

## COVID-19 Educational Settings Risk Assessment

---

### Contents

Key infection control measures .....	3
Cleaning and disinfection .....	3
Hand hygiene and respiratory hygiene arrangements .....	4
Ventilation (and use of outside space) .....	6
PPE .....	8
Educational visits and use of third-party premises .....	8
Transport and travel .....	10
Visitors .....	10
Catering .....	12
Health, well-being and attendance .....	12
Asymptomatic testing .....	12
First aid .....	13
Individual risk - pupils .....	13
Individual support planning .....	14
Wellbeing and attendance .....	14
Staff health and well-being .....	15
Self-Isolation Arrangements – Staff and Pupils .....	16
Collaboration .....	16
General Arrangements .....	16
Respectful space .....	18
Hiring School Premises (and providing premises for club use) .....	18
Review .....	19

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

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

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

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

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

Date of change	Section, Page and Change
15/07/2021	New
31/08/2021	Updated sections Educational visits for international travel Visitors – key contractors
29/11/2021	Updated following latest Government guidance regarding Omicron variant.
19/04/2022	Updated following latest Government guidance as we now Live with COVID-19.

<b>Setting/Premises:</b>	Ormesby Village Infant and Junior Schools Federation		
<b>Location:</b>	Infant and Junior Schools		
<b>Assessment Date:</b>	1.9.21	<b>Last Review Date:</b>	19.4.22
<b>Assessment completed by:</b>	Bradley Young - Headteacher		

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

### Key infection control measures

#### *Cleaning and disinfection*

	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> <li>• Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day</li> <li>• Equipment and resources are disinfected on a twice daily basis as a minimum. <ul style="list-style-type: none"> <li>- Soft furnishings are disinfected with a proprietary fabric disinfectant spray daily.</li> <li>- Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene</li> </ul> </li> <li>• Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible.</li> <li>• Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use</li> </ul>	Yes	<p>Cleaning equipment, such as sports' and play equipment is made easier with disinfectant in a pump sprayer. One is in shared is at both schools. Touch points are cleaned regularly through the day by the staff and pupils (depending on age). Toilets are cleaned twice a day as these are shared and are regular touch points for multiple pupils. Staff room touch points are wiped regularly, but staff hand sanitize to ensure a further layer of protection. Classes use their own equipment for playtimes. Soft furnishings are cleaned with fabric disinfectant.</p>	1.9.21
--	---	-----	---	--------



	<ul style="list-style-type: none"> <li>If a surface is visibly dirty it is always cleaned prior to disinfection.</li> </ul>	Yes	All table surfaces are cleaned prior to being disinfected.	1.9.21
	<ul style="list-style-type: none"> <li>Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.</li> </ul>	Yes	Different cleaning products and implements are used to clean different areas, as has always been the case.	1.9.21
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> <li>Know the schedule information.</li> <li>Have received relevant training/instruction</li> <li>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.</li> <li>Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment.</li> </ul>	Yes	Under the direct line management of the caretaker, all cleaners are given instruction on cleaning expectations, equipment and products.	1.9.21

### ***Hand hygiene and respiratory hygiene arrangements***

Hand hygiene	<ul style="list-style-type: none"> <li>Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing).</li> <li>Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts.</li> <li>Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>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.</li> <li>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</li> </ul>	Yes	Pupils are given routines to enact hand hygiene, particularly at transition points in the day such as break times, lunchtimes and going to the toilet. Those children we are aware of that do not wash their hands properly are supervised by staff and encouraged to do what is asked of them. Wipes are available should washing hands not be possible. Hand sanitiser is also available when there has been a sharing of resources or they have	1.9.21
--------------	--	-----	--	--------



	<p>(including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</p> <ul style="list-style-type: none"> <li>• Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.</li> <li>• Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.</li> <li>• Entrances are supervised on arrival in the morning to support hand sanitising.</li> <li>• Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home</li> </ul>		touched the same surfaces as others.	
	Hand washing is carried out using running water (static bowls are not used)	Yes	As directed	1.9.21
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes and No	Hand driers are place, but hand towels are used also.	1.9.21
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes	Consideration has been made, but not all taps are lever taps.	1.9.21
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The location of sanitiser points is reviewed where there are changes to use of different areas of the premises.</li> <li>• Hand sanitiser points are checked regularly and stock replenished where necessary.</li> </ul>	Yes	Multiple hand sanitizers points can be found around each school site, in classrooms, in halls, in offices and for visitors upon arrival.	1.9.21
	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	Some outside points are available in each school, particularly on entry and departure.	1.9.21
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	No	No specific drip trays are in place, but spillages are cleaned promptly to avoid slips.	1.9.21



	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	This is stored by the caretaker safely. All pupils are spoken to about what this is used for to keep us safe.	1.9.21
Respiratory Hygiene	<ul style="list-style-type: none"> <li>Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>Bins are emptied regularly throughout the day</li> </ul>	Yes	Tissues are disposed of in normal waste bins. Bins are emptied when full each day.	1.9.21
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements.	Yes	Catch it, Kill it and Bin it is a slogan promoted throughout both schools.	1.9.21

***Ventilation (and use of outside space)***

Use of outside space	Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils.	Yes	Where possible, outside spaces will be used. Assemblies and lunches have returned to the school Hall with full ventilation using the outside doors and windows.	1.9.21
Increasing ventilation	<p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none"> <li>Mechanical ventilation has been checked to ensure it provides fresh air to rooms</li> <li>Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air.</li> <li>Where fresh air provision is not adequate windows are also opened in these areas.</li> <li>Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented.</li> </ul>	Yes	Windows and doorways will be opened to enable full ventilation. There are no mechanical ventilation systems in the schools.	1.9.21



	<ul style="list-style-type: none"> <li>Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems)</li> <li>Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained.</li> <li>Non fire doors are secured in the open position</li> <li>Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access.</li> </ul>	Yes	No fire doors will be propped open, but other windows and doorways will be kept open to allow for full ventilation.	1.9.21
	<p>During cooler weather:</p> <ul style="list-style-type: none"> <li>Windows are fully opened before rooms are occupied and during breaks.</li> <li>Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils desks or high level windows are open fully and low level opened partially</li> <li>Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures.</li> </ul>	Yes	In colder weather, information to parents will be shared asking pupils to come to school wearing warmer clothing and fleeces in the school colours.	1.9.21
	<ul style="list-style-type: none"> <li>Members of the team are nominated to ensure that windows are opened in accordance with the above</li> <li>Signage is provided to remind occupants not to fully close windows</li> <li>Regular checks are made to ensure that arrangements are being followed</li> </ul>	Yes	Checks are made to ensure windows and doors are opened for ventilation. Signage not currently in place, but this is to be actioned. Staff are adhering to Government guidance	1.9.21
Reassurance measures	<ul style="list-style-type: none"> <li>Consideration has been given to installing non-dispersive infrared (NDIR) CO<sub>2</sub> sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code</li> </ul>	Yes	CO <sub>2</sub> sensors are yet to be received.	1.9.21
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	Staff aware of discussing this with others in a shared space.	1.9.21





	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.		Headteacher happy for fans to be used.	
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> <li>• The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less</li> <li>• Equipment, machinery that prevent air circulating have been relocated where possible</li> <li>• Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion).</li> <li>• Fans are not used in poorly ventilated areas</li> <li>• Advise has been sought from HSW for using these areas</li> </ul>	Yes	If any rooms such as this are in the schools, such as cupboard spaces, only one person at a time should enter them.	1.9.21

### PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	PPE is to be worn for intimate care and for certain severe first aid incidents. It is also to be worn in full whilst attending those isolated with symptoms.	1.9.21
-----	---	-----	--	--------

### Educational visits and use of third-party premises

International visits	<ul style="list-style-type: none"> <li>• Bookings consider changes to the travel status that may occur during a visit, taking account of travel legislation, insurance cover and contingency planning</li> <li>• A separate risk assessment is completed for the trip , considering public health advice that is in place both in the UK and the country being visited including hygiene and ventilation and all areas identified below.</li> </ul>	Yes	No international visits planned, but full risk assessments and COVID guidance would be completed and followed.	1.9.21
----------------------	---	-----	--	--------





	<ul style="list-style-type: none"> <li>All elements of the trip are considered including transport, trips and accommodation.</li> </ul>			
All visits	<ul style="list-style-type: none"> <li>Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity.</li> <li>The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation</li> <li>Where appropriate, the third-party provider is involved in planning arrangements.</li> <li>Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit</li> <li>Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing.</li> <li>A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> <li>Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities</li> <li>There is an appropriate level of insurance cover for the visit</li> <li>The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements</li> </ul> </li> </ul>	Yes	<p>Compliance Code shared with staff and other stakeholders. Staff all check that visits are signed off on Evolve and all venues are COVID Secure or trips will not go ahead. LFD testing will take place before and after trips for all staff involved.</p> <p>Hand hygiene must be built into all risk assessments. Insurance in place to cover the losses incurred should a national school closure occur.</p>	1.9.21
Specific considerations	<ul style="list-style-type: none"> <li>Additional factors needed for children (and staff) with SEND and medical conditions have been considered.</li> <li>There are contingency plans in place, for example, to respond to symptoms developing in the group.</li> </ul>	Yes	All additional needs are included in pupil specific risk assessments or for staff with specific needs. A contingency plan is in place should someone	1.9.21



			develop symptoms whilst on the trip. Isolate individual using the venue's support, contact homebase and parent to arrange collection.	
--	--	--	---	--

### Transport and travel

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Stakeholders advised of this.	1.9.21
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.	Yes	Stakeholders advised of this.	1.9.21
	Windows are opened during journeys where it is safe to do so	Yes	Where possible, such as skylights on buses.	1.9.21
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.	Yes	As directed.	1.9.21
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes	Staff will not transport a symptomatic child, but await collection by the child's parents or family member in the case of a member of staff.	1.9.21
	<ul style="list-style-type: none"> <li>Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so</li> <li>Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings</li> <li>Staff are encouraged to wear face coverings when using public transport.</li> </ul>	Yes	Staff advised to continue to use face coverings when using school/public transport. Staff are to wear face coverings on public transport.	1.9.21

### Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.	Yes	This is not always possible, but social distancing and face coverings are advised in these circumstances, if this makes people feel more secure. All	1.9.21
--	---	-----	--	--------



			visitors over the age of 12 years of age that enter our buildings must wear a face covering unless medically exempt.	
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out	Yes	Meetings in ventilated rooms is adhered to. Staff are spread out and where possible meetings are still virtual or outside.	1.9.21
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> <li>• That you encourage participation in asymptomatic testing</li> <li>• Specific arrangements for the meeting, for example, applying respectful distancing where it is possible.</li> <li>• To leave the setting immediately if they develop symptoms</li> <li>• Hand shaking should be avoided</li> </ul>	Yes	Visitors are informed staff are undertaking LFD testing, we are adhering to social distancing where possible and there is to be no hand shaking, but elbows or verbal gratitude and welcomes are to be offered.	1.9.21
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> <li>• Provided with relevant site information</li> <li>• Asked to perform hand hygiene</li> <li>• Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate.</li> </ul>	Yes	All visitors are asked a list of questions regarding COVID and their symptoms.	1.9.21
	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	As stated. Or pen will be wiped after use.	1.9.21
	A QR code is in place for events involving large numbers of visitors.	Yes	QR code in place for both schools	1.9.21
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.	Yes	Social distancing is encouraged at all times.	1.9.21
Key contractors	<ul style="list-style-type: none"> <li>• Key contractors are aware of the control measures in place prior to visiting the site.</li> <li>• Key contractors confirm that they have completed a risk assessment prior to their visit.</li> </ul>	Yes	Contractors and all other visitors to the site are asked COVID questions as part of the signing in process.	1.9.21

### Catering

	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .	Yes	Norse are following the latest Government guidance	1.9.21
	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance	Yes	Norse follow the Compliance Code for educational settings.	1.9.21
Vending machines	<ul style="list-style-type: none"> <li>Vending machine disinfection is incorporated into the touch point cleaning arrangements.</li> <li>Consideration has been given to the number of touch points and that some parts may be hard to clean, e.g. collection slot, therefore performing hand hygiene before and after use is reinforced.</li> <li>Hand sanitiser and disinfectant wipes are provided next to them with instruction to use before and after.</li> </ul>	N/A	N/A	N/A

### Health, well-being and attendance

#### *Asymptomatic testing*

Summer attendance	<ul style="list-style-type: none"> <li>Staff and secondary pupils are encouraged to continue to regularly test at home if they attend the setting over the summer period.</li> <li>Tests are provided to attending staff and pupils</li> </ul>	Yes	Staff were encouraged to test twice weekly over the Summer holidays and were provided and continue to be provided for staff moving forward.	1.9.21
-------------------	--	-----	---	--------



Autumn return	<ul style="list-style-type: none"> <li>Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return applied across the first week).</li> <li>Staff and secondary pupils are encouraged to continue to test twice weekly until notified.</li> <li>A small asymptomatic testing site is retained on site at secondary settings so that pupils who are unable to test at home can use this facility.</li> <li>Lateral Flow Device testing arrangements are followed as detailed in guidance on the <a href="#">COVID-19 website for Norfolk Schools</a></li> <li>The risk assessment templates for LFD testing have been completed as appropriate</li> </ul>	Yes	Staff continue to test twice weekly following the testing guidance. Risk assessment has been completed as directed.	1.9.21
Vaccination	Where eligible, staff and students are encouraged to participate in the vaccination programme.	Yes	Staff are encouraged to participate in the vaccination programme.	1.9.21

### **First aid**

First aid – all settings	COVID-19 First Aid guidance is followed.	Yes	In many first aid incidents, first aid can be applied by the child themselves under the guidance of the first aider. If a more severe issue arises, the first aid is deemed as intimate care and staff would need full PPE to attend to the individual.	1.9.21
--------------------------	--	-----	---	--------

### **Individual risk – pupils 1.9.21**

Clinically extremely vulnerable	<ul style="list-style-type: none"> <li>Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required.</li> </ul>	Yes	The school follows the guidance of the medical professionals.	1.9.21
---------------------------------	---	-----	---	--------



Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> <li>Individual risk assessments will be carried out for pupils who are at an increased risk</li> </ul>	Yes	Risk assessments carried out for those applicable.	1.9.21
Aerosol generating procedures	<ul style="list-style-type: none"> <li>A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG's <a href="#">Educational Settings Guidance on AGP's</a></li> </ul>	Yes	Where applicable one would be in place. At the moment, this is not required.	1.9.21

## Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in <a href="#">Guidance to Support Positive Behaviour</a> have been implemented.	Yes	Positive behaviour is regularly promoted by all.	1.9.21
	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	Where required, pupil specific risk assessments will be in place for those who cannot adhere to COVID guidelines. When required, these will be shared and agreed with parents.	1.9.21
	Support plans include: <ul style="list-style-type: none"> <li>Specific cleaning and disinfection requirements such as changing beds and wheelchairs.</li> <li>Ensuring that staff increase their level of self protection,</li> <li>Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after</li> <li>Checking that the person does not have symptoms as detailed in the compliance code.</li> </ul>	Yes	As directed.	1.9.21
	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	Headteacher holds a Level 2 infection Control certificate. All and any intimate care needs require full PPE to be worn by staff.	1.9.21

## Wellbeing and attendance

	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties,	Yes	Where necessary, pupils are supported to achieve, to attend	1.9.21
--	---	-----	---	--------



Pupil well-being, mental health and behaviour	<a href="#">promoting and supporting mental health and well-being in schools is used.</a>		school and to have a positive mental well-being.	
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Sensitive but strong safeguarding procedures are in place at all times.	1.9.21
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	Stress Management Plans can be put into place for staff and pupils can access pastoral support. Norfolk Support Line also available to staff.	1.9.21
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	Yes	COVID controls are now behaviour expectations and are addressed in the same manner.	1.9.21
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	Yes	Attendance remains of the highest importance and every effort will be made with parents to ensure this remains good for their child.	1.9.21

### Staff health and well-being

Individual assessment	<ul style="list-style-type: none"> <li>All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the <a href="#">template provided</a> is used to record conversations and agreed control measures.</li> </ul>	Yes	Staff requiring an individual risk assessment have had one created, e.g. two pregnant members of staff, despite shielding being paused for now under current guidance.	1.9.21
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	Norfolk Support Line is freely advertised around school. Staff have a network of people to talk to should they need it.	1.9.21



### **Self-Isolation Arrangements – Staff and Pupils**

Symptoms	<ul style="list-style-type: none"> <li>Staff know to go home as soon as possible if they develop symptoms of COVID-19</li> <li>Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible</li> <li>Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day</li> <li>Anyone who has developed symptoms and cannot go home immediately will wait in the designated room</li> <li>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</li> </ul>	Yes	All stakeholders are aware of the actions needed, if an individual displays symptoms. Infant quarantine zone is the library and at the Juniors this is the second mobile.	1.9.21
Self-isolation criteria	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> <li>Where notified by NHS Test and Trace</li> <li>In line with travel - <a href="#">Entering the UK</a></li> <li>If the person has COVID-19 symptoms</li> <li>On receiving a positive LFD or PCR test</li> </ul>	Yes	Current guidance on self-isolation has been shared with staff on the shared drive. Both Offices have up-to-date guidance on thresholds and reporting.	1.9.21

### **Collaboration**

#### **General Arrangements**

General Arrangements	<ul style="list-style-type: none"> <li>Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents.</li> <li>Communication routes are publicised and have been formally planned.</li> </ul>	Yes	The website will be used to share guidance and letters about updates, advice and if an outbreak should be declared.	1.9.21
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Yes	Letters to parents are sent out regularly to update them about latest procedures and COVID	1.9.21



	<ul style="list-style-type: none"> <li>Where required the setting has added additional information that has been identified in this risk assessment.</li> </ul>		routines. Risk assessment reviewed and updated.	
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the <a href="#">guidance for parents and carers has been shared to support their decision making</a>	Yes	This was shared through our social media pages.	19.9.21
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.	Yes	If needed, additional language versions will be created.	1.9.21
All staff instruction and involvement	<ul style="list-style-type: none"> <li>Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code)</li> <li>Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required.</li> <li>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.</li> <li>All staff have confirmed that they are confident in applying the control measures identified in this assessment.</li> <li>Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting).</li> <li>Staff have been given the opportunity to discuss and resolve any concerns that they have.</li> </ul>	Yes from 1.9.21	All staff will have the risk assessment shared with them. It will have Governor involvement and approval before being shared with staff and parents. It will be discussed and any concerns aired and resolved.	1.9.21
	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 are aware of this.	1.9.21



	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	Any inexperienced/new staff will get a full induction and necessary information regarding the control measures for COVID in the schools will be shared.	1.9.21
--	--	-----	---	--------

### Respectful space

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> <li>Continued cohorting of staff</li> <li>Utilisation of online meetings and training</li> <li>Keeping numbers minimised for in person meetings and training</li> <li>Reduction of pinch points and areas of congestion</li> <li>Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible</li> </ul>	Yes	Lots of control measures in place from the beginning and the first lockdown have remained, despite the lifting of restrictions enabling schools to remove them, should they wish. All efforts will be made to do as directed.	1.9.21
--	---	-----	---	--------

### Hiring School Premises (and providing premises for club use)

	<ul style="list-style-type: none"> <li>Cleaning and disinfection requirements are established for all areas used (premises and equipment)</li> </ul>	Yes	Cleaning process is put in place. A let cleans the used area themselves to a COVID Secure level of the rent costs increase to cover our cleaning staff cleaning the used area.	1.9.21
	<ul style="list-style-type: none"> <li>Information about ventilation requirements is provided to the user</li> </ul>	Yes	All lets are informed about the need to ventilate shared spaces.	1.9.21
	<ul style="list-style-type: none"> <li>The school and user have agreed and confirmed their responsibilities prior to use,</li> <li>The hirer has confirmed that they are following COVID-19 control measures for their activities</li> </ul>	Yes	Schools have a QR code and have agreed with the let users that they are adhering to	1.9.21

	<ul style="list-style-type: none"> <li>The use of QR codes is encouraged where members of the public take part in the activity.</li> </ul>		COVID control measures themselves.	
--	--	--	------------------------------------	--

## Review

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> <li>Effective</li> <li>Working as planned</li> <li>Updated appropriately (reflecting updates to the compliance code)</li> </ul>	Yes	Review of all processes will take place regularly. Some on a day-to-day basis and others over a longer time frame. Items will be updated if new guidance arises.	1.9.21
--	--	-----	--	--------

## Any other actions that are not listed above

Governor Visits	Governors are able to visit and are encouraged to undertake LFD tests prior to entering the schools.	Yes	All Governors are welcome into school, but will be advised to have an LFD test prior to visiting.	1.9.21
Face Coverings	All visitors and staff are to wear face coverings unless medically exempt in communal areas.	Yes	Staff and visitors over the age of 12 must wear a face covering inside the buildings. Children are not to wear them and they do not need to be worn outside.	29.11.21
Living with COVID-19	As we all move into a new phase of living with COVID-19, restrictions are eased. Since February 2022, face coverings are no longer required in communal areas and in or around school. Legal isolation has been removed with the responsibility of isolation being put on to the person feeling unwell. Isolation for ten days has been reduced to five days and those who are positive should have a negative test on day 5 and also day 6 before returning to work. If anybody feels too unwell to work to attend school they should remain at home.	Yes	Nobody is expected to wear a face covering unless they feel more comfortable doing so. Children are not expected to wear the masks in class or around school. Isolation periods are reduced to five days and pupils/staff should not return to school until this	19.4.22



			period of time expires and they are well.	

<b>Assessor's Name: Bradley Young</b>	<b>Manager's Name: Bradley Young/Clive Sillitoe</b>
<b>Position: Headteacher</b>	<b>Position: Headteacher/Chair of Governors</b>
<b>Signature: BI Young</b>	<b>Signature: BI Young/C. Sillitoe</b>