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COVID-19 Educational Settings Risk Assessment F646c

Contents

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.

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

By implementing all of the controls you will be reducing the risk as far as is possible, in line with the community risk level.

The controls identified below are designed to manage the risks relating to:
- Positive cases bringing COVID-19 into the setting
- Exposure to numerous people while in the setting increasing transmission risk
- Direct person to person transmission
- Surface transmission including through the use of equipment
- Staff and pupil health increasing the risk of transmission (separate risk assessments are available for staff at increased risk)
- Staff and pupil mental health and well-being due to anxiety or increased pressure
- Educational visits increasing the risk of contact with others and therefore transmission
- Extra curricular activities increasing the risk of transmission with others and therefore transmission
- Lack of awareness of the control measures and requirements (the need for information, instruction and training)

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 to 01-07-2020	Various minor amendments to reflect government changes
13-07-2020	Updated for September Term
17-07-2020	Clarification amendments following feedback

24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording
21-08-2020	COVID-19 Secure contractor arrangements updated Music and Drama New links to CLEAPSS guidance Supervised toothbrushing programmes New information for spaces without direct outside air
27-09-1010	Contactors are aware of schools expectations in advance of making a site visit Peripatetic teachers and invigilators added to staffing arrangements Additional information for where resources are taken home. Reference to updated COVID-19 Cleaning and Disinfection supplementary checklist Updated Music, dance and drama Updated Physical Activity Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed Updated Public and School transport. Visitor section updated to including familiarisation and parents evenings Hand hygiene update to confirm that where hand washing is carried out, running water must be used. Parent communications updated regarding external wraparound care and extra curricular providers where necessary. First aid section updated.
20/10/20	Updated completion guidance Separated out management planning information into a new checklist Changed wording from local lockdown to new alert level terminology Updated shielding for pupils information to reflect new alert level advice. Updated information on temporary staffing Updated information on performing arts

Setting/Premises:	Falcon Junior School		
Location:	Norwich		
Assessment Date:	31.12.20	Last Review Date:	Oct 2020
Assessment completed by:	Edward Savage		

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

Management Arrangements

Item	Control measures	Yes/no/ not applicable	How? Notes and further information	Date required and completed
General management planning	Management planning has been undertaken following the management planning checklist and compliance code	Yes		

Staffing arrangements

Item	Control measures	Yes/no/ not applicable	How? Notes and further information	Date required and completed
Staffing levels	Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches work is arranged where possible so that: • The number of such staff are kept as low and consistent as possible • 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) • They have minimal contact with, and maintain 2m distance from, permanent staff	Yes	Areas are designated and RAs shared.	
	Teaching staff breaks are organised in a way that avoids staff covering for a different group	Yes		

	Consistent working arrangements are applied to ITT trainees.	Yes		
	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	Social distance maintained and minimal contact.	
	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		
	Where volunteers are used the same staff principles are applied.	Yes		
Premises and cleaning staff	The principles of distancing and hygiene are in place for normal premises management activities.	Yes		
	Activities are scheduled to avoid times where pupils and staff are using the same areas.	Yes		
	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task in line with the relevant guidance/compliance code.	Yes		

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, consideration has been given to the following where possible: • 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	Yes	*Bubbles are 15 children max. No movement between bubbles and no mixing at break and lunch.* *Children and staff are required to work in the same bubbles.* *Any movement between bubbles will allow a 48 hour gap eg the weekend.*	

	Any extended groups created remain as small and consistent as possible			
	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: • some secondary curriculum practical activities • some music activities • With very young children • Because of health conditions or understanding of the children	Yes		
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes		
	Staff are consistently to each class group, and where possible for the same day and subsequent days.	Yes	*Games groups are taught consistently by the same teaching staff.*	
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Yes		

Other general measures

	The use of outdoor spaces has been maximised	Yes		
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Yes	Queues only for entering/exiting the building.	
	Gatherings involving more than one group is avoided e.g. assemblies	Yes	Virtual assemblies. Lunch in classrooms	
	Activities involving invited audiences do not take place	Yes		
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Yes		
	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	1 child to the toilet at a time from each class. Sink in classroom for handwashing. Sanitiser available.	

	Activities that encourage or cause people to raise their voices unduly will not take place. Pupils are advised of these requirements while on the premises.	Yes		
	The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Yes		
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	Yes		
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Yes		
	Movement around the school is kept to a minimum as follows: • 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) Where large numbers of pupils need to move around the setting the following have been implemented where possible: • 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	Keep left rule in place. Staggered break and lunchtime minimise contact in corridors and stairwells. Library timetable for small groups. Group rooms on rotas.	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Yes		
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Yes		

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		
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Yes		

Measures within the classroom

	• 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		
	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	Cloakrooms and/or classrooms	
	The teaching approach is modified where possible in order to: • 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 • Not require pupils to share or swap resources, including no marking each others books	Yes	Staff are aware of close contact. Visors optional for staff. Staff to manage their classrooms in a covid secure way.	

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	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		

Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Yes		
	Equipment use is supervised, and time limited to enable other users to take their turn	Yes		
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	NA		
	A one-way system has been introduced around outdoor gym equipment and trim trails	NA		
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	NA		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	NA		
	Bins are installed to encourage use of tissues and appropriate disposal	Yes		
	Time is allocated for play equipment for each group/bubble	Yes	Each bubble has its own equipment	
	Multiple groups do not use outdoor play equipment at the same time.	Yes		

Specialist curriculum considerations

All activities	The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities.	Yes		

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| Music, dance and drama – general principles | • Playing instruments and singing in small groups takes place outdoors where possible
• Care is taken to observe 2m social distancing as much as possible
• Background and accompanying music sound levels discourage unduly raised voices
• The available space and ventilation in that space is considered, and group activity has been limited where necessary due to space available and ventilation requirements
• Microphones are used where possible to reduce the need to shout or sing loudly.
• Children are encouraged to sing quietly.
• Face to face positioning is avoided, giving preference to back to back or side to side positioning
• Wind and brass players are positioned so that air from their instrument does not blow into another player.
• Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed
• Drama activities are planned to map movements to ensure social distancing, including one way systems
• Extending main groups outside of curriculum requirements is avoided where possible.
• Hand hygiene and disinfection arrangements are in place
• Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission.
• Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained. | Yes | Staff are aware and follow the guidelines. | |

Handling items, equipment and instruments	• Equipment sharing is avoided wherever it is possible including microphones and instruments, limiting handling music scores, parts and scripts by issuing them for individual use. • Drop off points and transfer zones are provided where required. • Where equipment is assigned to an individual for sole use, it is labelled to identify the user. • The use of costumes are avoided in drama • Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment • Consideration has been given to limiting the number of suppliers when hiring equipment. • Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments). • Hand hygiene is always followed before and after handling shared items • Items and equipment are stored in a clean location when not in use	Yes	Sanitising of instruments and hand hygiene in place.	
Individual lessons	Individual lessons apply all the controls outlined above as applicable including: Staffing principles detailed in this risk assessment Limiting shared equipment and cleaning requirements Maintaining social distancing where possible Avoiding physical correction	Yes		
Physical activity	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.	Yes		
	Team sports are only provided in line with the return to recreational team sport framework.			

	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	Hall used and is well ventilated. Social distance in place. Staff avoid close contact.	
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/laundered between uses.	Yes		
	The means to collect, pass on and return shared resources and equipment to prevent close contact is in place	Yes		
	Facilities run by external organisations are used in line with Educational Visits arrangements.	NA		
	The following advice has been referred to as part of the risk assessment process: • 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	Yes		
	The use of changing rooms and showering facilities are avoided as much as is possible. Where used: • 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 limiting the numbers in the space at any one time, the use of floor markings, planning movement around the space and cleaning arrangements. • Facilities will be used as quickly as possible	NA	Children come to school in kit.	
Swimming pools	The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.	NA		
Subjects involving practical activities	• Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. • Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of	Yes		

	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			
	CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes: Guide to doing practical work in Science Guide for science departments returning to school after an extended period of closure Guide for managing practical work in non-lab environments Guidance for schools where pupils spend all day in a lab Guidance for schools where pupils spend all day in a D&T, food or art room Relevant primary schools guidance for example, Practical activities in a bubble	Yes	Science Lead has shared risk assessment information.	
Supervised toothbrushing programmes	COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.	NA		

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Autumn Examinations	The requirements for autumn examinations have been implemented and the checklist completed	NA		

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		

	A risk assessment will be carried out for all educational visits and in addition to using Evolve:
	• A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation
	• The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements
	• The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially:
	   o Do they include measures relating to limiting contact between your group and other visitors?
	   o Do they support you to maintain distances within your group?
	   o Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations?
	   o Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason?
	   o Are appropriate cleaning and disinfection arrangements in place?
		Yes	In place eg church visit.	

	The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.	Yes		

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Where a pupil attends more than one setting

	We will work with the other setting to ensure that the approach is consistent and does not compromise the group/bubble	Yes		

Extra curricular provision and wrap around care

General provisions	We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.	Yes	SOS club	
	Pupils will keep within their main bubble where possible for the schools provision.	NA		
	The schools provision ensures that small consistent groups created are as follows: • 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 • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision is offered • Records are maintained of all bubbles or groups for 21 days	NA		
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	NA		
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	NA		

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Measures for arriving and leaving

General principles	Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour	Yes	Systems in place – see separate document	
	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		
	There are hand sanitiser stations outside for pupil and visitor use	Yes		
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Yes	Bring children in early	
	Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you	Yes		
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	Markings on floor for parents	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.	Yes	*Drop and Go in the mornings. Social distance on the playground.*	
	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	Parents allowed on site to minimse congestion outside the school	
	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		
Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance	Yes		
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Yes		
	Staff and school champions supervise at peak times.	Yes	Duty staff	

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Transport and travel

General	Additional vehicles and vehicle movement changes implemented as a result of COVID-19 measures can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	Car park closed to traffic to allow pedestrian access.	
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Yes		
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes		
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	NA		
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	NA		
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so	NA		
	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.	NA		
	School groups/bubbles are maintained as far as is possible in school vehicles	NA		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	NA		
	Markings are provided where queuing is required for transport services on school premises	NA		
	Windows are opened during journeys where it is safe to do so	NA		
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	NA		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		

Visitors (including familiarisation and parents evenings) and reception area

General	The number of visitors is minimised as much as possible	Yes	Appointment only	
	Visitor times are planned and by appointment only	Yes		
	Visitors are advised of the following in advance: • 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. • How you will maintain social distancing during the visit	Yes	Facemasks required.	
	On arrival visitors will be: • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild	Yes		
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes		
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Yes		
	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	Screens in place	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes		
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes		
	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	Yes		

	how social distancing can be maintained has been carried out and agreed with the contractors in advance.			
Parents and carers (including parent evenings)	• All meetings are carried out remotely where possible. • Parents and carers should only attend the setting where they have a pre-arranged appointment • Where possible, only one parent/carer attend. • Visits are planned and organised to ensure distancing and hygiene measures can be maintained • Information is provided in advance to ensure arrangements are communicated	Yes	Phone or virtual please	
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 to be used.	
Pupil familiarisation visits	Visits are provided virtually where possible.	Yes	Outside tours can be used. Video recorded for new intake.	
	The visitor arrangements in this section are applied where in person visits are planned.	Yes		
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Yes		
	Visitor numbers are limited and appointments are staggered	Yes		
Pupil lesson attendance for familiarisation	Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include: • Limiting visiting pupils mixing between additional groups • Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining) • Avoiding compromising the existing social distancing arrangements within the class • The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented • Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk.	Yes		

Lunchtime and breaks

	Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.	Yes	Stagger in place	
	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Yes		
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Yes		
	The use of pre-ordering and trolley services have been considered.	Yes		
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Yes	Stagger in place.	
	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	Hall not used – Christmas lunch thought through carefully.	
	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		
Catering	Arrangements comply with [guidance for food businesses on coronavirus (COVID-19).](#)	Yes		
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Yes		
	The way in which essential food deliveries are received are managed	Yes		
	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		
	Additional meal collection points have been put in place to reduce queuing where necessary	Yes		
	Alternative payment methods are being used to eliminate cash handling	Yes		
	Tills are screened where still in use	Yes		

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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.	NA		
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	NA		
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Yes	In cold weather, alternate opening and closing windows.	
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Yes		
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	NA		
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	Yes		

Toilets and handwashing facilities

	Times of use are staggered where possible.	Yes	1 child er class at a time.	
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Yes		
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes		
	Consideration has been given to replacing traditional taps with easy operating lever taps	NA		

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	Staff meetings virtual. Year meetings to observe social distancing.	
	Meetings only take place in person where:		Yes	

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	• There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal			
	The following measures have been implemented for in person meetings: • 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		
Staff training	The following additional measures have been implemented for staff training: • Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online.	Yes		

	• 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.	Yes		
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Yes		
	Furniture has been arranged to encourage distancing and not sitting face to face	Yes		
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Yes		
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	Virtual	

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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		
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Yes		
	The setting has identified the specific cleaning methods for the items that require cleaning.	Yes		
	All Staff who undertake cleaning: • 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		
	The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including: • Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group • **Secondary settings -**, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes. • **Early years settings and settings where pupils may find if difficult to maintain personal hygiene –** the frequency of cleaning hand contact surfaces is increased	Yes	Mr Bird to clean touch points at 10am and 1:30pm	

	The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment and these are recorded	Yes		
	A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.	Yes		
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	Staff room – use hand hygiene	
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		
Tissues and waste from bins provided	- 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	Yes		

Handwashing and respiratory hygiene arrangements

Handwashing	Good hand hygiene is supported by: - Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and staff) following the requirements of *COVID-19 guidance for all education settings* 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.....*after..... before.... when* as a more effective means of promoting hand hygiene that fixed time prompts.	Yes		

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	• Supervision arrangements are in place to support pupils with handwashing where it is needed. • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • 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			
	Hand washing is carried out using running water (static bowls are not used)	Yes		
	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		
	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		
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Yes	Bowls to catch if required.	
	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		

	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		
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Yes		
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Yes		

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with *COVID-19 Your health and your safety when working in educational settings* and the [template provided](#) is used to record conversations and agreed control measures.	Yes		
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes		
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes		
Symptoms	Staff know to go home as soon as possible if they develop symptoms	Yes		
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		

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		
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes		
	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		

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes		
	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		
	Support plans include: • 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		
	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		
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		
	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		
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		
	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		

	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		
	The training module on teaching about mental wellbeing, will be completed by those staff who require this.	Yes		
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Yes		

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		
	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		
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	NA		
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		

	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.	Yes		
	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		
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Yes		

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		
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes		
	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		
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes		
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Yes		
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Yes		

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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			
Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Yes			
The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes			

Offices and other work spaces

The following measures are applied where staff cannot work from home: • 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	Yes	Screens in place – reduce office visits from staff and pupils.		
The following measures are implemented where the above measures cannot be followed: • 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			

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Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	
	Fire 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	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 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	
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public and school transport and where the exemptions to this apply	Yes	
	Where face coverings are worn to or in a setting, arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission.	Yes	
	Where face coverings are required within the premises either due to an increase in alert level or by educational setting decision these requirements and information relation to hygiene measures have been clearly communicated to all concerned	Yes	Staff can wear visors or masks in the classroom and communal areas.

Any other actions that are not listed above

Assessor's Name: Edward Savage	**Manager's Name:** Alex McAnulty
Position: Headteacher	**Position: Chair of Governors**
Signature:	**Signature:**