



West Earlham Infant School

Location / Site	West Earlham Infant and Nursery School
Activity / Procedure	Whole School Reopening- September 2020
Assessment date	07.07.2020- reviewed weekly by SLT

Risk rating		Likelihood of occurrence with control measures in place		
		Probable	Possible	Remote
Likely impact	Major (High) Causes major physical injury, ill health or harm	High (H)	H	Medium (M)
	Severe (Medium) Causes physical injury, illness or harm requiring first aid.	H	M	Low (L)
	Minor (Low) Causes physical or emotional discomfort.	M	L	L

What are the hazards/area of concern?	Risk	Who might be harmed?	Control Measures in place	Further Control measures if required.	Reviewed Risk Rating (Low, Medium High)
Unaware of Policy and Procedures	Medium	Staff, Pupils, families	<ul style="list-style-type: none"> • All staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ○ Health and Safety Policy ○ Infection Control Policy ○ First Aid Policy ○ School Behaviour Policy and Covid-19 addendum ○ Safeguarding policy and Covid-19 addendum • Pupils are made aware of all relevant procedures, delivered by staff in an age appropriate language. • All staff have regard to all relevant and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ The Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' ○ DfE and PHE (2020) 'COVID-19: guidance for educational settings' • All staff have received all necessary training that helps minimise the spread of infection, e.g. infection control training and covid-19 prevention training via Virtual College and NCC mandatory training • The school keeps up-to-date with advice issued by, but not limited to, the following: 	N/A	Low

			<ul style="list-style-type: none"> ○ Department for Education (DfE) ○ NHS ○ Public Health England (PHE) ○ Department of Health and Social Care ○ The school’s local health protection team (HPT) ○ Local Authority ● Governors are actively involved and supporting the school to ensure that required actions are completed and have reviewed this assessment as part of their role ● Staff are made aware of the school’s infection control procedures in relation to coronavirus via email and the policy reviewed during September INSET day in conjunction with this assessment. ● Parents are made aware of the school’s infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. ● Pupils are made aware of the school’s infection control procedures in relation to coronavirus via class teacher and are informed that they must tell a member of staff if they begin to feel unwell. ● For pupils who are not old enough to communicate feeling unwell, i.e. nursery children, staff will look out for changes in behaviour which may suggest a child is feeling unwell and the infection control policy will be followed as required ● Staff will follow their normal arrangements to encourage safe behaviours and actions if school policy and or procedures are not followed by pupils ● COVID-19 Case Management Guidance has been implemented and understood by all relevant staff ● COVID Secure Commitments has been signed by Head Teacher and Chair of Governors and is displayed. 		
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			<ul style="list-style-type: none"> The introduction of new arrangements has been reviewed by SLT to ensure they do not impact on safeguarding requirements in the setting 		
Lack of Staff to facilitate full reopening	Medium	Staff, Pupils, families	<ul style="list-style-type: none"> SLT have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that: <ul style="list-style-type: none"> The number of contacts that pupils and staff have during the school day are minimised via year group bubbles The distance between people in the setting is maximised as much as possible. This is achieved via staggered start and end times staggered lunch breaks and utilising all areas of the school Implementation of robust universal hygiene measures is supported through the provision of hygiene stations throughout the school, reducing contact points and touch surfaces and supporting effective hand drying Enhanced cleaning arrangements have been implemented via the employment of a designated individual completing a midday clean of all areas and touch points The whole setting community are engaged with and support the national effort to reduce the spread of the virus Consideration has been given to the management of the first day back and consideration given to staggering drop off and pick up times to eliminate groups gathering together Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: <ul style="list-style-type: none"> Short duration, ad hoc work is avoided where 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 	N/A	Low

			<p>necessary)</p> <ul style="list-style-type: none"> - All infection control requirements are followed. • Temporary staff who work at more than one setting is avoided where possible. Where multisite working is necessary 48 hours between site visits are applied where it is possible in order to reduce the number of close contacts between different settings • Where there is a need for supply teachers to attend the school, it is to be agreed on longer assignments, where possible, in order to limit the number of temporary staff entering the school premises. • Teaching breaks are organised in a way that avoids staff covering from different groups • 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. • 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 because the increases in staff changes increases the opportunity for the virus to transmit • Where volunteers are used the same staff principles are applied 		
Lack of communication-	Medium	Staff, Pupils, families	<ul style="list-style-type: none"> • SLT refer to the Health, Safety and Wellbeing information provided on Infospace and or Norfolk Schools, ensuring the advice is understood and information is communicated to staff in a timely manner • SLT have completed this assessment, in conjunction with staff and arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account, feedback, suggestions and concerns from staff as well as any updates on NCC guidance • At least one member of SLT will be present onsite at all times, and especially during the early part of the schools return in 	N/A	Low

			<p>September</p> <ul style="list-style-type: none"> • Staff and families are kept adequately updated about any changes to infection control procedures and social distancing arrangements as necessary. • 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. • All staff have confirmed that they are confident in applying the control 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) • Families have been communicated with about symptoms and household isolation requirements • Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending if the person has symptoms. Where possible this information is also shared on the school website or directly with visitors in advance. • Office staff have been briefed on their role in terms of assisting the school's commitment to NHS Track and Trace and will follow school procedure at all times in regard to the 'Management Of Contacts' for professionals, contractors and or visitors • Communication will include the use of recommended information on notice boards and throughout the setting, for example, hand washing, key staff notices • All information is provided to pupils in an honest, age-appropriate manner • Where pupils attend more than one setting e.g. SRBs, the school will work together to ensure that the approach is consistent and does not compromise the group/bubble 		
Poor hygiene practice- Pupils	Medium	Staff, Pupils, families	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school. 	N/A	Low

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| | | | <ul style="list-style-type: none"> • Pupils to wash their hands with soap and water, or hand sanitiser if access to soap and water is not available, before entering and leaving the school, before and after break times and lunchtimes for no less than 20 seconds. • Pupils encouraged to not touch their mouth, eyes and or nose particularly if they haven't recently washed their hands • Pupils are encouraged to follow '<i>Catch it, Bin it, Kill it</i>' guidelines- covering the mouth or nose with a tissue and disposing of the tissue in the pedal lid bin labelled '<i>tissues only</i>' • Additional alcohol-based sanitiser (that contains no less than 60 per cent alcohol) is provided for use in areas where soap and water are not available e.g. at entrance to the school, classrooms and outside area. • Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points present a risk of ingestion, this is managed through pupil supervision • Where children are not able to wash their hands due to age or health conditions skin friendly cleaning wipes such as baby wipes are available to use as an alternative • Age and developmentally appropriate ways are being used to encourage pupils to follow requirements • School day to include regular intervals for all to undertake hand washing or have use of a hand sanitiser. • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Pupils whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • Pupils are supervised by staff when washing their hands to | | |
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			<p>ensure it is done correctly, where necessary.</p> <ul style="list-style-type: none"> • Classroom based resources such as books and games, that are used and shared within the bubble are cleaned regularly i.e. a minimum of once a week • Resources brought in from home by children are kept to a minimum e.g. hats, coats, books etc. Each child has an allocated coat peg and or tray which are not shared between groups. • Each classroom will have an allocated picking up and dropping off collection point for resources to minimise hand to hand contact • Staff to limit sharing of stationery and other equipment where possible. Where sharing of resources is needed this is restricted to within the consistent groups and or cleaned thoroughly between groups. If this is not possible the resources will be quarantined for 72 hours between groups • Pupils do not share cutlery, cups or food • All utensils are thoroughly cleaned before and after use • Where a room and or shared area is used by more than one extended group the class teacher will clean down high use touch points between use- e.g. the hall for PE and or afterschool clubs • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the School Cleaning policy, the COSHH Policy and the Health and Safety Policy • The SBM will arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP 		
Poor infection control- Staff	High	Staff, Pupils, families	<ul style="list-style-type: none"> • Normal premises management arrangements will resume from September • Posters are displayed throughout the school reminding everyone of infection control procedures and social distancing arrangements, e.g. regular hand washing and staying two metres apart where possible. • Staff encouraged to wash their hands with soap or alcohol-based 	N/A	Medium

			<p>sanitiser (that contains no less than 60 per cent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</p> <ul style="list-style-type: none"> • Staff and families who use alcohol-based sanitiser are instructed to ensure it is completely dry before going near ignition source • Staff encouraged to follow 'Catch it, Bin it, Kill it' guidelines- covering the mouth or nose with a tissue and disposing of the tissue in the pedal lid bin labelled 'tissues only'. • Sufficient amounts of soap (or hand sanitiser where applicable) and paper towels and bins are supplied in infection control areas, bathrooms and kitchens. • The number of rooms used by staff during working hours is limited to avoid the spread of infection. • Pedal lid bins to be issued for tissues and to be emptied via double bagging throughout the day • Where possible, all spaces to be well ventilated using natural ventilation and doors propped open (where safe to do so) to limit the use of door handles • Rooms 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 • Separate risk assessments will be implemented for start and end of the day and for classrooms such as Nursery and Mulberry where leaving a door open will expose children to additional risks e.g. runners • Interactions take place side by side instead of face to face where possible • Sufficient amounts of suitable cleaning agents are available on the premises to sanitise regularly-used areas and surfaces – cleaning agents are used and stored in line with the COSHH Policy. • Classroom teachers will be provided with gloves and disinfectant 		
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			<p>spray in their classroom to use in case a pupil coughs or sneezes on a piece of equipment</p> <ul style="list-style-type: none"> • Contact points (desks, chairs, doors, sinks, toilets, light switches, keyboards) cleaned more regularly than normal i.e. a minimum of twice a day • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the School Cleaning policy, COSHH Policy and the Health and Safety Policy. • The Head Teacher identifies which areas of the school may be used to carry out working activities and communicates this to staff via email and/or daily notices. • Where staff have a second job the Head teacher will agree with the staff member how this will be managed so as not to compromise the group or cohort the member of staff is assigned to. • Use of fans is allowed in offices, classrooms and other educational areas as an aid to regulate temperature in warmer weather. Where possible fans should be positioned near to an open window to draw in fresh air • The SBM monitors the cleaning standards of school cleaning staff and discusses any additional measures required with regards to managing the spread of coronavirus. 		
Poor management of infectious diseases	High	Staff, Pupils, families	<ul style="list-style-type: none"> • Staff are vigilant and report concerns about a pupil's symptoms to the Head Teacher. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. • Social distancing measures are implemented as much as possible and PPE is worn where necessary in line with government guidance. • The SBM monitors the cleaning standards of school cleaning staff in line with government guidance and discusses any additional measures required with regards to managing the 	N/A	Medium

			<p>spread of coronavirus.</p> <ul style="list-style-type: none"> • The school understands the NHS track and trace system and adheres to NCC case management guidance, risk assessment and checklist, which has informed this assessment 		
Lack of social distancing-staff	Medium	Pupils, families, Visitors	<ul style="list-style-type: none"> • Office staff should avoid working face to face and where social distancing cannot be applied in the usual office areas, additional work areas should be allocated • Where practicable, staff always keep at least two metres apart and avoid close proximity interaction. • Where close proximity interaction (being less than two metres apart) cannot be avoided, staff are instructed to: <ul style="list-style-type: none"> - Identify beforehand which tasks must be done in close proximity to others and which tasks can be carried out at a distance or remotely. - Work facing away from each other or side-by-side, where possible, instead of face-to-face. - Where face-to-face interaction is essential, minimise the frequency and duration of the interaction. - Limit close proximity interaction to 15 minutes at a time. - Limit the number of people in close proximity interactions to no more than two people. • The size and frequency of essential group gatherings (e.g. SLT or Safeguarding meetings) is limited to no more than five people, and this is communicated to staff via email. Where there is a need to be in person in larger groups for safeguarding, well-being and or statutory reasons (INSET) and or due to limitations of technology, poor or unstable signal, the following measures have been implemented: <ul style="list-style-type: none"> - They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings - The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment 	N/A	Low

			<p>in a building or weather</p> <ul style="list-style-type: none"> - 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 - No activities are undertaken that require or encourage people to raise their voices or shout - 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. - 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 <ul style="list-style-type: none"> • Where staff must work in teams to carry out their role or perform a task, teams are arranged beforehand and, where possible, team mixing is minimised. • Where group gatherings must occur in larger numbers on a higher frequency, alternative arrangements are put in place and enforced by the Head Teacher, e.g. remote meetings are arranged. • Staff apply social distancing within their groupings and do not gather with other groups during breaks, before and after the school day starts • The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings – staggered times, additional areas and or rotas are implemented where required. • Staff room furniture has been arranged to encourage social distancing and other areas of the school e.g. dining hall have been identified for overflow use 		
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			<ul style="list-style-type: none"> • Floor markings and or signs are used, where necessary, to indicate any two-metre spacing, e.g. where queues are likely to form. • Contact with parents is minimised and alternative arrangements are in place – where contact with parents must occur face-to-face, infection control procedures and social distancing arrangements are communicated to parents. • Office spaces are arranged to support social distancing (maintaining 2 meters distance) • staff advised not to gather in parking areas • staff advised that only the same household members should travel together by car • Staff advised to limit use of public transport where possible. • In the event that staff do need to use public transport, staff are advised to follow government advice to wear face coverings when traveling on public transport and to wash their hand before and after using public transport • Where staff cannot follow social distancing arrangements for a particular activity, the Head Teacher assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential. • Social distancing is employed at meal collection points by staff • Staff training is only delivered in person where it is critical to essential service deliver e.g. First Aid and practical aspects or practice exercises are required as part of training 		
Lack of social distancing-Pupils	Medium	Staff, families, Visitors	<ul style="list-style-type: none"> • Main groups have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught. • The school will implement year group bubbles. Pupils will be allocated to a set classroom with an allocated teacher and TA; year groups will not be mixed during the day or on subsequent days. • Only where necessary extended groups have been created to 	N/A	Low

			<p>accommodate specific activities (Afterschool clubs, specialist teaching etc.) and are arranged in line with main setting groups as much as possible</p> <ul style="list-style-type: none"> • Where bubbles need reconfiguring, this is done as infrequently as possible and is implemented at the beginning of the school week so as to enable as much of a time break as possible between changes • 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 • Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group • Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtime; Pupils to be issued a packed lunch which is eaten in their set bubble in the classroom and or outdoor area. Lunch time to be overseen by an allocated MSA to support TA • Where possible tables and seating are moved apart and reflect maximum capacity to allow social distancing within the group • For activities which require pupils to be seated, staff will encourage pupils to sit facing forward or side by side and where possible teachers will encourage 'natural distancing' • Outdoor space to be maximised for PE lessons. Where this is not possible, e.g. due to inclement weather, the school hall can be used by year group bubbles with equipment and area being cleaned between use • Prioritisation of low impact activities is given over high impact and contact sports such as football will not take place • Use of non-personal kit is avoided, in the event a child forgets their PE kit a spare kit can be issued by the school but must be retained at the end of the session and washed on site before 		
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			<p>being put back into circulation</p> <ul style="list-style-type: none"> • Pupils will be encouraged to walk in single file without holding hands when moving around the school e.g. in corridors • Movement around the school is kept to a minimum: <ul style="list-style-type: none"> - Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. - 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. sport. - Times for using corridors has been planned to ensure that use of common areas does not encourage gathering - Movements around settings are supervised • Staff have identified suitable play activities for lunch times • Use of outside play equipment is supervised to ensure pupils do not gather • Large areas including the outside play equipment is not to be used by multiple groups simultaneously without partitioning in order to create physical separation • Staff to supervise and manage collection of bags and coats to prevent pupils gathering • Toilet times are overseen by the classroom staff to ensure children do not gather unnecessarily in confined areas • Distancing for queuing has been introduced e.g. through floor markings • Pupils have been informed of how to use facilities appropriately applying distancing requirements • Large gatherings such as assemblies with more than one group is avoided • Contact records of groups are maintained in line with Case Management Guidance 		
Lack of social distancing-	High	Staff, Pupils,	<ul style="list-style-type: none"> • Parents/Carers informed to wash their hands with santiser on 	N/A	Medium

Families		visitors	<p>entry to, and exit from school premises</p> <ul style="list-style-type: none"> • Parents/Carers informed that only one parent/carer should attend the school with their child at drop off and collection time • Parents and carers allocated a drop off and collection time and the process for doing so clearly communicated, including protocols for minimising adult to adult contact • Parents informed that they cannot gather at the entrance to the school, classroom and or playground • Floor markings or signs are used, where necessary, to indicate any two-metre spacing and or to assist with social distancing, e.g. where queues are likely to form. • Parents and carers to use familiar one-way system for drop off and collection time, keeping 2 meters apart at all times • A member of SLT will be present on the door for all staggered drop off and pick up times and will enforce adherence to social distancing and hand sanitising from all parents/carers • Parents/carers instructed to drop children off at the classroom door and are not to enter the classroom. If parent/carer needs to speak with the class teacher this will be done via other means e.g. a phone call at a prearranged time or email • Parents/carers have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and or for a pre-arranged appointment and have been provided with the visitor information as detailed in below section. • Information is shared with parents and carers about contacting the school office by phone or email instead of having face to face for day to day enquiries • Parents/carers have been advised that only the same household members should travel together by car • Parent/carers advised to limit use of public transport where possible. • In the event that parent/carers do need to use public transport, 		
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			<p>parent/carers are advised to follow government advice to wear face coverings when traveling on public transport and to wash their hand before and after using public transport</p> <ul style="list-style-type: none"> • Parent/Carers are instructed to use bike racks one at a time, signage used to help enforce • Parents carers informed that until further notice parent's evenings will be undertaken via a phone call, no face to face meetings will be held • Parents/carers informed that performances with audience's e.g. Christmas performances and year 1 dance will not take place 		
Lack of social distancing-Visitors/external agencies/ /volunteers	High	Staff, Pupils, families	<ul style="list-style-type: none"> • Essential visitors have been identified (including maintenance and repair), staff will seek agreement with the most senior person onsite if they are in doubt about an unplanned visit • External agencies and or volunteers will work in the setting only where essential and will be provided with the same information, instruction, and support as staff members • Where essential professional services (external or internal) are provided, for example to support a pupil, these staff members must not work across settings and/or bubbles within the same week. Where this is not possible a 48-hour period between settings and/or bubbles must be adhered to • Visits will be by appointment only and will be planned to separate visitors from other site users • Visitors are advised of the following in advance: <ul style="list-style-type: none"> - Expectations while they are on the site, which entrances and exits to use, vehicle movement and parking and how we will ensure their safety - Any specific arrangements for example, areas of the premises that are suitable for use, and to not use spaces that are already occupied. - Action to take if they cannot maintain keep away from others - To leave the setting immediately if they develop 	N/A	Medium

			<p>symptoms, not matter how mild.</p> <ul style="list-style-type: none"> • Visitors will confirm that they do not have symptoms (no matter how mild) before entering • All visitors and contractors will be asked to wear a facemask/covering for the duration of their visit onsite • Arrangements are in place to receive general deliveries without close contact; delivers to be left in the foyer • Contracted works which are not essential to education and or safeguarding are undertaken out of hours where possible and or specific times for scheduled works agreed • Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements • Visitor records are maintained for contact tracing requirements • Office staff have been briefed on their role in terms of assisting the school's commitment to NHS Track and Trace and will follow school procedure at all times in regard to the 'Management Of Contacts' for professionals, contractors and or visitors • The school will seek assurance from school catering contractor that their arrangements meet with the government guidelines and they are employing social distancing in the kitchen area. 		
Lack of cleaning	Medium	Staff, Pupils, families, visitors	<ul style="list-style-type: none"> • Premises and cleaning activities will not take place during times when pupils and staff move around the setting • Staff who undertake cleaning, 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 • Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building • Where the same space and or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use 	N/A	Low

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| | | | <ul style="list-style-type: none"> • 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 • All contact surfaces which are fixed to the premises have been identified and are disinfected a minimum of twice a day e.g. door handles, toilets, taps, handrails, external gates etc. • More frequent cleaning requirements have been identified and implemented where appropriate, for example where pupils find it difficult to maintain personal hygiene, toilet facilities etc. • Disinfectant spray and or wipes will be placed in all shared areas i.e. staff room, reprographics room, offices etc and staff instructed to disinfect contact points before and after use • Different cleaning equipment is provided for toilets, each classrooms and office areas • Learning equipment such as computers and or tablets are cleaned with a disinfect wipe prior to use • A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups e.g. movable PE equipment • Where water coolers and drinking water is provided from a shared source, the outlet must be wiped between use to reduce the risk of cross contamination • Shared workstations are cleaned with a disinfectant wipe prior to use • Antibacterial gel and wipes are available for staff to use when required • Where teachers handle pupil books, they are to disinfect the surfaces that they are using both before and after as well as undertaking hand hygiene • Used books are set aside for 72 hours after use to reduce microbial load • Books and posters checked for visible soiling and disposed of where necessary | | |
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			<ul style="list-style-type: none"> • Washable resources will be soaked in Milton and left to air dry between group use • Soft toys and dressing up items are washed after use in a washing machine on a 60-degree wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible • Trays, tables and chair touch points are disinfected after use • Moveable outdoor play equipment is cleaned between group use • Hand sanitiser and aerosol sprays will be stored with other flammable cleaning equipment • The SBM monitors the cleaning standards of school cleaning staff in line with government guidelines and discusses any additional measures required with regards to managing the spread of coronavirus. 		
Ill Health	High	Staff, Pupils, families	<ul style="list-style-type: none"> • 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 COVID-19 Your health and your safety when working in educational settings • Pregnant members of staff will have a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance. • 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 COVID-19 guidance for all education settings • Pupils who are clinically vulnerable (previously referred to as having an underlying health condition) 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 COVID-19 guidance for all education 	N/A	Medium

			<p>settings</p> <ul style="list-style-type: none"> • Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day • A suitable room (disabled toilet) 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) • Tissues and a lidded pedal bin have been provided in the room • If a pupil develops symptoms, they will wait in the room that has been identified as soon as possible • 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 from that bubble into a different classroom, where available, whilst that area is cleaned. • 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. • Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance. • Staff aware that the government has agreed to test essential workers and members of their household who are showing symptoms of coronavirus. Information on how to book a test for staff members and or members of their household has been circulated via email and staff are encouraged to request a test if they or a member of their household develop symptoms • Staff follow guidance in regards to getting tested • Where a person tests positive, anyone identified as having been a close contact to the individual will self-isolate for 14 days. • If a person is symptomatic on the premises the cleaning cloths 		
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			<p>used and tissues etc. is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.</p> <ul style="list-style-type: none"> 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 		
Spread of infection – Pupils/Families	High	Staff, visitors	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. Pupils and teachers are encouraged to only take necessary books (e.g. RWInc Books for Pupils) and other resources home (e.g. laptops for staff). The requirement for hand hygiene, cleaning and rotation are applied Pupils encouraged to not touch their mouth, eyes and or nose particularly if they haven't recently washed their hands Pupils encouraged to follow 'Catch it, Bin it, Kill it' guidelines- covering the mouth or nose with a tissue and disposing of the tissue in the pedal bin labelled 'tissues only' Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus Pupils will be encouraged to walk in single file without holding hands when moving around the school e.g. in corridors Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission 	N/A	Medium
Spread of infection – Staff	Medium	Staff, visitors, Pupils, families	<ul style="list-style-type: none"> Hand sanitiser points are provided at key locations around the site including: at the 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, classrooms, offices etc. Where social distancing is not possible in indoor areas outside of classrooms between members of staff, families and or visitors 	N/A	Low

			<p>(for example, in corridors), staff are required to wear a facemask/covering</p> <ul style="list-style-type: none"> • Staff must ensure cleaning of hands before and after touching face coverings – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use • Staff, pupils and families advised that hand washing must be carried out when they arrive at home • Staff avoid contact with people who show symptoms of coronavirus, both in and out of school. • Where a member of staff must accompany or supervise a pupil showing symptoms of coronavirus, infection control procedures and social distancing arrangements are always adhered to • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE at all times. • Staff are paired consistently for two-person activities e.g. supervision, teaching, personal care • The same teachers and other staff are assigned to each year group bubble, and where possible for the same day and subsequent days • External facilities (such as SSP) are used in line with guidance for the use of and travel to those facilities. A specific risk assessment is completed in advance considering all the relevant sections of this assessment and NCC compliance code • Arrangement's for working with external coaches, clubs and organisations (e.g. CFS and Premier sports) consider the wider protective measures required and specific attention has been paid to staffing in the staffing section of this assessment • Staff are encouraged to transfer information digitally, e.g. via email, and to avoid transferring information in paper format. • Staff are informed via email that they must not enter the school premises if they show signs of being unwell and believe they 		
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			<p>have been exposed to coronavirus.</p> <ul style="list-style-type: none"> • Staff aware the school’s commitment to the NHS track and trace system and the importance of testing as soon as staff or a member of their household develops symptoms. Information on how to book a test for staff members and or members of their household has been circulated via email and staff are encouraged to request a test if they or a member of their household develop symptoms. • Staff follow guidance in regards to getting tested • Staff and volunteers who test positive do not return to school before the minimum recommended exclusion period currently 10 days (or the ‘self-isolation’ period) has passed, in line with the Infection Control Policy and local and national guidance. • Staff to inform the Head Teacher when they plan to return to work after having coronavirus. • Staff to notify the Head Teacher if they have an impaired immune system or a medical condition that means they are more vulnerable to infections – alternate working arrangements are put in place where required and an individual risk assessment is completed. • Any additional provisions for staff who are more vulnerable to infections are put in place by the Head Teacher. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if somebody has been sent home with suspected coronavirus. • Staff and volunteers are vigilant, and report concerns about their own, a colleague’s or a pupil’s symptoms to the school nurse. 		
Poor staff wellbeing	Medium	Staff	<ul style="list-style-type: none"> • 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 from NCC is used to record conversations and agreed control measures 	N/A	Low

			<ul style="list-style-type: none"> • Communication channels are available to all staff, should they wish to communicate with their line manager while working away from the setting due to self-isolation • Staff are informed via email about who they can talk to if they have concerns, e.g. about their commitments, health, workload, and mental wellbeing. • SLT to monitor staff workload during full reopening to ensure reasonable work/life balance is maintained • Where practicable, the Head Teacher liaises with the LA about putting staff rotas in place to minimise staff exposure to coronavirus, group sizes, and any additional workload. • Staff are encouraged to communicate via email, where possible, and to minimise close-proximity interaction. • Staff are encouraged to discuss with their line manager how to manage their workload and balance their commitments, e.g. caring for dependants. • Staff are aware of how to report sickness, how long to stay away from the school, and how they will be paid during their absence. • Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff 		
Poor Pupil wellbeing	Medium	Pupils, families	<ul style="list-style-type: none"> • Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns • Pupils encouraged to move freely within bubble as this is better for their wellbeing than restricting them to sitting at desks and or socially distant boxes. • SLT in school every day to support with any child who becomes distressed • Teaching staff to explain routines clearly so that children feel more secure and they know what is expected of them • Staff recognise that some families may struggle with getting back into the swing of things and will offer support to these families where it is needed e.g. wellbeing calls • Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences 	N/A	Low

			<p>while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.</p> <ul style="list-style-type: none"> • Support will be provided for pupils who need support to re-adjust to school, those who may be reluctant to return, and those showing signs or more severe anxiety and depression. The school is implementing a recovery curriculum linked to ELSA • The training module on teaching about mental wellbeing, will be completed by those staff who require this. • 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). <ul style="list-style-type: none"> ○ Support plans include: <ul style="list-style-type: none"> ○ Specific cleaning and disinfection requirements such as changing beds and wheelchairs. ○ Ensuring that staff increase their level of self-protection, ○ Ensure that the pupil washing their hands before and after where able to or use skin friendly hand wipes before and after ○ Checking that the person does not have symptoms as detailed in the compliance code. 		
Behaviour	Medium	Staff, visitors, Pupils, families	<ul style="list-style-type: none"> • Staff will follow the school's normal procedures to encourage safe behaviours and actions if school standards are not followed • The measures detailed in Guidance to Support Positive Behaviour have been implemented • Behaviour will be managed as it normally would to encourage universal hygiene and new safety arrangements. • 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 		

			<p>where required).</p> <ul style="list-style-type: none"> ○ 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 hand wipes before and after ○ Checking that the person does not have symptoms as detailed in the compliance code. <ul style="list-style-type: none"> ● Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their group. ● Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required. 		
Educational Visits	Medium	Staff, Pupils, families	<ul style="list-style-type: none"> ● Outdoor spaces in the local area are used to support delivery of the curriculum e.g. woodland school ● Any visit arranged <u>must</u> go via the SBM/EVC at planning stage. A risk assessment will be carried out for all educational visits and in addition to using Evolve: <ul style="list-style-type: none"> ○ A check will be made 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: <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your 	N/A	Low

			<ul style="list-style-type: none"> group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? ● The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups. 		
Emergencies-	Medium	Staff, Pupils, visitors, families	<ul style="list-style-type: none"> ● All staff and pupil emergency contact details are up to date, including alternative emergency contact details, where required. ● Pupils' parents are contacted as soon as practicable in the event of an emergency. ● Staff and pupils alternative contacts are contacted where their primary emergency contact cannot be reached. ● The school has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. ● Fire assembly points have been reviewed to ensure that pupils do not gather in groups ● Fire drills that are carried out encourage social distancing. ● Staff and pupils understand that in an emergency they must leave without delay ● 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 to 30 September 2020. If this is not possible the following steps have been taken: <ul style="list-style-type: none"> ○ The previous 3 months accident history has been reviewed and all previous investigations have been 	N/A	Low

			<p>completed with control measures in place to reduce future risk.</p> <ul style="list-style-type: none"> ○ 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. ○ A member of staff has been nominated to check and maintain first aid kit contents ○ First aid boxes are located in prominent places ○ 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. ○ Changes to first aid arrangements are communicated to all staff ○ To support social distancing, staff will assess an injury side on rather than face to face and where appropriate will instruct an injured person about what to do for minor injuries ○ Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance ○ There are always a suitable number of Paediatric First Aiders on site 		
Inexperienced staff	Medium	Pupils, staff	<ul style="list-style-type: none"> ● Covid-19 Staff handbook on the whole school reopening, all policies and procedures relevant to Covid-19 and this risk assessments are discussed with all new staff during their induction ● Temporary staff are briefed on all safety procedures by the Head Teacher and or SBM before they begin work. 	N/A	Low
Disruption in supply chain	Medium	Staff, Pupils, families, visitors	<ul style="list-style-type: none"> ● SBM will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels, hand sanitiser and PPE as specified in PPE guidance. ● The school will ensure that equipment purchased is fit for 	N/A	Low

			purpose e.g. meets with required standards and will purchase from DfE approved suppliers (ESPO, YPO etc.)		
Lack of monitoring and review by SLT	Medium	Staff, Pupils, families, visitors	<ul style="list-style-type: none"> • SLT and the SBM will monitor and review systems in place, alongside this assessment on a weekly basis. Changes will be made and communicated as required • Staff will be encouraged to feedback on arrangements and or systems in place at the end of each week. Feedback will be reviewed by SLT and the SBM alongside this assessment. 	N/A	Low
Extracurricular provision- Afterschool club	Medium	Staff, Pupils, visitors, families	<ul style="list-style-type: none"> • Pupils will keep within their main bubble where possible. • Where it is not possible to maintain the bubbles used during the day, small consistent groups created are as follows: <ul style="list-style-type: none"> ○ Consideration is given to the types of activities organised in line with the compliance code ○ The total number of people permitted to attend the activity whether indoor or outdoor is limited by the space available to enable social distancing both within and between groups ○ Cleaning, hand sanitisation and waste requirements outlined in the compliance code apply to outdoor provision as well as indoor. Particular attention is given to touch points such as gates and handrails, providing hand sanitiser at suitable outside locations and the provision of waste facilities and tissues ○ Access to and use of toilet facilities will be considered. In particular the number of children using the toilet at any one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided. ○ Records are maintained of all bubbles or groups for 21 days • As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing, or chanting, or the use of wind/brass instruments in groups will be avoided 	N/A	Low

Tooth brushing programme	brushing	Medium	Staff, Pupils	<ul style="list-style-type: none"> • Dry brushing only where children brush their teeth without the use of water or sinks • Supervisors and children (under supervision) should wash their hands or use hand sanitiser before and after the tooth brushing session • Supervisors should dispense the toothpaste onto a clean surface such as a plate, individual paper towel or tissue square to allow each child to apply the toothpaste to their brush • Each child should collect their toothpaste, a tissue or paper towel (so they can spit any excess toothpaste into this after brushing), and their toothbrush from the storage system • Each toothbrush should be individually identifiable enabling each child to recognise their own brush • Children may stand or sit while tooth brushing however the area surrounding them should be easy to clean • After brushing children can spit excess toothpaste into the tissue or paper towel (encourage children to raise the tissue to their mouths to do so) and wipe their mouths • Tissue or paper towel and toothpaste paper should be disposed of immediately in a waste bag • After tooth brushing supervisors should clean the area where the tooth brushing has taken place with detergents and bleach • Observed by the supervisor each child should in turn rinse their own toothbrush and its handle at a sink under cold running water. Toothbrushes should be rinsed straight away. The toothpaste should not be allowed to dry on the brush. Water should be left running to avoid each child touching the tap • Under supervision each child then returns their own toothbrush to the storage system to air dry. Storage system lids should be replaced at this stage if there is sufficient air 	
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			<p>circulation to allow the toothbrushes to dry before next use</p> <ul style="list-style-type: none"> • Toothbrushes must not be washed together in the sink • After tooth brushing is complete children and supervisors should wash their hands 		
Lack of case management	Medium	Staff, Pupils, visitors, families	<ul style="list-style-type: none"> • Record of contacts are updated on a daily basis and a system for storing for 21 days is in place. • The Privacy Policy has been updated as required inline with GDPR so that anyone attending the setting is aware of what information is being stored and how it will be used • Preparations are in place to communicate with parents/carers as appropriate using the CC template letters • Parents have been provided with information detailed in the Pupil process for testing in the Management of Cases Guidance, including sharing the relevant weblinks • SLT will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble/group who have been close contacts e.g. unintentional or ad-hoc, SLT will follow NCC guidance to ensure work arrangements are altered where required • SLT will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in the cohort has tested positive • The school will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism • The school will follow the advice and requirements of NCC where the case is transferred to NCC for management • The school will notify the NCC Education Incident room in the event of a positive case • Contingency plans are in place for home learning for pupils who are isolating 	N/A	Low