



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 risk assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – Compliance code for all educational settings – Autumn Term

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

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

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

Date of change	Section, Page and Change
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording
09-11-2020	Changes made are highlighted in green

Setting/Premises:	All Saints School		
Location:	Lessingham		
Assessment Date:	27.8.20	Review Date:	27.11.20
Assessment completed by:	Samantha Dangerfield		

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

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> The number of contacts that pupils and staff have during the school day are minimised The distance between people in the setting is maximised as much as possible, Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying Enhanced cleaning arrangements are in place There is a plan in place to manage the first day back to reduce the risk of groups gathering together The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Yes	Year group classes in identified room	Aug 2020
		Yes	All staff and students in years 7 and above are wearing face masks when moving around in corridors and communal areas.	05 Nov'20
		Yes	Tables spread out and students spaced as best as we can.	Aug 2020
		Yes	Additional space in the hall for the Year 7 classroom. Sanitisation stations around the room.	
		Yes	Additional village hall booked to make class sizes even smaller for PE and for extra space	
		Yes		



	This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).		All areas to be cleaned before school during the day and after school. Cleaning company to deep clean on a Wednesday.	Aug 2020
			Staff to discuss during inset. Student assembly first day on site(Monday and Thursday)	Sept 2020
			Students who were in school and outcome of the student questionnaire	Aug 2020
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes	See checks in the office	Aug 2020
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes		
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	Yes	This risk assessment from NCC	
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Yes	Inset days in school in classrooms and via Teams. Student assembly first day back on site All staff morning briefings are held on Teams within bubble areas to stop gatherings	Sep'2020 05 Nov'2020
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	All SLT are available in the mornings to support students coming back onto site	Sept'2020
COVID-19 Case Management Guidance is implemented.	Yes	Sent to parents and staff	Aug'2020	
COVID Secure Commitments is signed and displayed	Yes		Sept'2020	



Governor engagement	Directors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes	Meeting to be held 16 th December to establish this	Dec'2020
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	DSL's are all now on site and able to meet statutory requirements	Sept'2020
Supply chain	Directors will ensure that arrangements are in place to ensure: <ul style="list-style-type: none"> continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. that equipment purchased is fit for purpose e.g. meets with required standards 	Yes	RS and CB and caretaker are ensuring adequate supplies are in school	Aug'2020
Premises adoptions	Small adoptions identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	No	At present we will where we can have windows and doors open for ventilation. Outside coats can be worn if students and staff are cold.	Sept'2020

Staffing arrangements

Staffing levels	Temporary staff, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that: <ul style="list-style-type: none"> Short duration, ad hoc and working at more than one setting is avoided They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) A space of 48 hours between site visits is applied 	Yes	No temporary staff. Additional staff are only in on set days and are able to be separate from other schools	
		Yes		
		Yes		
		NA		



	<ul style="list-style-type: none"> Longer assignments with supply teachers are agreed 			
	Teaching staff breaks are organised in a way that avoids staff covering from a different group	Yes	Teacher and TA's will work together to ensure all have a break and supervise the children.	Aug'2020
	Consistent working arrangements are applied to ITT trainees.	NA		
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	Yes	Children will stay in the bubble and staff will move around Staff wearing face masks when moving around school.	Sept'2020 05 Nov'2020
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Yes	Staff will wipe down computer, desk, door handles etc as they leave each room	Sept'2020
	Where volunteers are used the same staff principles are applied.	Yes	Volunteer for the library will be able to abide by distancing rules	Aug'2020
Premises and cleaning staff	Normal premises management arrangements have resumed.	Yes	Cleaning before, during and after school. Checks every day, week and month as before. Kitchen checks daily.	Aug'2020
	Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Yes	All bubbles scheduled in at different times All staff and students in years 7 and above are wearing face masks when moving around in corridors and communal areas.	Aug'2020 05 Nov'2020
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.	Yes	Gloves, clothes, protective clothing all available	Aug'2020

Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

Developing groups	Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full	Yes	<i>Groups are kept together Transport is the same every day</i>	Aug'2020
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	<p>curriculum to be taught, consideration has been given to the following where possible:</p> <ul style="list-style-type: none"> • Groups are kept static • Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. • Contact within groups is minimised through measures outlined in this assessment. • Pupils will stay in their class/group throughout the day, or on subsequent days 	<p>Yes Yes Yes Yes</p>	<p><i>No contact between groups apart from Year 10 (two classes) during option subjects they will need to come together. Transport is separate but the same each day.</i></p>	
	Any extended groups created remain as small and consistent as possible	Yes	See above	Aug'2020
	<p>Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:</p> <ul style="list-style-type: none"> • some secondary curriculum practical activities • some music activities • With very young children • Because of health conditions or understanding of the children 	No	<p>High staff to children ratio needed to provide the support required for our children</p> <p>Science, PE, music, enterprise all adapted to meet Covid needs and consideration.</p> <p>Swimming lessons – school following new guidance set by Swim England and for when pools open up again</p>	<p>Sept'2020</p> <p>Sept'2020</p> <p>Oct'2020 05 Nov'2020</p>
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	Teacher and TA's together Office staff together	Sept'2020
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	See above	Sept'2020
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes	<p>Visitors book in reception No visitor will go into bubbles Groups kept consistent. Small school so we will know who had been in contact with whom.</p>	Sept'2020



			Students kept separate at college. Careers Adviser, OT support, school counsellor all have access to a separate room and asked to wear face masks when needing to move around in corridors and communal areas.	05 Nov'2020
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Other general measures

	The use of outdoor spaces has been maximised	Yes	Field at Ingham Playgrounds – front and back at school	Aug'2020
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	Toilets are marked out. No other queuing needed	Aug'2020
	Gatherings involving more than one group is avoided e.g. assemblies,	Yes	Assemblies done through Teams and broadcast into bubbles. Additional hire of another village hall, in the local area, to make class size even smaller and to allow extra space has been arranged	Aug'2020 05 Nov 2020
	Activities involving invited audiences do not take place	Yes	None schedules	
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes	Classrooms have been organised as best as they can	Aug'2020
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	Yes	Key ring system so that students know when the toilets are in use and que on the spots while waiting.	Aug'2020
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Yes	Behaviour guidelines for students are in place. Each student will sign to say they have been through student guidelines. Assembly will reiterate these guidelines.	Aug'2020
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes	System in place for returning books, being left for a week, cleaned and then replaced	Aug'2020
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes	Each student has their own pencil case and resources.	Sept'2020



			Calculators and computers will be wiped between uses. All students now have their own calculator	Oct'2020
	<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this. • Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks) <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> • Staggered times for using stairs and corridors • Utilisation of alternative external routes • One-way systems introduced • Supervision of movements around settings • Central dividers placed in the middle of wide corridors to keep groups apart • The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other 	Yes	<p>Only one / two classes moving at any time.</p> <p>Clear entrances and exit for each classroom.</p> <p>Door handles etc to be wiped down in-between uses</p> <p>Times are staggered when there is movement</p> <p>One-way entrance and exit for each class. (see map)</p> <p>Food brought to the student rooms All staff and students in years 7 and above are wearing face masks when moving around in corridors and communal areas.</p>	<p>Aug'2020</p> <p>Aug'2020</p> <p>05 Nov'2020</p>
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes	Resources kept on desk	Sept'2020
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes	Hall used for sensory circuits & Kuk Sool by one group at a time	Sept'2020
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	NA		
	Posters have been used to encourage this where required	NA		
	Hand sanitiser is provided for use before and after touching lift controls.	NA		



Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	NA		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Yes	Arrival and leaving managed by staff into the Taxis. Taxi number given out to make process quicker and reduces the chance of another student coming by mistake	Seot'2020 Oct'2020
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	NA	To remain with them in the classroom	Aug'2020

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks Seats are forward facing The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 	Yes Yes Yes Where possible	Hall used when needed and cleaned down in-between uses All unnecessary items already removed from school Seats will be facing forward Desks are at the front / side of desk	Aug'2020
	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Yes	Bags to stay in the bubble room only children moved into the science room	Sept'2020
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk Where close contact is needed, interact side to side with pupils and not face to face 	Yes	Instructions on Inset	Sept'2020



	<ul style="list-style-type: none"> Not require pupils to share or swap resources, including no marking each others books Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 			
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Yes	Students have been asked not to bring in anything not required	Sept'2020

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	No	We will create signs but equipment is for 1 person at a time	
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes	Staff supervision and wipe down as part of duty	Sept'2020
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Yes	High staff ratio will enforce this with students on benches	Aug'2020
	A one-way system has been introduced around outdoor gym equipment and trim trails	Yes	Start at the pagoda / shed and move around to the maths room	Aug'2020
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	NA	Equipment is distanced and anything brought from the shed will also be distanced	Aug'2020
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Yes	Hand sanitisers available around the building	Aug'2020
	Bins are installed to encourage use of tissues and appropriate disposal	Yes	New bins purchased with lids – tops wiped clean before, during and after school	Aug'2020
	Time is allocated for play equipment for each group/bubble	Yes	Timetable for break / lunch in operation which means only two groups are outside at one time	Sept'2020
	Multiple groups do not use outdoor play equipment at the same time.	Yes	See above	



Specialist curriculum considerations

Music	Singing, wind and brass playing does not take place in large groups such as school choirs	Yes	Music lessons adapted	Sept'2020
	Music lessons are restricted to using recorded music and not playing wind or brass instruments unless: <ul style="list-style-type: none"> • lessons are for smaller groups not exceeding 15 people • this is done outside or in well-ventilated space • participants are positioned to maintain at least 2m distance (3 metres is preferable) with no-one directly facing another person. • the teacher will stand 3 metres away where they need to face the group. 	Yes	See above	Sept'2020
Drama and performances	The following arrangements apply to all drama activities: <ul style="list-style-type: none"> • Outside drama is planned as a first consideration • Activities that involve raised voices do not take place. • Smaller class sizes will operate where possible • Back to back and side to side positioning is planned as much as possible • Distancing is maintained as much as possible 	Yes	Village hall has been booked to allow for a larger space	Nov'2020
Physical activity	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Yes	Two village halls now booked in order to make class sizes smaller and to allow for additional space	Oct'2020
	Prioritisation of low impact activities is given over high impact	Yes		Aug'2020
	Contact sports will not take place	Yes		Aug'2020
	Distance between participants is maximised.	Yes		Aug'2020
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	Yes		Sept'2020
	External facilities are used in line with Educational Visits arrangements.	Yes		Sept'2020
	The following advice has been referred to as part of the risk assessment process:	Yes		Sept'2020



	<ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust 		Students will arrive 'swim ready' for when lessons start up again. Guidance given by Swim England.	
	<p>The use of changing rooms and showering facilities are avoided where possible. Where used:</p> <ul style="list-style-type: none"> • their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson. • Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements. • Facilities will be used as quickly as possible 	Yes	Information sent home informing parents/carers for PE lessons	Sept'2020 Oct'2020
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	N/A at present Yes	Risk assessment completed by Swim England and guidance given to staff, students, parents/carers. All students arrive swim ready, groups already identified prior to arrival allowing students to enter the pool straight away. Additional space for when changing – all marked out by rubber circles for them to stand on. One way system also in place at venue and swim hats to be worn to reduce time needed in changing areas	Aug'2020 Oct'2020
Subjects involving practical activities	<ul style="list-style-type: none"> • Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. 	Yes		Aug'2020



	<ul style="list-style-type: none"> • Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility • Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. • Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact 			
	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: Guide to doing practical work in Science Guide to doing practical work in DT</p>	Yes		Sept'2020

Educational visits

	No overnight educational visits are carried out	Yes		
	Outdoor spaces in the local area are used to support delivery of the curriculum	Yes	Ingham field Playgrounds	Aug'2020
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p> <ul style="list-style-type: none"> • A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation • The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements 	Yes	As and when required. AB member to check each half term	Sept'2020



	<ul style="list-style-type: none"> • The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 			
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</p>	<p>Yes</p>	<p>As and when needed we will comply</p>	<p>Aug'2020</p>

Where a pupil attends more than one setting

	<p>Schools work together to ensure that the approach is consistent and does not compromise the group/bubble</p>	<p>Yes</p>	<p>College. Will remain in bubble for Year group. Year 9's and 10's to go separate. Risk assessments received by college and reviewed by all.</p>	
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Extra curricular provision

	<p>Pupils will keep within their main bubble where possible.</p>	<p>NA</p>		
	<p>Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups 		<p>We are less than 15 but the rooms are small and therefore difficult to maintain social distancing with all students and staff present.</p> <p>Village halls booked to support splitting PE lessons</p>	<p>Aug'2020</p> <p>Nov'2020</p>



	<ul style="list-style-type: none"> • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision will be offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days 			
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code			

Measures for arriving and leaving

General principles	<ul style="list-style-type: none"> • Particular attention has been given to how the first day of term will be organised with both new and existing pupils supported to follow infection control requirements. 	Yes	Letter sent home regarding the start of term. Only half the number of students in school for most classes the first two weeks to allow students to settle.	Aug'2020
	<ul style="list-style-type: none"> • Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour • Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting 	NA	Times aren't staggered but students will wait in taxis and only 1 /2 taxis will be dealt with at any one time. Students are called via walkie talkies	Sept'2020
	There are hand sanitiser stations outside for pupil and visitor use	Yes	Situated around the building	Aug'2020
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	No outside queuing but it will mean students will have to remain in one room all day.	Aug'2020
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes	Deliveries to be collected from outside the gate	Aug'2020



Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	SLT to supervise site at all times. All staff and students in years 7 and above are wearing face masks when moving around in corridors and communal areas.	Sept'2020 Nov'2020
	Parent/carer and taxi pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	Parents to wait outside the gate and students to be called first before taxi leave.	Sept'2020
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	NA		
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Yes	Students coming from home with parents will be asked to enter the building the same as the taxis.	Sept'2020
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	NA		
	Where parents/carers need to enter the setting only one parent will accompany their child	Yes	Any meetings, visitors looking around will be as last term one parent at a time	Sept'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	Yes	Students only with group and staff at all times. Different entrance and exits used.	Aug'2020
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes	Staggered break and lunches. Entry and Exit per taxi group.	Sept'2020
	Staff and school champions supervise at peak times.	Yes	Staff will work together to ensure breaks / time out etc.	Sept'2020

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	Mini bus to enter site and be supervised by office staff / caretaker / SLT	Sept'2020
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	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	NA		
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	NA		
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	NA		
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	NA		
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	NA		
	Pupils and parents have been advised that they should not walk together in large groups	NA		
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Sent in letter and sent from NCC	Sepr'2020
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	Will supervise from school and parents / carers aware at home.	Sept'2020
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes	Sent in letter	Sept'2020
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	Yes	NCC have organised. KB has been in weekly contact with them to ensure all student needs are being met and suitable numbers in taxis etc	Sept'2020
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	Yes	Mini bus and school cars facing forward.	Aug'2020
	Markings are provided where queuing is required for transport services on school premises	Yes		Sept'2020
	Windows are opened during journeys where it is safe to do so	Yes		Spet'2020
	Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use	Yes	Caretaker to wipe down in-between uses. Staff journeys will be twice if needed	Sept'2020



	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes	Parents / carers will be called to take home	Sept'2020
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Visitors and reception area

	The number of visitors is minimised as much as possible	Yes	To be greeted outside. One way system in school house	Sept'2020
	Visitor times are planned and by appointment only	Yes	All on the school calendar	Aug'2020
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. 	Yes	KB / CB/ KK will talk through the school guidelines whilst signing in.	Aug'2020
	On arrival visitors will be: <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild 	Yes	See above	Aug'2020
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	Pens available	Aug'2020
	The reception operates on a one in and one out basis	Yes		
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Yes	Markings in place in the office. Desk has barrier	Aug'2020
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Deliveries to be left outside. Food deliveries to go straight to the kitchen.	Aug'2020
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	All contractual visits out of hours	Aug'2020



	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Yes	Risk assessments will be used for each case if required	Aug'2020
Parents an carers	Parents and carers should only attend the setting where they have a pre-arranged appointment	Yes	EHCP's and professional meetings will continue on line.	Sept'2020
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Yes	Meeting room upstairs in the school house will be used so professionals not on site	Sept'2020

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Breakfast and lunches for FSM students will be brought to the rooms. All other students will have a packed lunch. Tables must be wiped before and after eating and hands must be washed before and after lunch.	Sept'2020
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes	If good weather – benches can be used and wiped down in-between uses. Hall can also be used and wiped down between groups if staff feel a change of scene is required.	Sept'2020
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes	Stored in rooms	Sept'2020
	The use of pre-ordering and trolley services have been considered.	Yes	Pre –ordered and brought / fetched at the start of their lunch time	Sept'2020
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Yes	Staggered times and larger spaces considered All staff and students in years 7 and above are wearing face masks when moving around in corridors and communal areas.	Sept'2020 05 Nov'2020



	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	This is not possible in our classrooms but space has been maximised	Aug'2020
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Yes	Staggered breaks and lunches All staff and students in years 7 and above are wearing face masks when moving around in corridors and communal areas.	Aug'2020 05 Nov'2020
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Yes	Kitchen manager position established and RS to make weekly checks.	Aug'2020
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	NA		
	The way in which essential food deliveries are received are managed	Yes	Taken straight into the kitchen. Delivery outside school hours	Aug'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	NA		
	Additional meal collection points have been put in place to reduce queuing where necessary	Yes	Taken to the rooms	Sept'2020
	Alternative payment methods are being used to eliminate cash handling	NA		
	Tills are screened where still in use	NA		

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	Heating more than fans. Upstairs office will be used	Aug'2020
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	NA		



Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	When we can we will and staff and students can wear outside coats when needed if cold.	Aug'2020
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	NA		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	NA		

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes	Break and lunch staggered. Key ring system in operation for students and staff	Aug'2020
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes	Assembly at the start of term. Covid 19 student guidelines sheet. Most students had a day on site prior to the summer break and therefore aware of processes and procedures.	Aug'2020
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Dryers and paper towels available. Bins with lids in place	Aug'2020
	Consideration has been given to replacing traditional taps with easy operating lever taps	No	Directors to consider	Aug'2020

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Yes	Will continue to take place on zoom or Teams All staff morning briefings now take place within bubble areas on Teams to avoid any gathering in the hall	Aug'2020 09 Nov'2020
	Meetings only take place in person where:	Yes		Aug'2020



	<ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 			
	<p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 	Yes	<p>Meetings in school if necessary will follow the guidelines stipulated in this section.</p> <p>All staff morning briefings now take place within bubble areas on Teams to avoid any gathering in the hall</p>	<p>Aug'2020</p> <p>09 Nov'2020</p>
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are 	Yes	<p>Online staff meetings / training. Inset in rooms with max of 8 people. SLT will circulate in carousel to demonstrate how procedures will take place when students are in school.</p>	Sept'2020



	<p>required as part of the training. All other training is delivered online.</p> <ul style="list-style-type: none"> • course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible • Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible • Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. • Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. • Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. • Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 			
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	NA	Staff to remain in bubble rooms and outside. Breaks to take place in rooms.	Aug'2020
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes	See above	Aug'2020
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes	All furniture facing forward in all rooms. Library to have desks in.	Aug'2020
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes	Events in the calendar eg house competitions will be redesigned to meet Covid requirements	Aug'2020
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Will take place via Teams	Aug'2020

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Yes	All surfaces cleaned twice a day by caretaker and at least twice a day by teachers / students	Aug'2020
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		Aug'2020
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes		Aug'2020
	All Staff who under take cleaning: <ul style="list-style-type: none"> Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. 	Yes	Gloves available in all rooms. Clothes and cleaning materials provided daily in rooms on teachers desks. TA's to remain with class until new teacher arrives so that NO class is EVER left alone.	Aug'2020
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: <ul style="list-style-type: none"> Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between sharing their use between each main group Secondary settings -, the frequency of cleaning hand contact surfaces is increased Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 	Yes	Caretaker and staff as above	Aug'2020



	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment	Yes		Aug'2020
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes	Will remain in a box in the room.	Aug'2020
Water coolers and drinking water	Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling.	Yes	Water bottles provided for those that do not have one on a daily basis. Bottles only filled by members of staff, student have no access.	Aug'2020
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	All stored in disabled toilet (up high) and caretaker shed	Aug'2020
Tissues and waste from bins provided	<ul style="list-style-type: none"> • Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. • Waste bins are provided in classroom and other key locations such as dining areas • Bins are emptied regularly throughout the day • Bins and tissues are provided in the same place • Waste bags for tissues are double bagged for disposal 		Tissues will be provided Waste bins with lids now in classrooms / toilets Bins double bagged and emptied daily or more frequently if required.	Aug'2020

Handwashing and respiratory hygiene arrangements

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> • Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class • Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene that fixed time prompts. 	Yes	<p>Handwashing</p> <p>Before and after school</p> <p>Before and after break and lunch</p> <p>Before and after science, PE, enterprise, music lessons</p> <p>After using the toilets</p> <p>Baby wipes provided for those that require it. Some will bring in their own hand sanitiser due to it irritating skin conditions.</p>	Aug'2020
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	<ul style="list-style-type: none"> Supervision arrangements are in place to support pupils with handwashing where it is needed. Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. Hand washing frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. Entrances are supervised on arrival in the morning to support hand sanitising on arrival. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 		<p>All supervised by staff as we have a high staff ratio we can do this</p> <p>All teachers to meet students from the taxi and to supervise hand washing</p>	
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Yes	All now fitted. Individual hand sanitiser bottles also available for each table / teacher desk.	Sept'2020
	Consideration has been be 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	All fixed to the wall.	Sept'2020
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	No	Foam so no drips and therefore not required	Sept'2020
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	In dispensers	Sept'2020



	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Yes	Posters, assemblies, staff reminders, Covid 19 guidelines (staff and student)	Sept'2020
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes	See above	
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes	Inset and students not allowed rings as part of behaviour policy	Sept'2020

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Yes	Risk assessments conducted prior to the summer break. Updated on inset by individuals at risk	July'2020 and Sept'2020
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Janice now available two days a week for students and staff	Sept'2020
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	No more is being undertaken than required in the normal day	Sept'2020
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	Small school that supports its staff at all times especially during these times.	Aug'2020
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	Inset days it will be mentioned to encourage testing.	Sept'2020

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Posters in school. Assemblies and staff reminders	Sept'2020
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	KB / KK/ CB/ SD / JP/ GH/ MP will ask as getting out of the taxi	Sept'2020



	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	SG will speak with Head and MM.	Sept'2020
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	Behaviour policy amended and staff made aware on Inset days. Students made aware during assemblies	Sept'2020
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	Risk assessments in place for each student JP to review and maintain	Aug'2020
	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	Small classes with high ratio of staff means we can work 1-1 with students to ensure they are safe and secure and understand the guidance and are able to communicate (in different ways) when they need additional support	Sept'2020
	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	PPE available in the office, medical room and junior area for LB when required	Sept'2020
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Yes	Telephone calls to parents and students prior to their return to check in with them and see if ok. Student survey completed prior to the summer break which enabled us to put in place measures to support their return. Repeated before October half term. Form time and PSHEE / P@E lessons geared up to support return	Aug'2020 Oct'2020



	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Yes	See above	Aug'2020
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Break out areas available for	Aug'2020
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Yes	Form time / PSHEE lessons and school counsellor available. All support that is normally available will be available.	Sept'2020
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	School counsellor available 2 days per week	Sept'2020
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Yes	The majority of staff have had First Aid for Mental Health training. New staff will be given time to complete the module.	Sept'2020
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes	Behaviour policy has been updated.	Aug'2020

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	Risk assessment will be discussed during Inset days for staff and placed on the website for parents / carers	Sept'2020
	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	Letter has gone home that covers the elements in the template letter.	Sept'2020
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing,	Yes	Only visitors that have booked to come on site will be able to do so.	Aug'2020



	hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	NA	Taxi drivers will remain in their vehicles	
	Site changes such as entrances and exits will be identified where required	NA	No changes to entrance and exits	
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Posters around the room. Students will always be with staff who will support arrangements	Aug'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.	No	These are not required at this point. Staff will be with students and able to support at all times.	N/A
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub .	Yes	This will be included in assembly and reminded by form tutors.	Sept'2020
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes		Aug'2020

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.	Yes	<i>All staff will complete the e-learning - Safety and the COVID-19 Autumn Term module.</i>	Oct'2020
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.		Inset days will include all aspects of the risk assessment. Staff will sign to agree compliance	Sept'2020



	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Yes	Inset days	Sept'2020
	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	Inset days All staff now wearing face masks when moving around school	Sept'2020 05 Nov'2020
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes	All staff involved in Inset days	Sept'2020
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).		Inset days and staff meetings	Sept'2020
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.	Yes	Will explore different options for testing on Inset days	Sept'2020
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes	Signed to comply with this risk assessment	Sept'2020
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	New staff induction will include a section on Covid 19 implications in our school.	Sept'2020

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes	Covid 19 student guidelines are given out on the first day in school	Sept'2020
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	Student behaviour management plans in place.	Sept'2020

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the	Yes	Covid champions established - students that were in full time from the	Aug'2020
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	requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .		beginning once we returned from lock down.	
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes	School council will be involved.	Sept'2020
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Yes	Students were in school more than others and therefore fully understand the rules.	Sept'2020
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes	It is appropriate for their age and their SEN.	Aug'2020

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	Yes	PSHEE lessons and form time will explore relevant themes.	Aug'2020
	The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Yes	Resources have been circulated to staff to use.	Sept'2020
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England .	Yes		

Offices and other work spaces

	The following measures are applied where staff cannot work from home:	Yes	Desks in the office have been moved to give spacing and facing away from each other.	Aug'2020
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	<ul style="list-style-type: none"> Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. Rooms are well ventilated (see section on ventilation) Staff are cohorted in consistent working groups Unnecessary items have been removed to support effective cleaning of the area Hot desking is avoided desks near busy circulation spaces are not used Shared equipment has been moved to reduce group mixing such as printer location 		<p>Window will be open when possible</p> <p>Some additional items could be moved upstairs</p> <p>Printers distributed throughout the school</p>	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> additional work spaces are be allocated where possible sharing of workspace is minimised and workspaces are thoroughly cleaned between users. Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities Screens are installed as a last resort 	Yes	Work spaces will be thoroughly cleaned between uses	Sept'2020

Planning for emergencies

Fire evacuation	A fire drill is planned for the start of term	Yes	<p>Students will be informed of fire drill. It is the same as previously but entrance and exit will be the same as for their class group.</p> <p>Socially distanced on the playground whilst lining up.</p>	Sept'2020
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	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	Playground is big enough socially distanced class groups	Sept'2020
	Fire drills that are carried out encourage social distancing.	Yes	We did this prior to the summer break	Aug'2020
	Staff and pupils understand that in an emergency they must leave without delay	Yes	Form Tutors will discuss with students during the first weeks back Fire warden training booked Whole staff fire training updates booked	Sept'2020 Nov'2020 Jan'2021
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	First Aid provided	Sept'2020
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 	Yes	Refresher training for KB and CB has been booked	Oct & Nov'2020
	Normal first aid cover identified in the First Aid Risk Assessment is provided.	Yes		Aug'2020
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes	Refresher training booked	Aug'2020
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes		
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	PPE available in the medical room	Aug'2020

PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes		Aug'2020
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Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public transport and where the exemptions to this apply	Yes	Letter sent home Students to wear face masks when travelling to PE, swimming, college lessons also.	Aug'2020 Sept'2020
	<p>Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including:</p> <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. <p>They must perform hand hygiene on arrival at the setting and after removing their face covering.</p>	Yes	<p>Guidance from staff welcoming students and teachers / TA's</p> <p>All staff and students in years 7 and above are wearing face masks when moving around in corridors and communal areas.</p>	<p>Sept'2020</p> <p>05 Nov'2020</p>


Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	Reviewed weekly and more frequently as guidance is updated by DFE	Sept'2020
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Reviewed by Directors and Advisory Board members	

Any other actions that are not listed above

College	College risk assessment approved and applied by our staff visiting college	Yes	Asked for a copy of the college risk assessment	Sept'2020
Local lockdown or case in school	If advised to close the school or area goes into a local lockdown.		Resume Teams lessons and online learning. Oak Academy lessons and BBC learning resources also to be used.	Aug'2020



Assessor's Name: Samantha Dangerfield		Manager's Name: Judith Gardiner, Rachel Smith and Dr Corallie Murray
Position: Headteacher		Position: Directors and Chair of the Advisory Board
Signature:		Signatures: