

COVID-19 Educational Settings Risk Assessment

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

This 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
05/11/2021	Updated section Educational visits – international travel
29/11/2021	New section – travel and quarantine New section – face coverings <ul style="list-style-type: none"> • Updated sections: • Educational visits • Transport and travel – updated with the requirement to wear face coverings • Asymptomatic testing
3/1/22	Updated guidance from the DfE regarding self isolation for individuals who test positive and daily testing for those identified as a close contact.
24/2/22	Updated guidance – stay at home flow chart guidance

Setting/Premises:	Cringleford CEVA Primary School		
Location:	Dragonfly Lane, Cringleford, Norwich		
Assessment Date:	August 27 th 2021	Last Review Date:	20/9/21, 4/10/21, 18/10/21, 3/11/21 28/11/21 (Christmas) 3/1/22, 24/2/22
Assessment completed by:	Mrs Julia Humphrey		

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

Item	Control measures	Yes/No /NA	How? Notes & further information	Date
	<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"> • Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - 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 • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. <p>Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use</p>	Yes	<p>NB additional cleaning w/c 18/10/21 due to rise in cases.</p> <p>Touch points with multiple users eg photocopier will have wipeable cloths/spray for all users to apply after use.</p>	Oct 21
	<ul style="list-style-type: none"> • If a surface is visibly dirty it is always cleaned prior to disinfection. 	Yes	Staff will alert the caretaker and cleaning team where this is the case.	
	<ul style="list-style-type: none"> • Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 			
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> • Know the schedule information. • Have received relevant training/instruction • 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. 	Yes	The cleaning team have worked at the school during the previous year / are aware of the measures, specific areas to be aware of, staff to speak with.	

	<ul style="list-style-type: none"> Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. 			
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Hand hygiene and respiratory hygiene arrangements

Hand hygiene	<ul style="list-style-type: none"> 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). 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. Supervision arrangements are in place to support pupils with handwashing where it is needed. Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. Entrances are supervised on arrival in the morning to support hand sanitising. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 	Yes	<p>On return to school, all children and their teacher / class team will run through the expectations and ensure that children are clear about how, when and where hand washing will take place. Children in EYFS / Ks1 and others who find the task of handwashing more challenging will be given support.</p> <p>With children returning to the dinner hall for their lunch, the new hand washing routine will need to be established. Posters and reminders will be updated / re displayed. Year groups have separate toilet facilities</p> <p>Staff may make this choice for themselves. Children would not wear rings / jewellery in school. A reminder will be sent home in September.</p>	Sept 21
	Hand washing is carried out using running water (static bowls are not used)	Yes	Running water only	Sept 21
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Though hand dryers are still in place.	
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes	New build so modern systems in place.	Sept 21
	<ul style="list-style-type: none"> 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. The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. Hand sanitiser points are checked regularly and stock replenished where necessary. 			
	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	Yes	Front entrance has a table outside of the main door.	
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	NA	Small bottles of gel are used and placed on tables.	Sept 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	Please refer to the caretaker storage and ordering.	Sept 21
Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day 	Yes	The caretaker and cleaning team will ensure this is monitored.	Sept 21
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Staff asked to wear masks from 29/11/21 in all communal areas.	Yes	Posters will be updated / re-displayed at key places. Staff contacted via Teams and Whatsapp	Sept 21 Nov 21

Ventilation (and use of outside space)

Use of outside space	Outside space will be used where it is possible, for example, some meetings with staff, teaching time, lunchtimes.	Yes	Though dependent on weather and staffing.	Sept 21
Increasing ventilation	All areas of the premises have been reviewed including meeting rooms and office spaces. <ul style="list-style-type: none"> Mechanical ventilation has been checked to ensure it provides fresh air to rooms Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. Where fresh air provision is not adequate windows are also opened. Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented. 	Yes	Doors and windows have been checked that they are in full operation. A/C in the ICT cupboard and Y5 classrooms NB - All schools to receive carbon dioxide monitors - GOV.UK (www.gov.uk)	Sept 21
	<ul style="list-style-type: none"> Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. Non fire doors are secured in the open position Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. 	Yes	Dan will ensure staff are aware of which doors are safe to open. Window restrictors / ability to open for access will be checked and staff vigilant. New staff / those who have moved rooms will be made aware of previous measures adopted.	Sept 21
	During cooler weather: <ul style="list-style-type: none"> Windows are fully opened before rooms are occupied and during breaks. 	Yes	This will be reviewed in the first half of the Autumn term as the weather cools and changes ahead of November / December.	Sept 21

	<ul style="list-style-type: none"> 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 Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 			
	<ul style="list-style-type: none"> Members of the team are nominated to ensure that windows are opened in accordance with the above Signage is provided to remind occupants not to fully close windows Regular checks are made to ensure that arrangements are being followed 	Yes	Staff teams in each class/year group will decide who will be responsible for this.	Sept 21
Reassurance measures	<ul style="list-style-type: none"> Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code 	Yes	CO ₂ sensors arrived w/c 1/11/21 and installed in each class room 5/11/21	Nov 21
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	NA	Fans not used	Sept 21
	Where fans are needed in classrooms / other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	NA	Fans not used	Sept 21
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"> 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 Equipment, machinery that prevent air circulating have been relocated where possible 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). Fans are not used in poorly ventilated areas Advise has been sought from HSW for using these areas 		We shall discuss which spaces this would be relevant to.	

PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	A check will be made to ensure that the guidance located with the PPE is up to date	Sept 21
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Travel and Quarantine

	<ul style="list-style-type: none"> Where pupils travel from abroad to attend boarding school, the setting has explained the rules to those pupils and parents before they arrive in the UK in order to ensure that travel legislation is adhered to. Guidance for boarding school students is followed: boarding schools students: quarantine and testing 	yes	We shall update parents when they inform us of travel plans / complete an absence form. We shall add a note to the next newsletter – Dec 3 rd .	Nov 21
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Educational visits and use of third-party premises

International visits	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.	NA	NA	/
All visits	<ul style="list-style-type: none"> 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. 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 Where appropriate, the third-party provider is involved in planning arrangements. Arrangements are in place to encourage Asymptomatic Testing for school staff before and after the visit Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. 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"> Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities There is an appropriate level of insurance cover for the visit The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 	Yes	<p>When visits are being arranged and the relevant documents completed, including the school RA and Evolve forms, staff will be reminded to refer to this document for detailed information about check they are expected to make, measures to be included.</p> <p>Trips (theatre etc) assessed on the Evolve system, signed off by NB and JH.</p> <p>Christmas event information shared with parents will show that we have limited numbers to one per child, masks, seating spaced, limited other children in audience eg music assembly via Teams, classes in year groups together but no others, seats in hall wiped between, ventilation throughout.</p> <p>PTA events held outside – eg cake sale, doughnuts and uniform.</p>	<p>Sept 21</p> <p>Nov 21</p> <p>Nov 21</p> <p>Nov 21</p>
Specific considerations	<ul style="list-style-type: none"> Additional factors needed for children (and staff) with SEND and medical conditions have been considered. There are contingency plans in place, for example, to respond to symptoms developing in the group. 	Yes	Staff will be expected to liaise with the Inclusion Lead and parents. Individual RA's will be updated as required, and key staff made aware.	Sept 21

Transport and travel

Public and school transport	Face coverings are required on all schools transport for staff and pupils (unless individuals are medically exempt from this requirement). Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Updated Nov 29 th with message sent to all parents. A reminder will be included in the September newsletter & updates.	Nov 21 Sept 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.	Yes	This will be included in all risk assessments for trips, visits, swimming and communicated to all, including parents and children.	Sept 21
	Windows are opened during journeys where it is safe to do so	Yes		Sept 21
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.	Yes	This will be referred to when competing risk assessments.	Sept 21
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes		Sept 21
	<ul style="list-style-type: none"> Staff continue to use face coverings when using school transport unless exempt from doing so Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings Staff are encouraged to wear face coverings when using public transport. 	Yes	This information will be included in communications / newsletters etc	Sept 21

Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.	Yes	Unless essential, all arrangements will be booked for arrival and departure at alternative times.	Sept 21
	Visits are managed to encourage space creation e.g. meeting in outside spaces or large well ventilated rooms with furniture spread out	Yes	Allocation of rooms and spaces will be considered based on need (type of visit) and numbers involved.	Sept 21
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> That you encourage participation in asymptomatic testing Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. To leave the setting immediately if they develop symptoms Hand shaking should be avoided Face masks are required from end November 21 	Yes	The office staff, HT or other key staff will ensure this is communicated at the time of making the arrangements. Class assembly – Falcons 10 th Nov. Parents invited. Use of hall doors for entry and exit. Masks encouraged. Seats in pairs around the edge of the hall. See email letter. Parents informed via message 28/11/21 and visitor information updated 29/11/21	Sept 21 Nov 21 Nov 21
	On arrival visitors will be: <ul style="list-style-type: none"> Provided with relevant site information Asked to perform hand hygiene Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 	Yes	The arrangements in place during Summer 21 will remain until otherwise decided. New EYFS visits - have been arranged for 1 hour sessions limited to 15 per time. Parents are asked to not bring younger children. Masks encouraged. Hand sanitiser used. External walkways used where possible.	Sept 21 Nov 21

	Visitors will use their own pen or will be provided with a pen that they take with them.	Yes	As above	Sept 21
	A QR code is in place for events involving large numbers of visitors.	NA	NA	NA
	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	As above, the space and set up will be considered dependent on the type of work / meeting / need.	Sept 21

Catering

	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .	Yes	School will request an updated confirmation that guidance is being followed.	Sept 21
Vending machines	<ul style="list-style-type: none"> NA 	NA	/	/

Health, well-being and attendance

Asymptomatic testing

Autumn return	<ul style="list-style-type: none"> Staff are encouraged to continue to test twice weekly until notified. Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools The risk assessment templates for LFD testing have been completed as appropriate 	Yes	The office staff will ensure that all staff have their LFD test kits replenished as required. The Teams form will remain in use for reporting.	Sept 21
Spring return	<p><i>DfE guidance January 2022 asks that Daily testing for close contacts of COVID-19</i></p> <p>People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should <u>take an LFD test every day for seven days and continue to attend their setting as normal, unless they have a positive test result or develop symptoms at any time.</u></p>	Yes	Staff informed in welcome back email and re informed in staff diary notes.	Jan 2022
February 21 st Return	<i>The most recent guidance and any further updates received via the Gov.uk email is shared with staff via Diary Notes / teams. The school website is updated accordingly.</i>	Yes		Feb 2022
Vaccination	Where eligible, staff and students are encouraged to participate in the vaccination programme.	Yes		Sept 21

First aid

First aid – all settings	COVID-19 First Aid guidance is followed.	Yes	All first aid trained staff will be asked to remind themselves of the guidance	Sept 21
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Individual risk - pupils

Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	Yes	The Inclusion Lead will liaise with staff and families to ensure school is up to date where this is the case.	Sept 21
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> Individual risk assessments will be carried out for pupils who are at an increased risk 	Yes	The Inclusion Lead / HT will ensure these are updated and information cascaded to relevant staff.	Sept 21
Aerosol generating procedures	<ul style="list-style-type: none"> A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG's Educational Settings Guidance on AGP's 	Yes	As above.	Sept 21

Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes	All staff will be made aware of the document expectations.	Sept 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	The inclusion Lead will liaise with children, staff and families in Autumn 21 to update these where required.	Sept 21
	Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. Ensuring that staff increase their level of self protection, Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. 	Yes	As above.	Sept 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	Staff will be reminded through their review of this updated RA.	Sept 21

Wellbeing and attendance

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	Yes	The support systems and steps taken during Summer 21 will continue in the Autumn 21 and reviewed in Oct 21 if required.	Sept 21
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	DSL's and the Inclusion lead are aware of the families who may require support	Sept 21

	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	As above	Sept 21
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	Yes	As above.	Sept 21
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	Yes	The school attendance policy has been updated in line with the LA model policy and guidance. Support from external teams will be requested if required.	Sept 21

Staff health and well-being

Individual assessment	<ul style="list-style-type: none"> 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 template provided is used to record conversations and agreed control measures. 	Yes	Where required, individual RA's have been discussed and updated for the start of the Autumn term.	Sept 21
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support.	Yes	Norfolk Support Line in place. Posters in the staff room / shared with staff as required. wrap	Sept 21

Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> Staff know to go home as soon as possible if they develop symptoms of COVID-19 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 Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day Anyone who has developed symptoms and cannot go home immediately will wait in the designated room Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks 	Yes	<p>Staff will remind themselves of the steps they need to take for themselves and others including pupils should symptoms develop in school or between school days.</p> <p>The Remote Learning plan has been reviewed and uploaded to the school website. The designated room will be the medical room. Staff are aware for themselves and when advising parents, of the new guidance around reduced isolation days (7 from 10) and daily FTD for close contacts – see below. See below re revised flow chart use.</p>	<p>Nov 21</p> <p>Jan 2022</p> <p>Feb 2022</p>
Self-isolation criteria	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> Where notified by NHS Test and Trace In line with travel - Entering the UK If the person has COVID-19 symptoms 	Yes	A copy of the latest (updated as required) flow chart will be displayed in the staff room / office. January 2022 updates ask that staff take daily LFD tests where identified as a close contact and	Sept 21 January 2022

	<ul style="list-style-type: none"> On receiving a positive LFD or PCR test 		<p>continue to attend work unless they have symptoms or a positive outcome. If confirmed positive, staff are aware of the updated guidance where isolation has been reduced to 7 days with testing on day 6 and 7. The revised flowchart has been shared with staff and parents (website) and used as a reference when speaking about individual cases.</p>	Feb 2022
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Collaboration

General Arrangements

General Arrangements	<ul style="list-style-type: none"> Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned. 	Yes	A new communication policy will be established in the Autumn term. In the meantime, staff will be encouraged to use the existing means eg email/face to face.	Sept 21
	<ul style="list-style-type: none"> The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers. Where required the setting has added additional information that has been identified in this risk assessment. 		*need to source this.	Sept 21
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	Yes	The hyperlink to the government guidance will be included in the first newsletter and available on the website. Set your Sights club has the required information.	Sept 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 req'd	Yes		Sept 21

All staff instruction and involvement	<ul style="list-style-type: none"> • Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) • 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. • 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. • All staff have confirmed that they are confident in applying the control measures identified in this assessment. • Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). • Staff have been given the opportunity to discuss and resolve any concerns that they have. 	Yes	All staff will have access to the updated RA and LA compliance document before the start of the Autumn term 2021 and following any changes. Staff are encouraged to discuss/raise any questions or concerns at any point. Notes of all discussions will be recorded. Staff will sign to say they have read the papers.	Sept 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	All staff will have access to the updated RA and LA compliance document.	Sept 21
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	The new HT has written and reviewed the measures in this document with staff who are familiar with the school, set up, areas of note.	Sept 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"> • Continued cohorting of staff • Utilisation of online meetings and training • Keeping numbers minimised for in person meetings and training • Reduction of pinch points and areas of congestion • 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 	Yes	The staff room will be open for all staff to use with the suggestion they should consider numbers/time in there/giving others space and time by not being in for long periods during busy times such as break and lunchtime. Windows will be opened for ventilation. Staff may opt to eat in other spaces if they wish eg training room. Staff meetings and training will be mostly face to face. Use of the hall for PD Days, classrooms for staff meetings.	Sept 21
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Hiring School Premises (and providing premises for club use)

	<ul style="list-style-type: none"> • Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	Yes	Display posters. Discussed at the point of agreeing use of the space. Cleaning materials made available.	Sept 21
	<ul style="list-style-type: none"> • Information about ventilation requirements is provided to the user 	Yes	Display posters.	Sept 21

	<ul style="list-style-type: none"> The school and user have agreed and confirmed their responsibilities prior to use, The hirer has confirmed that they are following COVID-19 control measures for their activities 	Yes	This forms part of the initial discussion and agreement. The office staff will ensure the hirer and school are comfortable with the agreement.	Sept 21
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Face coverings

	<ul style="list-style-type: none"> The use of face coverings is applied on a risk basis (in line with the COVID-19 Compliance Code including where required by transport providers or as advised by Public Health). 	Yes	This has been communicated with staff and families via internal Diary Notes and newsletters.	Feb 2022
	<p>Arrangements are in place for the safe removal of face coverings which has been communicated to pupils, staff and visitors:</p> <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. They must before hand hygiene after removing their face covering. 	Yes		
	Consideration has been given for some people where it would be appropriate for them (or others supporting them) to wear a face covering, for example where they rely on lip reading, facial expression and clear sound to communicate.	Yes		

Review

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> Effective Working as planned Updated appropriately (reflecting updates to the compliance code) 	Yes	A weekly review (or where required) will take place between key staff members including the office, caretaker and central leadership team. All staff will be encouraged to share concerns with this group during the week. Concerns and questions will be noted. The LA updates will be used to inform and guide decisions.	
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Any other actions that are not listed above

Assessor's Name: Mrs J. Humphrey	Manager's Name: Aaron Saul
Position: Headteacher	Position: Caretaker
Signature:	Signature:

