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

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

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

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

| Date of change | Section, Page and Change |
|-----------------------|--|
| 21/7/2020 | Whole revised document please read. |
| 2/9/2020 | Whole revised document please read. |
| 8/9/2020 | Revised areas in blue |
| 16/ 11/2020 | Revised by SH (Green) |
| 4/01/2021 | Revised by SCu (red) in conjunction with all staff |

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|---------------------------------|--|---------------------|---|
| Setting/Premises: | Helmingham Primary School | | |
| Location: | Helmingham, Suffolk | | |
| Assessment Date: | 20 July 2020 | Review Date: | By staff on 21 July 2020 – reviews then ongoing. 2 September 2020 v2 16/11/2020 SH review 04/01/2021 whole school review |
| Assessment completed by: | B Cleland and K Lloyd S Hawes S Cutler | | |

Management Planning

Senior Management Team

| Item | Control measures | Yes/no/not applicable | Notes and further information | Date required and completed |
|---|---|-----------------------|--|-----------------------------|
| Senior Management Team responsibilities | Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels. | YES | School opening hours changing to comply with CMAT instruction: 8.15 gates opening, Meet, Greet and registration (from October) 3.30 School day finishes (after October half term- school day may extend until 4.30 with activity provision) No after school provision to start until Spring 2 earliest. One parent/carer per family/support bubble to collect to reduce footfall in school grounds | |
| | An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order | YES | Small pupil numbers mean that classes can operate as normal. Toilet provision is per key stage where | |

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| | to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught. | | appropriate Some children may require a P/T timetable to support an effective return to school. 2 children P/T timetable (BI and JF). 1 pupil attendance agreement (LB) JF attending school full time from October half term. BI attending alternative provision 2 days weekly New family joining 6/1/21 on flexi schooling arrangement | |
| | Plans have been put in place to address lack of adequate space or available staff to achieve separation of people/cohorts. Class size issues have been escalated to the Cluster Adviser | N/A | Numbers are sufficiently low that this is not an issue PE plans for outside lessons to limit the use of the hall. | |
| | Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management. | YES | Will restrict access to staffroom and office areas and hall. Signage to indicate this. Library area for staff use only. Staffroom to be used only as 'drop in' area and not to sit and eat etc in – use own classrooms | |
| | SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period | YES | | |
| | SMT have ensured essential premises management arrangements continue to ensure the safe operation of the setting. | YES | Regular meetings with cleaner in charge. Liaison with Trust site manager | |
| | SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site | YES | Agreed with cleaner in charge and in addition, staff to clean high touch points at lunchtimes in own areas. | |
| | SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information. | YES | | |
| | SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions | YES | Staff meeting 21/7/2020. Reviewed 2 / 9/20. Reviewed 7/9/2020 Reviewed 17/11/2020 | |

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| | | | Reviewed 4/1/21 | |
| | Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns | YES | Feedback at the end of each day. Verbal and email feedback requested. Reviews version controlled. | |
| Ensuring compliance | The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed. | YES | 2/9/20 Revisit of behaviour policy and plans for individual children. Full scale review of behaviour policy and management planned for Spring 1. | 2/9/20 - Completed |
| Governor engagement | Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role. | YES | Information to be sent to LC members for review. Resent 8/9/2020 | |
| Safeguarding | The introduction of new arrangements have been reviewed by the SMT ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools). | YES | Minimum 2 DSLs attending Refer to safeguarding policy and addendum. 1/9/20 Staff briefing. | 1/9/20 |
| Supply chain | Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance. | YES | Central Team to provide initially as notified. KL ordering additional supplies as required | |
| | Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards. | YES | Central Team to provide initially as notified. KL ordering additional supplies as required | |

Staffing arrangements

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| Staffing levels | Reduced staff ratios do not significantly compromise the safety and security of pupils (please note EYFS ratios can also be changed due the current exceptional circumstances) | YES | All staff due to return 1/9/20. Staff will sign in and take their temperature. Staff levels currently satisfactory but will be constantly reviewed to ensure safety/security. | |
| | Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Arrangements for the deployment of staff and use of alternative buildings have been drawn up for implementation where appropriate and possible (see pupil and staff cohorting). | YES | SH SH working on 2 sites across the week. MS and JB on site for teaching ICT and PE and H –both sites. KL to remain on one site. Appropriate measures in place to | |

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| | | | support safety | |
| | Plans are in place for teaching assistants to be allocated to lead a class group under the direction of a teacher if there is a shortage of teachers. | YES | Details to be confirmed on 2/9/20 Further discussion required with SH 5/1/21 | 2/9/20 – completed and timetable issued |
| Business support and premises management staff | Staff work from home where it is possible | N/A | All staff are fit to return to work. Allocated space for PPA time – only 2 staff in the room at a time. | |
| | Hot desking is avoided | YES | Desks that are used for job share staff will be cleaned at the end of each day and kept clear of unnecessary objects | |
| | Office spaces are arranged to support social distancing (maintaining 2m distance) | YES | Both offices support distancing rules. Reception glass opened but safe distance kept between staff and visitors Only 2 staff allowed in each office at a time.HT office used by more than 2 staff- furniture rearranged to support this | |
| | Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting. | YES | Staff using different areas around school if required | |
| Premises and cleaning staff | Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting. | YES | Cleaning to be undertaken only once all staff and children have left the premises Grounds staff on site during school day as necessary | |
| | Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time. | YES | Additional steam cleaning has taken place | |
| | Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building. | YES | KL to check with ESM | |
| Volunteers | Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members. | N/A | No volunteers permitted on site at this time | |

Cohorting and limiting contact

Pupil and staff grouping

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| Primary school | Actions have been taken to create smaller groups in order to achieve | YES | Bubbles of 15 no longer required | |
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| classes and early years providers | social distancing (with a maximum of 15 pupils per small group, teacher and teaching assistant or smaller if the classroom size does not allow). The setting should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups. | | however we have small classes Hedgehogs – 14 Otters – 10 Woodpeckers – 8 Owls – 17 Otters and woodpeckers work together 3 afternoons per week with appropriate staffing Lunch breaks spread across both playground and field areas to minimise contact between key stages and support behaviour management. Lunch in hall staggered to mitigate risks to staff with CEV family members | |
| Keeping cohorts together where possible | Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days. | N/A | The school is sufficiently small to work as one bubble. Therefore no action required during lesson and breaks outside. | |
| | Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days. | N/A | | |
| | Staff are paired consistently for two person activities e.g. supervision, teaching, personal care. | N/A | | |
| | The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days. | YES | Staff are allocated for a full day only where possible | |
| | Where possible pupils use the same desk each day where they attend on consecutive days. | YES | Desks will be allocated | |
| | Multiple groups do not use outdoor play equipment at the same time. | N/A | Playground equipment in use on rotational basis- allow for cleaning/quarantine | 2/9/20 |

Reducing and managing visitors

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|----------|--|-----|---|--|
| Visitors | Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the most senior person on site if they are in doubt about an unplanned visit | YES | KL to co-ordinate all visits to site. Staff to liaise with KL if any additional visits required | |
| | The setting has determined meeting times on site which are scheduled to avoid the times of peak activity. | YES | No meetings on site unless essential and arranged in advance | |
| | Visitors who sign in either use their own pen or are provided with a | YES | Pens to be provided as necessary. | |

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| | pen that they take with them. | | Visitor books maintained. Liaison with visitors before being on site to ensure they understand the measures. Letter issued to parents 2/9/20 | |
| | The reception is operating on a one in and one out basis for essential visitors | 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 the installation of screens to protect staff should be considered | YES | Screen can be kept closed for conversations but desk barrier provides sufficient space between office and corridor | |
| | Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises. | YES | KL to print and put up symptom disclosure request notice Temperatures taken on site | |
| | Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival) | YES | Gel provided | |
| | Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location) | YES | Food deliveries to be sent to kitchen | |
| | Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed. | YES | | |
| | Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements. | YES | | |
| | Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances | YES | BC to write to parents advising restrictions Parent consultations arranged virtually Parents meeting with staff face to face are advised to socially distance. Letter sent to parents 4/1/21 to clarify. | |
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Travel and parking

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| General | The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required) | YES | | |
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| | Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children | YES | | |
| Cycling | Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required. | N/A | | |
| Car journeys | Parents, staff and pupils have been advised not to gather in parking areas. | YES | SH to advise in communications in line with latest guidance Reminders to be sent regularly in line with government guidelines Resent 4/1/21 | 1/9/20 |
| | Parents and staff have been advised that only the same household members should travel together by car | YES | SH to advise in communications in line with latest guidance Reminders to be sent regularly in line with government guidelines Resent 4/1/21 | 1/9/20 |
| On foot | Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible | YES | SH to advise in communications. However the school location means most children travel to school by car or taxi. | 1/9/20 |
| | Pupils and parents have been advised that they should not walk together in large groups | YES | SH to advise in communications in line with latest guidance | |
| Public and school transport | Pupils, parents and staff have been advised not to use school transport if they have symptoms | YES | SH to advise in communications in line with latest guidance | |
| | Pupils, parents and staff have been advised to wash their hands before and after using transport services | YES | SH to advise in communications in line with latest guidance | |
| | 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 | SH to advise in communications in line with latest guidance | |
| | Pupil attendance times have considered reduced numbers associated with public transport where possible. | Yes | Not necessary to stagger times due to small numbers | |
| | Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles. | YES | Social distancing rules do not apply to dedicated school transport | 1/9/20 |
| | Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face. | N/A | | |
| | Markings are provided where queuing is required for transport services on school premises | N/A | Pupils to be collected from double gates accompanied by a member of staff. | |

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| | | | Children advised to wear facemasks on school transport journeys | |
| | Windows are opened during journeys where it is safe to do so | YES | KL has confirmed with transport company and risk assessment signed | |
| | Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use | YES | | |
| | Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) | YES | BC to communicate to staff | 2/9/20 |

Arriving at and leaving the setting

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| 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 | At start of day children greeted by a member of staff and temperature check and handwashing carried out. Children line up on the winding path. Children outside on playground from 8.15 | 2/9/20 |
| | Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings. | YES | Children led out and sent to parents. Parents informed to distance as appropriate on the playground. Entrance and exit through double gates to minimise touching of surfaces. Each class has own route out to avoid congregating in small areas. 1 family member to collect. | |
| Managing peak times | Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points) | YES | Morning arrival will be through the pupil entrance for all children except Hedgehogs who have their own entrance. At break times and lunch time Hedgehogs join the playground via the rear of the school. Otters and Woodpeckers through the back door and around the rear of the school. Owls through the pupil entrance. | |
| | Where alternative entrances cannot be provided, times have been staggered to prevent queuing. | N/A | | |
| | Floor marks have been added to assist with social distancing in outside | N/A | No longer required | |

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| | areas. | | | |
| | Staff and school champions supervise at peak times. | YES | Staff to supervise and children to ensure handwashing and sanitising. | |
| Reception class | Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time. | N/A | | |
| | Where possible, additional supervised entrances will be used to avoid people gathering at the same time | N/A | Numbers are low | |
| | Parents have been advised that only one parent should attend. | YES | SH to communicate with parents regularly | |
| Bags and coats | Staggered access times allow for cloak rooms to be used without pupils gathering. | N/A | Cloakrooms are spread out and numbers are small. | |
| | Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed. | N/A | All areas back in use | |

Educational Activities

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| Classrooms and other learning environments. | Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve social distancing measures and this is known to all e.g. through the use of posters | N/A | Numbers are small therefore all classes are back to their usual classrooms. KS1 classroom have re-instated front facing desks | |
| | Where appropriate, capacity levels are detailed in each room for staff to refer to. | N/A | | |
| | Rooms have been organised to encourage social distancing, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture seats are taped off/marked as not to be used to support social distancing | YES | Classrooms to have forward facing desks as much as is possible. Children to wipe own desks and chairs at lunch and the end of the day. | |
| | Unnecessary items have been removed from learning environments where there is space to store elsewhere. | | Learning resources will be returned to the classroom. They will be wiped down on a regular basis. | |
| | Classroom based activities have been reviewed and modified to support social distancing | N/A | Singing/ music activities reintroduced in line with guidelines- all forward facing and at a distance from teacher. | |
| | Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate. | N/A | Hall being used for lunches. Children spaced for a weekly live assembly | |
| Outdoor learning and | New outdoor learning opportunities have been considered to | YES | To be included in staff planning. Autumn | |

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| PE | encourage pupils to be outside | | term PE will be outside | |
| | Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place. | YES | School has sufficient outdoor space for children not to be restricted | |
| Close contact educational activities | Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils. | YES | Children attend school wearing PE kit on PE days. Wellies/ change of shoes available in school for use of hall and increased use of outdoor areas for lessons, group work etc | |
| Resources | Resources and the exchange of resources that are taken home have been limited | YES | Where necessary Books that are sent home are to come back in and quarantined until fit to be circulated again | |
| Use of sports halls etc. | Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity). | N/A | Most PE done outdoors when weather permits. | |
| Use of school swimming pools | Please refer to updated swimming pools guidance. | N/A | | |
| Showers | Sport activities have considered associated shower use in order to ensure that social distancing can be applied. | N/A | | |
| | Cleaning and disinfection arrangements are in place for showers. | | | |

Lunchtime and breaks

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| Lunch | The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment. | | | |
| | Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity). | YES | Not required initially due to low numbers. Staggered lunchtimes –some eating and some outdoors at any one time. | |
| | Times that meals are provided are staggered to reduce queues | YES | 2 lunch time sittings used. EY/KS1 @ 12pm and KS2 @12.15 | |
| | Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space | N/A | All lunches in the hall as only small numbers | |
| | Hand gel is provided for pupils and staff to use immediately before collecting their lunch | YES | Each class has a hand sanitising station. Children wash hands before having lunch. | |

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| | Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff | YES | Children asked to collect their lunch in small groups therefore no queuing Children to be served their food plated at their seats. | |
| | Alternative payment methods are being used to eliminate cash handling | N/A | Cashless system in place | |
| | Tills are screened where still in use | N/A | | |
| | Tables and seating are moved apart and reflect the maximum capacity to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. | YES | Where possible we will limit the number of children who will need to face each other. | |
| | A different entry and exit route are being used at dinner times where more than one door is available | YES | EY / KS1 exit through rear door. KS 2 enter and exit through pupil door | |
| Contracted food preparation | The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area. | | Vertas arrangements | |
| Breaks | Breaks are staggered to reduce the numbers of pupils who take a break at the same time | N/A | Not currently an issue due to numbers | |
| | Play equipment use is supervised to ensure that pupils do not gather. | YES | Will continue to use boxed play equipment to reduce children gathering in the play shed and are cleaned regularly. | |
| | Pupils and staff have identified suitable play activities for break times | YES | To be discussed with the children on 3 / 4 September. Under review- play leaders to be introduced and training provided for midday supervisors Under review- play leaders to be introduced | |
| | Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting | N/A | | |
| | Markings have been added to outside spaces to assist with queues when coming back into the building. | N/A | Children to wash hands in the classroom. Handwashing station near play shed to wash hands after play equipment- not suitable for use in colder weather | |

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| | | | Sanitising at entrance points to school | |
| | Additional staff supervision is employed to ensure social distancing takes place | N/A | Numbers do not require Current staff – pupil ratios acceptable | |

Movement around the premises

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| General interactions and movement around the building | An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible. | YES | Entrance and exit routes in place. 1 assembly as whole school weekly- distanced rows in hall | |
| | Windows are open to increase ventilation where it is safe and appropriate. | YES | | |
| | Interactions take place side to side instead of face to face where it is possible | YES | Staff have been provided with visors if they wish to use them. All staff to show children what they look like with a visor on. Monitoring activities by school and CMAT staff, including essential training permitted. Book look and monitoring activities allow books to be handled by different members of school staff- hands cleaned before monitoring activities. | |
| | Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this. | YES | | |
| | Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport. | N/A | Due to small numbers attending. | |
| | Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity. | YES | Reviewed on a daily basis in line with guidance. Some small group interventions in hall space or library. | |
| | Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings. | YES | Entrance and exit procedures agreed but timings are the same. | |
| | Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one way system where this is possible | YES | | |
| Where appropriate one way circulation and central dividers have been | N/A | | | |

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| | placed in the middle or corridors to keep groups apart. | | | |
| | Movements around settings are supervised and school champions support this activity. | YES | | |

Toilets and handwashing facilities

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| | Times are staggered where possible and consider the increased handwashing times that have been introduced. | YES | Hand washing station in place before entering the building and consistent hand washing and sanitising when in school. <i>Children wash hands when they enter school in the classroom.</i> | |
| | Distancing for queuing has been introduced e.g. through floor markings | N/A | | |
| | Where the setting is in part use, additional toilets are being used in other areas of the building to reduce use and queuing where possible (and balanced with the discouragement movement around non-essential parts of the building) | N/A | | |
| | Every other urinal/basin has been taken out of use in toilets that have high usage | N/A | | |
| | Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas. | YES | Hand sanitising station in all classrooms and entrance to school office, <i>and all school entry/exit points.</i> | |
| | Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. | YES | Locked away | |

Meetings and events

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| Assembly | Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible | YES | Class or virtual assemblies planned <i>1 weekly assembly in hall- forward facing and spaced out.</i> | |
| Events | Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings. | YES | As per CMAT instructions | |
| Staff spaces and meetings | Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings. | YES | Sufficiently small number of staff for this to take place safely. Staff meetings may be via GoogleMeet <i>Monitoring activities by school and CMAT staff, including essential training permitted. Book look and monitoring</i> | |

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| | | | <p><i>activities allow books to be handled by different members of school staff- hands cleaned before monitoring activities.</i></p> <p><i>Nov- staff meetings held in small groups or virtually, or messages given via email. Smaller meetings for monitoring and pupil progress purposes in HT office and spaced appropriately</i></p> <p><i>Staff meetings held virtually where possible or distanced in larger classroom if needed</i></p> | |
| | Additional staff room areas have been provided in order to avoid large gatherings at peak times | YES | Library area being used as an additional space. Staff room available for PPA use. | |
| | Furniture has been arranged to encourage distancing | YES | To be put in place on PD day | 2/9/20 completed |
| Parents evenings | Meetings are undertaken by telephone or internet. | N/A | Parent consultation meeting were virtual (early November) and very successful engagement from most families | |
| Urgent meetings | Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related. | YES | | |
| School clubs and community sports (non curriculum) | The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs) | YES | | |
| Trips and work experience | Trips and work experience will not be planned until further advice is provided from PHE. | YES | None planned for autumn term Local area visit planned to Helmingham Hall lights display (arranged by the hall as an after school activity for Christmas- parents to arrange pick up and drop off) exclusive use to school. | |
| Hire and use of school premise | Additional hire and use will not be planned until further notice. | N/A | | |

Breakfast and afterschool clubs

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| School clubs that are essential | An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment. | YES | Breakfast provision to start 3/9/20. Handwashing before entering. Surfaces | |
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| | Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format. | | cleaned after use. | |
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Universal Hygiene Arrangements

Cleaning and disinfection

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| Cleaning | A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <i>COVID-19 guidance for all education settings</i> | Yes | Working in conjunction with cleaner in charge | |
| | Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use | YES | Working in conjunction with cleaner in charge | |
| | All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment. | YES | Working in conjunction with cleaner in charge Additional cleaning of high touch points undertaken by staff at lunchtimes | |
| | Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use. | YES | Working in conjunction with cleaner in charge. Class teachers will wipe any resources as required in the classroom. Children will be able to help with this. | |
| | Handheld and frequently touched sports/PE equipment is disinfected prior to use | YES | Working in conjunction with cleaner in charge. MDSA's wiping equipment used at lunch time. | |
| | Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use | YES | Working in conjunction with cleaner in charge | |
| | Disinfectant wipes are available for staff to use where required. | YES | Working in conjunction with cleaner in charge. Children to wipe their own work space at the end of the morning and end of the day. | |
| Cleaning play equipment and toys | Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys | YES | Many toys are being reinstated. Teachers to arrange to wipe/disinfect as required. 72 hrs quarantine. | |
| | Toys that are put into children's mouths are cleaned between use | YES | EY staff to ensure cleaning of these or remove them from use if possible. | |
| | Soft toys and dressing up items are washed after use in a washing | YES | Washing machine in Old School House | |

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| | machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible. | | used. | |
| | Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home | YES | Individual packs of stationary are being provided for all KS1 and 2 children. All children have been given a zippy wallet as a learning pack with all that they need inside. Pencil cases have been reintroduced in KS2 classes provided that they are kept in school. | |
| Books (books are items that are difficult to clean) | Books are issued to pupils on a rotational basis | | Reintroduction of reading books Autumn 2 nd half. Diaries and reading books to be sent home and reading books quarantined on return before reissue. | |
| | Used books are set aside for 72 hours after use to reduce microbial load | YES | | |
| | Books and posters checked for visible soiling and disposed of where necessary | YES | | |
| Lunchtime | Trays, tables and chair touch points are disinfected after use | YES | Children to be instructed by staff | |
| Cleaning equipment after breaks | Outdoor play equipment is cleaned between group use | YES | Limited equipment to be used and wiped down by MDSA's. Use of boxes of resources to limit access to play shed. | |
| Waste tissues | Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day | YES | | |

Handwashing arrangements

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| Handwashing | Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class | YES | Staff to promote and supervise. Handwashing entering school and in the classrooms. Outdoor handwashing station is positioned at the play shed | |
| | Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day. | YES | At breaks <ul style="list-style-type: none"> • Otters to enter school around the back and use classroom for handwashing • Woodpeckers use KS2 bathrooms for handwashing • Owls use mobile handwashing or sanitiser before entering | |

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| | | | <ul style="list-style-type: none"> school. Hedgehogs have their own facilities | |
| | Supervision arrangements are in place to support pupils with handwashing where it is needed. | YES | Posters displayed in handwashing areas | |
| | Handwashing is being encouraged rather than using hand sanitizer wherever it is possible | YES | | |
| | Age and developmentally appropriate ways area being used to encourage pupils to follow requirements. | YES | | |
| | All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use. | YES | Bins with lids are provided in all used areas | |

Health Needs

Staff health

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| Specific health considerations | Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. in accordance with the guidance in <i>COVID-19 Your health and your safety when working in educational settings</i> | | All staff are returning to school. Risk assessment required for CH, ESm and BJ. Those considered to be clinically extremely vulnerable received letter to isolate during 2 nd lockdown. Cover provided by existing staff and staff from Henley as needed. | |
| | Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance. | N/A | | |
| | Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the <i>COVID-19 guidance for all education settings</i> | | All staff are returning to school Additional measures discussed with staff member 4/1/21 and to be implemented. | |
| Wellbeing | Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support | YES | CSA is wellbeing lead and support displayed in staffroom Positive mental health activities in staffroom. Cup of kindness to be introduced | |

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| | | | Staff wellbeing questionnaires completed | |
| Symptoms | Staff will go home as soon as possible if they develop symptoms | YES | As per guidelines | |

Pupil Health

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| Specific health considerations | Pupils who are clinically vulnerable (<i>previously referred to as having an underlying health condition</i>) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i> | | All children are due to return | |
| | Pupils who are living in a household with someone who is shielding (extremely vulnerable) or clinically vulnerable. These pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i> | | All children are due to return. 1 pupil minimum contact agreement sent 8/9/2020 | |
| Symptoms | Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild | | Children will be instructed in this on return to school. Report to any adult. | |
| | Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day | YES | Temperatures taken on arrival | |
| | 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 | N/A | | |
| Increased supportive measures for pupils/ psychological needs | Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff following the guidance available on Norfolk Schools | YES | Individual plans to be in place for JF, BI and ETG Mental Health activities continue to be discussed regularly. Pupil questionnaires completed after half term break. | 2/9/20 |
| | Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns | YES | Planned into curriculum work – I am a Super Hero | |
| | Available resources are used to identify and support students and staff who exhibit signs of distress. | YES | Mental wellbeing activities ELSA Support Isolation tent/room is also available | |
| Where the setting is not the 'usual | Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant | N/A | | |

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| setting' for the pupil | controls put in place on an individual basis. | | | |
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Communication and Involvement

General Arrangements

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| 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 | Use of school email and telephone as first point. School mobile phone provided and accessible outside of school hours. | |
| | Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting. | YES | To be communicated to parents. Initial letter 22/7/20 with follow up letter 2/9/20 | 22/7/20 2/9/20 |
| | Parents and carers have been communicated with about symptoms and household isolation requirements | YES | To be re communicated to parents | 2/9/20 |
| Visitors | Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance. | YES | | |
| Communicating safety arrangements | Site signage has been reviewed, referring to the following: temporary signs for outside space | YES | | |
| | Site changes such as entrances and exits will be identified where required | YES | Double gates used. Rear entrance locked. | |
| | Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices | YES | | |
| | The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols. | N/A | | |

Staff Instruction

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| All staff instruction | Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required. | YES | Previous Webinar sent to all staff | |
| | All staff have confirmed that they are confident in applying the control | | To be confirmed PD Day | 2/9/20 |

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| | measures identified in this assessment. | | | |
| | Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) | YES | Risk assessment shared 21/7/20, 2/9/20 | 21/7/20, 2/9/20 |
| | Staff have been involved in the practical implementation of this guidance. | YES | Staff involved in school organisation. | |

Pupil involvement and communication

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| Championing COVID-19 measures | Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> . | No | | |
| | Pupils and staff have contributed towards how these new roles will support the schools aims | Yes | Staff have been involved initially and to be shared with pupils 3/ 4 September 2020 | |
| | School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them. | No | | |
| Pupil information | All information is provided to pupils in an honest, age-appropriate manner. | YES | | |

Educational tools

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| 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 | Planned into teaching in first topic – I am a superhero. Social distancing not required Hand washing and sanitiser stations throughout school | |
| | 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 sent to parents 7/9/2020 as part of our curriculum information for parents. | |
| | Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the | YES | If required | |

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| | same COVID-19 information) and Public Health England. | | |
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Other considerations

Actions if a person develops symptoms

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| Actions if a person becomes unwell with COVID-19 symptoms | A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible) | YES | AH Office |
| | The room has been emptied of unnecessary items. | YES | |
| | Tissues and a waste bag have been provided in the room | YES | |
| | If a pupil develops symptoms they will wait in the room that has been identified as soon as possible | YES | Parents are contacted and on collection will be provided with a home testing kit. These kits will be kept locked away and signed for if used. CMAT to supply. Track and trace information to be shared. |
| | In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned. | YES | |
| | Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left. | YES | PPE box in the room |
| | Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance. | YES | |
| | Where a person tests positive, the rest of their class or group will self-isolate for 14 days. | YES | Will be communicated to staff and parents. Home testing kits are available Follow advice as collated by head with experience of Covid shut down- notes in critical incident file |
| Waste | If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with | YES | |

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| | normal waste. | | | |
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Planning for emergencies

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| Fire evacuation | Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place. | YES | Review again on PD Day | |
| | Fire drills that are carried out encourage social distancing. | YES | | |
| | Staff and pupils understand that in an emergency they must leave without delay | YES | | |
| First aid – all settings | Pupils with specific first aid requirements only attend where the appropriate first aid can be provided | N/A | None attending SCR updated with training needs and requirements. Several staff completed CMAT paediatric first aid training November | |
| | First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken: | YES | First aiders always on site. PPE boxes in all classrooms | |
| | Higher risk activities are avoided where it is possible e.g. use of D & T machinery | YES | | |
| | The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk. | N/A | None relevant | |
| | There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999. | YES | | |
| | A member of staff has been nominated to check and maintain first aid kit contents | YES | KL– need to update as staff member leaving. | |
| | First aid boxes are located in prominent places | YES | In every classroom. First aid pouches are carried by each MDSA who also has a walkie talkie | |
| | The location of the automatic defibrillator is known to all staff | YES | Not on premises but location known | |
| | Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use. | YES | | |

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| | Changes to first aid arrangements are communicated to all staff | YES | BC to brief staff on PD day 1/9/20 | |
| | To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate | N/A | | |
| | Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance | YES | | |
| Paediatric First Aid | There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered "no") | YES | | |
| Alternative paediatric first aid arrangements) | Every effort has been made to provide a Paediatric First Aider. | N/A | | |
| | The above is not possible and there is access to a trained First Aider or emergency PFA on site. | N/A | | |

Any other actions that are not listed above

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| Attendance/Premises | As a setting we have insufficient space to meet provision for full school role | | | |
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| Assessor's Name: Bernie Cleland/Kathy Lloyd | Manager's Name: Bernie Cleland |
| Position: AH/OM | Position: OM |
| Signature: <i>Kathy Lloyd</i> | Signature: <i>Bernie Cleland</i> |