



COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and pupils is of utmost importance to us.

This template does not follow the traditional format for a risk assessment. It only covers the control measures needed to manage the risks presented by COVID-19 as low as is possible, in line with community risk levels, therefore the need for scoring or prioritising control implementation is negated. The measures relate to all the persons who may be affected at your setting staff, pupils and visitors. Settings are required to review the identified control measures and describe how they are implementing these in the notes box. Where a control measure does not apply to your setting you can delete the line or enter NA. You may need to add additional control measures specific to your setting, additional space is provided at the end of the form for this purpose.

The control measures that are now needed are very different to those that were previously required when the consequences associated with COVID-19 were significant. More information on the measures identified here is available in the Compliance Code for all educational settings.

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

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

| Date of change | | Section, Page and Change |
|----------------|---|--------------------------|
| 15/07/2021 | | New |
| 31/08/2021 | Updated sections Educational visits for international travel Visitors – key contractors | |



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| Setting/Premises: | The Dove Federation (Caston and Parker's Primary academies) | | |
| Location: | Caston primary academy in Caston and Parker's primary academy in Saham Toney | | |
| Assessment Date: | 22 nd October 2021 | Last Review Date: | 3 rd September 2021 |
| Assessment completed by: | Sarah Disney | | |

| MONITORING GRID | | |
|------------------------------|--|------------------------------|
| Week/date | Update (outline of change/s made) | Page |
| 3 rd November | Risk assessment updated regarding face coverings outside. External staff e.g. supply/sports coaches who work in multiple settings to wear a mask. Parents who are high risk collection and drop off procedures. | Various-highlighted in blue. |
| 12 th November | After a positive covid 19 case at Parker's. Norfolk outbreak team contacted me. They went through the risk assessment and did not make any recommendations on what we need to change. Caston breakfast club has now grown in size. Children to sit at class bubble tables which are 2m apart. Sports clubs suspended following the government imposed lock down. | Various |
| 17 th November | Following a change in direction. Sports clubs as they only involve one class group are allowed to resume. Temporary staff update | Various highlighted in green |
| 30/11/2020 | Changes to music provision to reflect music service risk assessment. Norfolk music service risk assessment information has been sent to all class teachers who need to know this information. | Various in grey. |
| 3 rd January 2021 | Where staff have to work across bubbles they will be asked to wear PPE e.g. face mask/shield, apron and gloves. Temperature checks to be taken of all staff and pupils from 5 th January 2021 Extremely critical staff with a shielding letter to work from home or not attend site if unable to work from home. | Various highlights in blue |



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| | <p>Pupils to attend school in PE kits on PE days from 5th January 2021 so as to avoid unnecessary moving around school.</p> <p>ITT training section updated as we have PGCE students starting in January.</p> | |
| 7 th January 2021 | <p>Updated to include most recent information from compliance code (31 December update, released 4 January)</p> <p>All references to 14 day isolation period have been changed to 10 days.</p> <p>amendment to reflect that 15 minutes tier 4 can be accumulated.</p> <p>PE, sport and physical activity in Tier 4 update</p> <p>New information for messy play</p> <p>Educational visits – updated to reflect that visits may be restricted as a result of Tier requirements</p> <p>Extra- curricular provision and wraparound care in all tiers – updated</p> <p>Update to reflect that young people aged 11 and over must wear a face covering on all transport provided in connection with transport to and from school</p> <p>updated to confirm that fans should only be used in well-ventilated areas</p> <p>Amended to reflect face covering requirements in Tiers 2,3 and 4</p> <p>Update to reflect the change that the extension period Paediatric First Aid Certificates deadline has passed</p> <p>Additional restrictions in line with local tier restrictions for the hire of school premises</p> <p>All staff asked to wear face-covering from 8th January in response to new strain of COVID 19</p> <p>Where possible 2m distance to be maintained.</p> | <p>Updated section titled lockdown guidance at the start of the risk assessment and parts highlighted in purple further down.</p> |



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| 13 th January 2021 | <u>Updated compliance code and supplementary risk assessment added to the risk assessment</u> | <u>Pg 5 and 6</u> |
| 2 nd March 2021 | Updated in line with the NCC updated risk assessment and compliance code. | Updated in red highlight. |
| 20/4/2021 | Update to reflect changes in government guidance relating to wraparound care, educational visits and sporting competitions. Changes highlighted in grey. See page 11 Physical activity Page 14 Educational visits and Page 15 Extra curriculum and wrap around visits Updated to reflect EHT movement across the federation Swimming information is also updated. | Highlighted in purple |
| 10/5/2021 | Updated guidance on singing in class and updated ks2 bubble at Caston | Highlighted guidance in blue. |
| 15 th June 2021 | Updated template and added additional information | Highlighted in red |
| 20 th and 21 st October 2021 | Updated guidance on parents attending school and masks etc | Highlighted in yellow |
| 29 th November 2021 | Updated guidance on face coverings in communal spaces and temporary measures introduced at Parker's | Highlighted in purple |

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

Key infection control measures

Cleaning and disinfection

| | | | | |
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| | The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes: | Yes | -There is a daily cleaning schedule for each group to clean touch points regularly throughout the day this will be continued in September. | |
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| | <ul style="list-style-type: none"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. • Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use | | <p>- proprietary fabric disinfectant spray has been ordered to be used in all eys and key stage one classes for September.</p> <p>-we employ outside cleaners to clean the schools after school each day.</p> <p>-fogging is carried out in rooms where there has been an increase in cases.</p> | |
| | <ul style="list-style-type: none"> • If a surface is visibly dirty it is always cleaned prior to disinfection. | Yes | -we employ outside cleaners to clean the schools after school each day. | |
| | <ul style="list-style-type: none"> • Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. | yes | -we employ outside cleaners to clean the schools after school each day. They are responsible for their own stock. | |
| | <p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> • Know the schedule information. • Have received relevant training/instruction • 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. | Yes | <p>-caretaker and cleaning contractors have been provided with the compliance code and covid-19 additional cleaning information.</p> <p>-the caretaker and cleaning staff check the products that they use to ensure they are still suitable.</p> | |



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| | <ul style="list-style-type: none"> • Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. | | | |
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Hand hygiene and respiratory hygiene arrangements

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| Hand hygiene | <ul style="list-style-type: none"> • Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). • Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than 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 hygiene 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. • Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. • Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. • Entrances are supervised on arrival in the morning to support hand sanitising. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home | Yes | <p>-Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g., before entering and leaving the school.</p> <p>-All children, staff wash their hands on entry into school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet.</p> <p>-hand sanitiser is provided in each classroom, staff room, offices, foyer, staff toilets and a bottle is taken outside for pupils to use after using the outside playground equipment.</p> <p>--staff advised through reading this risk assessment to avoid wearing rings.</p> | |
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| | | | <p>--staff will remind pupils not to touch their faces with unwashed hands.</p> <p>-Staff will follow the same principles and if dealing with a medical incident involving the face staff will wash their hands and wear gloves before touching another person's face.</p> | |
| | Hand washing is carried out using running water (static bowls are not used) | Yes | -All children, staff wash their hands on entry into school, before and after break times, after going to the toilet, before they eat lunch and after and before they go home. Children will be supported in washing their hands if they need it and will be reminded that they need to be doing it when visiting the toilet. | |
| | Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels | Yes | -Hand driers are switched off and paper towers are provided. | |
| | Consideration has been given to replacing traditional taps with easy operating lever taps | NA | | |
| | <ul style="list-style-type: none"> • 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. • The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. | Yes | -hand sanitiser is provided in each classroom, staff room, offices, foyer, staff toilets and a bottle is provided outside for pupils to use after using the outside playground equipment. | |



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| | <ul style="list-style-type: none"> Hand sanitiser points are checked regularly and stock replenished where necessary. | | | |
| | 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 | -Hand sanitizer outside is on a stand with a drip tray. | |
| | Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls) | Yes | -Hand sanitizer outside is on a stand with a drip tray. | |
| | 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 | -Hand sanitizer is stored in the classroom for pupil and staff use where there is a concern that a pupil may ingest this it will be stored out if reach. | |
| Respiratory Hygiene | <ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day | yes | -Tissues are provided in each classroom so that good respiratory hygiene can be encouraged - promote the 'catch it, bin it, kill it' approach -Bins are in every classroom, toilet etc these are emptied throughout the day- at break time, lunch time and the end of the day. | |
| | All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. | Yes | -Tissues and bins are provided in each classroom so that good respiratory hygiene can be encouraged - promote the 'catch it, bin it, kill it' approach | |

Ventilation (and use of outside space)

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| Use of outside space | Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils. | Yes | -When the weather is warm enough collective worship and meetings with staff will be held outside. | |
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| Increasing ventilation | <p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none"> • Mechanical ventilation has been checked to ensure it provides fresh air to rooms • Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. • Where fresh air provision is not adequate windows are also opened in these areas. • Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented. | Yes | <p>- We will ensure that windows are open in all classrooms and if warm enough outside doors so as to allow for good ventilation.</p> <p>is dressing appropriately for the cooler weather, for example encouraging the use of long sleeves, thick tights and jumpers and allowing pupils to wear their coats in the classroom if appropriate</p> | |
| | <ul style="list-style-type: none"> • Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) • Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. • Non fire doors are secured in the open position • Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. | Yes | <p>- We will ensure that windows are open in all classrooms and if warm enough outside doors so as to allow for good ventilation.</p> <p>-teachers have been assigned the role of opening windows in their own classrooms.</p> <p>-heads of schools to ensure that staffroom windows are open</p> <p>-staff to open windows in other areas that they are using e.g. group window.</p> | |
| | <p>During cooler weather:</p> <ul style="list-style-type: none"> • Windows are fully opened before rooms are occupied and during breaks. • Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially | Yes | <p>- In the autumn and winter to ensure thermal comfort is balanced with the need for ventilation a number of practical steps will be taken including:</p> | |



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| | <ul style="list-style-type: none"> Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. | | <ul style="list-style-type: none"> Fully open windows before classrooms are occupied and during breaks but keep them only partially open during lessons Fully opening some windows to gain air changes but selecting those that are not directly next to pupil's desks/work areas or opening high level windows fully but lower-level windows partially Make sure everyone is dressing appropriately for the cooler weather, for example encouraging the use of long sleeves, thick tights and jumpers and allowing pupils to wear their coats in the classroom if appropriate | |
| | <ul style="list-style-type: none"> Members of the team are nominated to ensure that windows are opened in accordance with the above Signage is provided to remind occupants not to fully close windows Regular checks are made to ensure that arrangements are being followed | Yes | <ul style="list-style-type: none"> teachers have been assigned the role of opening windows in their own classrooms. heads of schools to ensure that staffroom windows are open staff to open windows in other areas that they are using e.g. group window. | |
| Reassurance measures | <ul style="list-style-type: none"> Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code | Yes | Co2 monitors are located around the schools. These are monitored by staff. | |



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| Using fans | Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use. | NA | | |
| | 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. | NA | | |
| Rooms with no direct source of fresh air | <p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> • The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less • Equipment, machinery that prevent air circulating have been relocated where possible • Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). • Fans are not used in poorly ventilated areas • Advise has been sought from HSW for using these areas | NA | | |

PPE

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| PPE | Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only. | Yes | <p>-In each group room there is a box of PPE equipment. Inside the box are instructions on how to safely put on PPE and how to remove it and dispose of it.</p> <p>In reception particularly at the beginning, there may well be children who are very emotional and need reassurance. In these cases, staff may need to offer comfort. Staff where possible will do this side on and will wash</p> | |
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| | | | <p>hands before and after and children will wash hands after. Where this is not possible, staff may need to put some PPE on before coming into close contact with a pupil.</p> <p>-staff and parents have been advised to wear a face covering at the school drop off and pick up. -Staff have been asked to wear a face covering in busy corridors.</p> <p>-PPE is worn when providing intimate care and 1st aid.</p> <p>-staff and visitors are to wear masks in communal areas in school.</p> | <p>22nd October 2021</p> <p>29th Nov 2021</p> |
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Educational visits and use of third-party premises

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| <p>International visits</p> | <ul style="list-style-type: none"> • Bookings consider changes to the travel status that may occur during a visit, taking account of travel legislation, insurance cover and contingency planning • A separate risk assessment is completed for the trip , considering public health advice that is in place both in the UK and the country being visited including hygiene and ventilation and all areas identified below. • All elements of the trip are considered including transport, trips and accommodation. | <p>NA</p> | <p>-No international visits are planned.</p> | |
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| <p>All visits</p> | <ul style="list-style-type: none"> • Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. • The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation • Where appropriate, the third-party provider is involved in planning arrangements. • Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit • Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. • A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> ○ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities ○ There is an appropriate level of insurance cover for the visit ○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements | <p>Yes</p> | <ul style="list-style-type: none"> -Risk assessments have been gathered from Dereham and Thetford swimming pool where we are taking the children swimming and these have been shared with staff who are attending. -Staff members will all wear a mask on the bus and inside the premises. -Children are to get ready for swimming at school. -Risk assessments and covid secure declarations will be gathered from all potential trip providers. -Evolve will be completed for all trips and visits. -Pre-visit checks will be carried out as required. -Staff are asked to do an LFT prior to and after a visit. -COVID risk assessments are gathered from those venues running a trip. | |
| <p>Specific considerations</p> | <ul style="list-style-type: none"> • Additional factors needed for children (and staff) with SEND and medical conditions have been considered. • There are contingency plans in place, for example, to respond to symptoms developing in the group. | <p>Yes</p> | <ul style="list-style-type: none"> - a named person is available back at site to arrange collection/pick up of a pupil who has developed symptoms. -risk assessments for individuals have been completed. | |



Transport and travel

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| Public and school transport | Pupils, parents and staff have been advised not to use school transport if they have symptoms | Yes | -This has been communicated and parents will be via letter | |
| | Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn. | Yes | -This has been communicated and parents will be via letter | |
| | Windows are opened during journeys where it is safe to do so | NA | | |
| | Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings. | NA | | |
| | Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) | Yes | -staff do not transport pupils in their cars at all. | |
| | <ul style="list-style-type: none"> Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings Staff are encouraged to wear face coverings when using public transport. | Yes | -staff/volunteers are encouraged to wear face coverings on public transport and follow the guidance of the provider. | |

Visitors

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| | The time of visits occur so that visitors are separated from staff and pupils where possible. | Yes | -Any visitors/contractors who need to be on site will do so at non peak times and social distancing will be adhered to wherever possible. -no parent events will take place for the time being on the advice of Norfolk public health | 22 nd October 2021 |
| | Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out | Yes | -visits take place in outside spaces or in the large well ventilated hall whenever possible, | |
| | Visitors are advised of the following in advance: <ul style="list-style-type: none"> That you encourage participation in asymptomatic testing Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. | Yes | -regular visitors are offered the opportunity to have school covid 19 tests e.g. Premier Sports and school counsellor. | 22 nd October 2021 |



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| | <ul style="list-style-type: none"> To leave the setting immediately if they develop symptoms Hand shaking should be avoided | | -where possible visits are made out of the school day | |
| | <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 or are currently required to isolate. | Yes | <ul style="list-style-type: none"> -visitor information guide is given to all visitors -specific information is provided when visitors electronically sign in -We use a tablet to sign in, this asks them to confirm that they do not have any symptoms. Once someone has signed in they will wipe down the tablet with the disposable wipes that have been provided next to it. -visitors are required to wash/sanitise hands when entering site. -visitors are asked to wear a mask when possible | 2 nd October 2021 |
| | Visitors will use their own pen or will be provided with a pen that they take with them. | | -We use a tablet to sign in. Once someone has signed in they will wipe down the tablet with the disposable wipes that have been provided next to it. | |
| | A QR code is in place for events involving large numbers of visitors. | yes | -there is a qr code for people to sign in with and the nHS track and trace qr code | |
| | Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible. | Yes | -where possible meetings are held outside so that members can socially distance. | |
| Key contractors | <ul style="list-style-type: none"> Key contractors are aware of the control measures in place prior to visiting the site. | Yes | -The SBM manager arranges to ensure that this has taken place | 3 rd September 2021 |



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| | <ul style="list-style-type: none"> Key contractors confirm that they have completed a risk assessment prior to their visit. | | <p>and sends all documentation to them.</p> <p>-visitors are asked to visit where possible outside of the school day.</p> <p>-visitors are asked to wear a mask</p> | 22 nd October 2021 |
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Catering

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| | Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance . | Yes | -food is prepared at Parker’s for both schools. Standards of compliance have been checked by the executive Headteacher. | |
| | Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance | NA | | |
| Vending machines | <ul style="list-style-type: none"> Vending machine disinfection is incorporated into the touch point cleaning arrangements. Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection slot, therefore performing hand hygiene before and after use is reinforced. Hand sanitiser and disinfectant wipes are provided next to them with instruction to use before and after. | NA | | |

Health, well-being and attendance

Asymptomatic testing

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| Summer attendance | <ul style="list-style-type: none"> Staff and secondary pupils are encouraged to continue to regularly test at home if they attend the setting over the summer period. Tests are provided to attending staff and pupils | Yes | -staff have been provided with additional LFTs for the summer holidays and are encouraged to test during this time. | |
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| Autumn return | <ul style="list-style-type: none"> • Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return applied across the first week). • Staff and secondary pupils are encouraged to continue to test twice weekly until notified. • A small asymptomatic testing site is retained on site at secondary settings so that pupils who are unable to test at home can use this facility. • Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools • The risk assessment templates for LFD testing have been completed as appropriate | Yes | <p>-Staff will continue to test using an LFT and a risk assessment has been completed.</p> <p>-LFTs are provided for all regular visitors as well as staff</p> <p>-procedures are in place for recording test results</p> <p>-parents have been notified that they can access LFT for their families and how to access this via a school letter.</p> <p>-staff have all attended training on LFT testing</p> | |
| Vaccination | Where eligible, staff and students are encouraged to participate in the vaccination programme. | Yes | -all staff will be encouraged to be vaccinated when called. The vast majority of staff have been vaccinated. | |

First aid

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| First aid – all settings | COVID-19 First Aid guidance is followed. | Yes | <p>-There is a suitably qualified 1st aider available in each classroom.</p> <p>-Any children with specific health needs will only attend if appropriate care can take place to meet their health needs.</p> <p>-Each class has their own 1st aid supply.</p> | |
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Individual risk - pupils

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| Clinically extremely vulnerable | <ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. | Yes | -all pupils are attending unless advised otherwise. | |
| Increase risk including ethnicity and pregnancy | <ul style="list-style-type: none"> Individual risk assessments will be carried out for pupils who are at an increased risk | Yes | -Individual risk assessments are carried out for those pupils who require it. | |
| Aerosol generating procedures | <ul style="list-style-type: none"> A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG's Educational Settings Guidance on AGP's | NA | | |

Individual support planning

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| Increased supportive measures for pupils/ psychological needs | The measures detailed in Guidance to Support Positive Behaviour have been implemented. | Yes | -this guidance has been implemented | |
| | 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 | -Individual support plans have been written for those pupils who require them. | |
| | Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. Ensuring that staff increase their level of self protection, Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. | Yes | -An individual support plan will need to be written for two pupils at Caston and this will need to take into consideration staff. | |
| | Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required. | Yes | -Staff are aware that the usual amounts of PPE used are still required. | |

Wellbeing and attendance

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| Pupil well-being, mental health and behaviour | Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used. | Yes | -The school counsellor is continuing to support children via the telephone. If needed we will arrange for additional support to be provided through this service. -We are doing training on the recovery curriculum in September. -The executive Headteacher has attended webinars on this area in recent weeks. | |
| | Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light. | Yes | -Safeguarding arrangements are followed and concerns are logged using CPOMS | |
| | Available resources are used to identify and support students and staff who exhibit signs of distress. | Yes | -we use wishes and feelings at school. -staff are being trained in nurture in the summer. | |
| | Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements. | Yes | -the schools behaviour policy is followed. | |
| Where attendance is impacted | The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers. | Yes | -meetings will be held with parents who are worried about their children attending. | |

Staff health and well-being

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| Individual assessment | <ul style="list-style-type: none"> All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in | Yes | -individual risk assessments have been completed using the model Norfolk template for staff who may be more at risk. In September | |
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| | educational settings and the template provided is used to record conversations and agreed control measures. | | these will be reviewed and staff will be asked if there are any new risk factors that we need to be made aware of. | |
| Wellbeing | Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support | Yes | -Staff have been provided with information on how to access well-being support if needed. As further information is provided we will continue to disseminate this to all staff | |
| Shared spaces | | Yes | -staff are encouraged to use a variety of different rooms for breaks and to socially distance -limit of 4 staff members to use the staff room for breaks. | 22 nd October 2021 29 th November 2021 |

Self-Isolation Arrangements – Staff and Pupils

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| Symptoms | <ul style="list-style-type: none"> • Staff know to go home as soon as possible if they develop symptoms of COVID-19 • Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible • Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day • Anyone who has developed symptoms and cannot go home immediately will wait in the designated room • 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 | <p>staff and pupils have been notified of the need to do this previously.</p> <p>-Parents and staff will be reminded of this via letter.</p> <p>-Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the head of school or head teacher.</p> <p>-The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> | |
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| | | | -on the advice of public health pupils and staff who have an upset tummy (sickness bug) are asked to get a pcr test | 22 nd October 2021 |
| Self-isolation criteria | <p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> • Where notified by NHS Test and Trace • In line with travel - Entering the UK • If the person has COVID-19 symptoms • On receiving a positive LFD or PCR test | Yes | <p>-The DFE letter on track and trace has been sent to parents for their information.</p> <p>-staff are aware that they need to contact track and trace</p> <p>-staff and pupils know that they need to isolate if contacted by track and trace</p> <p>-Staff will be reminded about travel arrangements should this be needed. Staff have been previously reminded them of need to self isolate after a holiday.</p> <p>-If parents submit a holiday request or leave of absence request the EHT will contact them to discuss this and discuss the wider impact this may have on their return.</p> | |

Collaboration

General Arrangements

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| General Arrangements | <ul style="list-style-type: none"> • 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 | The school communicates with parents via letter as soon as possible about a school closure or partial school closure if there is a | |
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| | | | confirmed case within a classroom (either pupils or member of staff). -Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary. | |
| | <ul style="list-style-type: none"> 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 | -The letter has been written and sent to all parents/carers outlining the plans. | |
| | 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 | -letters were sent to parents regarding this. | |
| | The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary. | Yes | Where needed letters will be translated etc. | |
| | | | | |
| All staff instruction and involvement | <ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) Local arrangements identified in this risk assessment 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. All staff have confirmed that they are confident in applying the control measures identified in this assessment. | Yes | <ul style="list-style-type: none"> -Executive head teacher to send this information to all staff to read -Staff have attended a virtual staff meeting and have all had the opportunity to communicate with me regarding this risk assessment and the listed measures. -Staff have received appropriate instruction including timetables, rotas and re-opening checklist of jobs that need to be completed. | |



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| | <ul style="list-style-type: none"> • Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). • Staff have been given the opportunity to discuss and resolve any concerns that they have. | | | |
| | Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school. | Yes | -staff have received this guidance | |
| | The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes. | Yes | -new members have staffed have been fully briefed and supported. | |

Respectful space

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| | <p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> • Continued cohorting of staff • Utilisation of online meetings and training • Keeping numbers minimised for in person meetings and training • Reduction of pinch points and areas of congestion • Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible | Yes | <p>-the foyer will continue to be a one person in at any one time place</p> <p>-additional staff break facilities will still be available.</p> <p>-where possible meetings will be held virtually</p> | |
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Hiring School Premises (and providing premises for club use)

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| | <ul style="list-style-type: none"> • Cleaning and disinfection requirements are established for all areas used (premises and equipment) | Yes | -if we were to hire the premises this information and cleaning schedule would be provided. | |
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| | <ul style="list-style-type: none"> Information about ventilation requirements is provided to the user | Yes | -if we were to hire the hall this information would be provided | |
| | <ul style="list-style-type: none"> The school and user have agreed and confirmed their responsibilities prior to use, The hirer has confirmed that they are following COVID-19 control measures for their activities The use of QR codes is encouraged where members of the public take part in the activity. | Yes | <ul style="list-style-type: none"> -confirmation would be sought in writing -hirers would be required to ensure that all persons attending have signed in. | |

Review

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| | <p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> Effective Working as planned Updated appropriately (reflecting updates to the compliance code) | Yes | -this will be monitored by the SBM | |
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Any other actions that are not listed above

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| Assessor's Name: | Manager's Name: |
| Position: | Position: |



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| Signature: | Signature: |
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