster LA contact (Micky Harcourt-Heath) will then be asked to sign off the risk assessment.</p> <p>>This will then be communicated to parents direct via email and on the school website.</p> <p>>Parents of children returning in the phased reopening of school will be asked to read the risk assessment and accompanying advice from school and sign to say they have read and understand the offer being made by school by completing a Microsoft Teams survey.</p>	By June 1 st 2020
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	Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	Yes	>In addition to the above ^, parents will be asked to explain to their children about the need to display good hygiene at all times when coming back to school.	By June 1 st 2020
	Parents and carers have been communicated with about symptoms and household isolation requirements	Yes	>Parents have had regular letters sent home detailing the latest government advice. >Parents expected to follow the government guidelines as detailed in the daily briefings and documentation coming out direct from government. >Any families that are found not to be adhering to isolation requirements will have their child's invitation to attend school reviewed.	Ongoing
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	>Information will be clearly displayed in the front entrance hall for all visitors to see and partake in.	By June 1 st 2020
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Yes	>To be completed by June 1 st	By June 1 st 2020
	Site changes such as entrances and exits will be identified where required	Yes	>The main gate will be the only entry onto site for parents and pupils. The side gate onto Holly Road Farm will be the exit point. These will be clearly marked by June 1 st .	By June 1 st 2020

	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	>Notice boards and spaces around school will have recommended information about handwashing, key staff notices etc.	By June 1 st 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	>This is not currently in place >If required it will be implemented.	Review if needed

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.	Yes	>Staff have been given clear instructions concerning health and safety in relation to COVID-19 and will adhere to the control measures that have been put into place.	Ongoing
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	<p>>All staff will be given a copy of the risk assessment and asked to read and confirm understanding of the measures applied to the school.</p> <p>>As part of the measures, it is important that staff understand that they can offer suggestions to improve the measures that have been put into place. Constant reviews of procedures will help to galvanise staff's administration of the measures to keep children and themselves as safe as possible.</p>	As soon as agreed by FGB
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment)	Yes	>Staff have received appropriate instructions in relation to the specific measures that have been put into place.	By June 1 st 2020
	Staff have been involved in the practical implementation of this guidance.	Yes	>Staff have been actively involved in the initial stages of the risk assessment, pooling ideas around many of the necessary	By June 1 st 2020

			<p>adjustments having to be made across the school.</p> <p>>Staff will be able to offer further suggestions to the risk assessment in order to improve safety of anybody on site.</p>	
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Pupil involvement and communication

<p>Championing COVID-19 measures</p>	<p>Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i>.</p>	<p>Yes</p>	<p>>This is under the remit of staff in school.</p> <p>>Staff will lead pupils in an appropriate manner but will look to children to help promote and reinforce requirements in their bubbles – this is not a substitution of duty by staff as it is always their responsibility – it is merely a way of reinforcing the rules to keep each other safe. (e.g. Child to another: ‘back off please - you’re closer than 2m to me.’ One child from a distance to another: ‘Remember we have to wash our hands for 20 seconds.’</p>	<p>By June 1st 2020</p>
	<p>Pupils and staff have contributed towards how these new roles will support the schools aims</p>	<p>Yes</p>	<p>>Taking care of each other by abiding by the ways we can stay as safe as possible feeds into our values based curriculum, modelling key skills to enable it to happen.</p>	<p>By June 1st 2020</p>
	<p>School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.</p>	<p>Yes</p>	<p>>Children will be taught the importance of universal hygiene arrangements in school on their return.</p>	<p>By June 1st 2020</p>

Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	<p>>Each bubble will ensure that age appropriate information is given to pupils to enable them to be as safe as possible.</p> <p>>Clear reminders given to pupils around school about social distancing and hygiene.</p> <p>>Staff will have daily conversations with their bubble about the situation and the measures needed for controlling the spread of the virus.</p>	By June 1 st 2020
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Educational tools

Infection control education	<p>Age appropriate education is used to encourage pupils to:</p> <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	<p>>Visual and verbal age appropriate reminders will be used to educate pupils about the measures in place and the need to prevent the spread of the disease.</p> <p>>There is an expectation that parents will be reinforcing these messages, both before children start back to school and continuing to champion that message throughout the term.</p>	By June 1 st 2020
	<p>The following resources are used where appropriate:</p> <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	<p>>Staff will be gathering resources for the education of pupils from a wide variety of sources to use in their daily teaching.</p>	By June 1 st 2020
	<p>Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.</p>	Yes	<p>>Headteacher to provide staff with clear and trusted messages from sources such as Info Space, Norfolk Schools and Public Health England.</p>	By June 1 st 2020

Other considerations

Actions if a person develops symptoms

Actions if a person becomes unwell with COVID-19 symptoms	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes	>Owls classroom will be used to isolate any pupil with symptoms (phone & toilets available)	By June 1 st 2020
	The room has been emptied of unnecessary items.	Yes	>The room has been modified to accommodate a pupil with symptoms	By June 1st
	Tissues and a waste bag have been provided in the room	Yes	>These will be in place.	By June 1 st 2020
	If a pupil develops symptoms they will wait in the room that has been identified as soon as possible	Yes	>The pupil will be escorted by staff to Owls classroom as soon as anything suggests a possible infection. >Parents will be contacted to collect immediately.	Ongoing
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes	>Pupils and staff will be asked to isolate for 7 days before returning to school. >Room will be isolated and cleaned thoroughly before re-use	Ongoing
	Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes	>PPE will be available and used should the need arise. >All hygiene expectations will be followed.	Ongoing

	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Yes	>Cleaning materials are in school.	In Place
	Where a person tests positive, the rest of their class or group will self-isolate for 14 days.	Yes	>Class group and staff members will self-isolate for 14 days if the person tests positive. >Anybody else who has come into contact with that person will also need to self-isolate. >Staff and pupils aged 5 and over who have to self-isolate will be advised to get tested themselves.	Ongoing
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes	>Caretaker will be made aware of this and any staff who clean after the event.	Ongoing

Planning for emergencies

Fire evacuation	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	>Fire assembly points will be on the playground as normal but socially distanced to ensure safety.	By June 1 st 2020
	Fire drills that are carried out encourage social distancing.	Yes	>Children will be led, socially distanced to the playground and instructed where to stand by the member of staff in charge so as to ensure social distancing is maintained.	By June 1 st 2020
	Staff and pupils understand that in an emergency they must leave without delay	Yes	>Staff will manage and control the situation accordingly, but without putting any lives in danger.	By June 1 st 2020
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	>All pupils with dependent medical conditions will be risk assessed as to whether the school can provide suitable medical support for them in case of need. If not, they will be advised to stay at home.	By June 1 st 2020
	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken:	Yes	>All staff on site have paediatric first aid training so ratios are more than adequately covered.	In Place
	Higher risk activities are avoided where it is possible e.g. use of D & T machinery	Yes	>No high risk activities will be carried out in school at this time.	In Place

The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk.	Yes	>No issues arising	Completed
There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999.	Yes	>This will be in place as needed	In Place
A member of staff has been nominated to check and maintain first aid kit contents	Yes	>Mrs Kelf/Mrs Fransham/Mrs Saunders tasked with checking first aid kit contents are kept up to date. >Staff in each bubble to look after Asthma inhalers, rather than going to a centralised spot in school and will check they are in date.	Ongoing
First aid boxes are located in prominent places	Yes	>First aid kits contained in each bubble.	By June 1 st 2020
The location of the automatic defibrillator is known to all staff	Yes	>The nearest defibrillators are kept at the village hall and on the riverside near what used to be 'Cupcakes.'	
Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes	>All staff have paediatric first aid training	In Place
Changes to first aid arrangements are communicated to all staff	Yes	>Normal protocols will apply, but with the addition of PPE where needed to support first aid delivery	By June 1 st 2020

	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	>Staff will assess injury and if applicable, due to the age and competency of the person, instruct first aid administration from a distance of 2m	Ongoing
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	>Where possible, first aid will be administered either in situ in that person's bubble zone in school or where an accident has occurred, if the injury means the person cannot be moved. PPE will be worn in such circumstances if close contact is required and disposed of as clinical waste or double bagged up and placed away for a minimum of 72 hours and then treated as normal waste.	Ongoing
Paediatric First Aid	There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered "no")	Yes	>All staff on site are paediatric first aid trained.	In Place
Alternative paediatric first aid arrangements)	Every effort has been made to provide a Paediatric First Aider.	Yes	>All staff on site are paediatric first aid trained.	In Place
	The above is not possible and there is access to a trained First Aider or emergency PFA on site.	Yes	>All staff on site are paediatric first aid trained.	In Place

Any other actions that are not listed above

	Minimise need for items brought from home.	Yes	>Children to wear trainers so there is no need to change clothes on school site. >Herons and Nursery bubbles will not bring in slippers	By June 1 st 2020
	Maintain high levels of hygiene by wearing new clothes each day to school and ensure clothes that have been worn to school are washed immediately when they return home.	Yes	>Children [and staff] to wear casual clothing, not uniform, so everybody can see that new clothing is worn the following day that is clean and been washed. >It is recommended that clothes be washed at 60°C.	By June 1 st 2020
	Maintain high levels of hygiene by limiting items brought into school.	Yes	> Nursery children to bring in one bag containing their lunch and one changing bag. The changing bag should be kitted out with sufficient nappies and wipes so that it can stay in the setting all week and returned at the end of the week. >Staff to not bring in unnecessary bags and items into school. Anything that can fit into a pocket would be acceptable.	By June 1 st 2020
	Staff to be vigilant when using hot water in classrooms.	Yes	By June 1 st 2020	By June 1 st 2020
	Limit chances of scrapes that require first aid treatment.	Yes	>Where possible, children to wear trousers/jeans/tracksuit bottoms, rather than shorts or skirts. In the event of a fall there is likelihood of the incident	

			drawing blood and becoming a full on PPE type first aid situation.	
	Consider storage of PPE equipment	Yes	>Each bubble will hold a stock of PPE to ensure there is no need to cross contaminate zones in school.	By June 1 st 2020
	Think about how children are managed entering the school building	Yes	>Children must be able to enter the school building unaided. Staff will not be able to lead any child into the building or give safe side cuddles for reassurance as that means being exposed to close contact placing the staff at greater risk of exposure. If a child refuses to come into the school building, parents will be given a space to comfort their child and reassure them it will be fine to go inside. If after fifteen minutes the child is still refusing to come into the setting unaided, the parent will have to take the child home.	By June 1 st 2020

Assessor's Name: Chris Edwards	Manager's Name:
Position: Headteacher	Position:
Signature: <i>Chris Edwards</i>	Signature: