

COVID-19 Educational Settings Risk Assessment – implementing the recovery plan

Contents

Management Planning	4
Senior Management Team	4
Staffing arrangements.....	6
Cohorting and limiting contact	9
Pupil and staff grouping	9
Reducing and managing visitors	9
Travel and parking.....	11
Arriving at and leaving the setting.....	12
Educational Activities	13
Lunchtime and breaks	14
Movement around the premises	16
Toilets and handwashing facilities	16
Meetings and events	18
Breakfast and afterschool clubs.....	18
Universal Hygiene Arrangements	20
Cleaning and disinfection	20
Handwashing arrangements.....	22
Health Needs	24
Staff health.....	24
Pupil Health	24
Communication and Involvement	26
General Arrangements	26
Staff Instruction	27
Pupil involvement and communication.....	29
Educational tools	29
Other considerations.....	30
Actions if a person develops symptoms	30
Planning for emergencies	30
Any other actions that are not listed above.....	32

The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment template has been provided to support educational settings to ensure they are

acting in line with the COVID-19 – General Guidance for all Education Settings for implementing the recovery plan.

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

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

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

Date of change	Section, Page and Change
12-02-2020	Whole revised document please read.

Setting/Premises:	Tacolneston and Morley CE VA Primary Schools Federation		
Location:	<p>Morley CE VA Primary School Deopham Road Morley St. Botolph Wymondham NR18 9TS</p> <p>Tacolneston CE VA Primary School Norwich Road Tacolneston Norwich NR16 1AL</p>		
Assessment Date:	19.5.20	Review Date:	Daily Monitoring and Review one week from opening to pupils.
Assessment completed by:	Laura Green		

Management Planning

Senior Management Team

Item	Control measures	Yes/no/ not applica ble	Notes and further information	Date required and completed
Senior Managem ent Team responsibilit ies	Adjustments to setting hours (staggered times, attendance for specific hours) has taken account of associated factors such as additional setting transport needs to ensure social distancing on buses as well as activities within the setting and staffing levels.	Yes	>school hours reduced in the first instance when pupils start to return >staggered entrance and exit times for drop off and collection >transport to be agreed with individual parents/carers and transport company	1 st June
	An assessment has been undertaken that considers different ways of operating where it is required in order to operate safely, for example, moving year groups to different areas, moving specific classes in order to reduce the footfall in adjoining corridors, using additional toilets in other areas that are now available, part time attendance only, restricting the curriculum taught.	Yes	>pupil numbers will be limited >classes will be split into manageable numbers and taught by the same staff >movement around school minimised and timetabled [breaks, lunch, toilet, handwashing] >outdoor zones will be created if more than one 'bubble is using the outdoors at a time	1 st June
	Plans have been put in place to address lack of adequate space or available staff to achieve separation of people/ cohorting. Class size issues have been escalated to the Cluster Adviser	Yes	>due to the size and appropriate layout of class rooms, numbers will be limited to 6-8 pupils at Tacolneston and 7-9 pupils at Morley. >we can accommodate groups of 15 pupils in the school halls >Cluster Advisor will be notified and sent a copy of the RA	1 st June
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	Yes	>it is likely that all areas of the school will need to be used to accommodate pupils	1 st June
	SMT have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews in line with the checks you would normally undertake at the end of the summer period	Yes	>premises security remains good. Fire, legionella and asbestos checks remain in place	1 st June
	SMT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Yes	>Premises remain safe and secure with normal measures in place >caretaking and cleaning remains at a high level	1 st June
	SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Yes	>cleaning staff have taken the opportunity during partial closure to thoroughly clean the premises >staff have also cleaned and disinfected resources as necessary >cleaning materials are under constant scrutiny and replacements are in hand when needed	1 st June

	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	>as required	1 st June
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Yes	>the Executive Head Teacher completed the RA with support and review from SLT and staff >Governors were sent a copy to check and amend >RA will be put on schools websites for parents to view	1 st June
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns	Yes	>a review will take place one week after pupils have returned to look at the effectiveness of the plan. However, daily changes will be put in place if required.	1 st June
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	>the Federation Behaviour Policy must continue to be adhered to by staff and pupils >pupils who cannot keep themselves and others (including staff) safe will have their invitation to be at school withdrawn, and their place will be offered to another child.	1 st June
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have reviewed this assessment as part of their role.	Yes	>Governors were given an up-to-date briefing and full report about the Covid 19 situation in our schools on 19.5.20 – both written and verbal.	1 st June
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	>Safeguarding & Child Protection Policy has been adapted and updated in accordance with LA requirements. This was agreed by the full governing body and is on our website.	April 2020
Supply chain	Business management teams will ensure that arrangements are in place for the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser and PPE that is specified in PPE guidance.	Yes	>Business continuity will continue as usual, being responsible for premises and procurement >Where provision for PPE is required, this will also be under this remit	1 st June
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	>the vast majority of equipment purchased is done through ESPO – the Local Authority supplier	1 st June

Staffing arrangements

Staffing levels	Reduced staff ratios do not significantly compromise the safety and security of pupils (please note EYFS ratios can also be changed due the current exceptional circumstances)	Yes	>As pupil numbers will be limited due to the physical size of the classrooms, staffing will not be compromised, but used appropriately to support pupils across the age range	1 st June
	Daily review of staffing levels takes place, including those in key safety roles to ensure the safe supervision and operation of the setting including premises management. Arrangements for the deployment of staff and use of alternative buildings have been drawn up for implementation where appropriate and possible (see pupil and staff cohorting).	Yes	>Daily rotas will be drawn up showing the number and type of staff supporting pupils (this will include SLT, DSL and first aid practitioners)	Weekly from 1 st June
	Plans are in place for teaching assistants to be allocated to lead a class group under the direction of a teacher if there is a shortage of teachers.	Yes	>Teaching assistants will be deployed with the same teaching staff and same groups of pupils to limit contact and contagion >Teaching assistants on Grade D and above will be allocated to lead a class group of 6-8 pupils with planning provided by class teachers >There will always be a minimum of 2 staff members with each group	Review daily from 1 st June
Business support and premises management staff	Staff work from home where it is possible	Yes	>The majority of staff will be in school once pupils begin to return	Ongoing
	Hot desking is avoided	Yes	>There is no need for this with the exception of the front office	Ongoing
	Office spaces are arranged to support social distancing (maintaining 2m distance)	No	>The arrangements for the front offices may need to be adjusted on occasion to accommodate 2 staff	1 st June
	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	Yes	>Most staff will be working from their own class room bases with pupil groups >Only 3 people will be allowed in the staff rooms at any one time with social distancing adhered to	1 st June
Premises and cleaning staff	Activities are scheduled so that premises activities do not take place during times when pupils and staff move around the setting.	Yes	>Cleaning and caretaking activities take place outside of pupil hours >The only exception would be in the case of an emergency where immediate action was required	1 st June
	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Yes	>Cleaning staff have been kept up-to-date with necessary actions and detail	Ongoing
	Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.	Yes	>Cleaners and Office Managers have an overview of materials and orders are regularly placed to ensure we don't run out	Ongoing

Volunteers	Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members.	No	>No school volunteers will be working in our schools at this time	Currently in place
------------	--	----	---	--------------------

Cohorting and limiting contact

Pupil and staff grouping

Primary school classes and early years providers	Actions have been taken to create smaller groups in order to achieve social distancing (with a maximum of 15 pupils per small group, teacher and teaching assistant or smaller if the classroom size does not allow). The setting should aim to keep these smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.	Yes	>Reviewing classroom sizes, it has been decided that we will be able to accommodate no more than 6 to 8 pupils at Tacolneston and 7 to 9 pupils at Morley. We can accommodate 15 pupils in our halls in both schools	1 st June
Keeping cohorts together where possible	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	>Once pupil numbers are known, they will be allocated a base and staff members with whom they will stay throughout the day and on subsequent days	1 st June
	Arrangements have been put in place to avoid mixing with other groups throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days.	Yes	>Timetables will be drawn up for staggered breaks, lunch and outdoor sessions	1 st June
	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	>Where possible, staff teams will be kept together to avoid cross-contamination	1 st June
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	>Where possible, staff teams will be kept together to avoid cross-contamination	1 st June
	Where possible pupils use the same desk each day where they attend on consecutive days.	Yes	>Pupils will have named desks which they will consistently use	1 st June
	Multiple groups do not use outdoor play equipment at the same time.	Yes	>Outdoor activities will be staggered to avoid groups coming together outside – unless in widely spread areas, eg. the field	1 st June

Reducing and managing visitors

Visitors	Essential visitors have been identified (including maintenance and repairs), staff will seek agreement with the most senior person on site if they are in doubt about an unplanned visit	Yes	>Only essential visitors will be allowed on site >Office staff will politely turn away unexpected visitors (with the support of SLT if needed)	Currentl y in place
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Yes	>Meetings, if needed are, and will continue to take place via Microsoft Teams	Currentl y in place
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	No	>Visitors – if allowed in – will be signed in by office staff	1 st June
	The reception is operating on a one in and one out basis for essential visitors	Yes	>There should be few, if any, visitors in school other than staff	1 st June
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible the installation of screens to protect staff should be considered	Yes	>Visitors will not be allowed into our front lobby areas. They will converse with office staff from the outside windows >Hand gel/sanitiser will be available for visitors to use on entry	1 st June
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Yes	>All visitors will be vetted	1 st June
	Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Yes	>Hand gel/sanitiser in entrance lobbies	Currentl y in place
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	>Office staff will be aware of deliveries >Drivers will normally have a routine to adhere to >Companies are not expecting deliveries to be signed for currently	Currentl y in place
	Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Yes	>We are expecting work to be carried out to deal with damp in the Owls classroom at Tacolneston. We will agree specific times for scheduled work out of hours if possible >We are due to start building works for the office and nurture room extension at Morley. We will agree specific times for scheduled work. The building site will be away from classroom bases and completely fenced off. Builders will not be on site during entrance and exit times.	Currentl y in place
Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Yes	>Discussed at site meeting with contractors in March >Further meeting to take place to agree Covid measures prior to commencement of works	Currentl y in place	

	Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and information about contacting by phone instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances	Yes	>Apart from drop off and pick up, parents are aware they will not be able to come to school without contacting the office and making arrangements prior to coming to school >In addition, the school may contact the parent to come and collect the child outside of drop off/pick up time if a child becomes ill	Currentl y in place
--	---	-----	--	---------------------------

Travel and parking

General	The setting have assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Yes	>Parents park on the road side at both schools and staggered entrance and exit times should alleviate the parking availability near school >The staff car parks allow reasonable space between vehicles	Currentl y in place
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	>Clinically vulnerable parents are not sending pupils to school (in the vast majority of cases) as they are shielding	Currentl y in place
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	>We have very small numbers of pupils who cycle or scoot to school and we will keep under review the amount of space required	Ongoing
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	>Parents are reminded to adhere to social distancing measures >This will be strongly reiterated if larger numbers of pupils return to school	Ongoing
	Parents and staff have been advised that only the same household members should travel together by car	Yes	>Parents are advised to follow Government advice	Ongoing
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes	>Parents are advised to follow Government advice	Ongoing
	Pupils and parents have been advised that they should not walk together in large groups	Yes	>Parents are advised to follow Government advice	Ongoing
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	>Parents are advised to follow Government advice	Ongoing
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	>Parents are advised to follow Government advice	Ongoing
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public transport, unless it is not safe to do so	Yes	>Parents are advised to follow Government advice	Ongoing

Pupil attendance times have considered reduced numbers associated with public transport where possible.	Yes	>Timings will be established with the taxis and school bus when pupil numbers are known	1 st June
Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles.	N/A	>There are not school vehicles	N/A
Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	N/A	>There are not school vehicles	N/A
Markings are provided where queuing is required for transport services on school premises	N/A	>There are not school vehicles	N/A
Windows are opened during journeys where it is safe to do so	N/A	>There are not school vehicles	N/A
Touch points on school minibuses/ vehicles are wiped down with disinfectant wipes after use	N/A	>There are not school vehicles	N/A
Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	N/A	>Staff are not and will not be required to transport pupils	N/A

Arriving at and leaving the setting

Parents and pupils – arriving and leaving the premises	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.	Yes	>Staggered entry and exit times will be managed by staff on site >A one way system will be employed using different school gates	1 st June
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.	Yes	>Staggered entry and exit times will be managed by staff on site >A one way system will be employed using different school gates	1 st June
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	>Pupils and staff will enter and exit their classroom bases using fire doors which open out of the building thus avoiding corridor use	1 st June
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	Yes	>When pupils need to use the toilets, staff will supervise to ensure social distancing and prevent queuing	1 st June
	Floor marks have been added to assist with social distancing in outside areas.	Yes	>Movement will be kept to a minimum >Floor markings will only be used if necessary in any communal areas	As deemed necessary
	Staff and school champions supervise at peak times.	Yes	>Staff will supervise any movement, with additional available staff on hand if needed	1 st June

Reception class	Parents and carers will be given drop off times in order to avoid groups arriving together and using entrances at the same time.	Yes	>Staggered entry times and one way system	1 st June
	Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes	>Separate entrance times for each year group	1 st June
	Parents have been advised that only one parent should attend.	Yes	>As and when pupils return, parents will be issued with clear guidance	1 st June
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Yes	>Cloak Pegs will not be used. Coats will be hung on the back of the child's chair or a suitably spaced area in their class room base	1 st June
	Alternative areas that are not being used have been allocated for cloak room use in order to prevent pupils gathering. Times of use are supervised and managed.	N/A	>Cloak Pegs will not be used. Coats will be hung on the back of the child's chair or a suitably spaced area in their class room base	1 st June

Educational Activities

Classrooms and other learning environments.	Each classroom has been assessed and reviewed to identify the maximum pupil numbers that are suitable to reasonably achieve social distancing measures and this is known to all e.g. through the use of posters	Yes	>As most physical classroom sizes vary, each room has been assessed as to how many pupils (of what age) can be socially distanced within it. >Desks and their usage will be clearly labelled	1 st June
	Where appropriate, capacity levels are detailed in each room for staff to refer to.	Yes	>A list of pupils with their staff lead and support will be visible at the door and in the classroom/ hall	1 st June
	Rooms have been organised to encourage social distancing, tables and chairs are moved apart in order for pupils to spread out and arranged to enable sitting side to side and not face to face. Where it is not possible to move furniture seats are taped off/ marked as not to be used to support social distancing	Yes	>Desks and tables have been arranged so that the number of pupils allocated can be socially distanced within: staff in the room can also move freely within the space without impinging too frequently on personal space: and a walkway through the classroom is accessible for pupils who require the toilet	15 th May
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Yes	>Unused furniture has been moved to the side to create space Some furniture and resources have been removed to the libraries (which will be out of use for the time being) and halls	15 th May
	Classroom based activities have been reviewed and modified to support social distancing	Yes	>Activities that require significant movement will utilise outdoor areas	Ongoing
	Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	Yes	>We are intending to use our halls for Y6 groups >The outdoor areas will be used on a rota basis	1 st June

Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Yes	>Our Forest School Leader is advising all staff and sharing activities with them >Year 6 pupils will be involved in renovating our memorial gardens >We will be using the NCC KS1 Relationships and Health tool kit >Sports Leaders will be developing and sharing ideas for playtime games	Ongong
	Consideration has been given to the use of outdoor spaces during break times, measures such as staggering break times and increasing supervision to support social distancing is in place.	Yes	>Staggered lunch, break and outdoor activities will be closely monitored	1 st June
Close contact educational activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans where it will reduce close contact between staff and pupils or pupils and pupils.	Yes	>Activities will be appropriate to the setting and context of the pupils and staff >Close, continuous contact will be avoided	1 st June
Resources	Resources and the exchange of resources that are taken home have been limited	Yes	>Pupils will retain their own work and resources including stationery (pens, pencils etc.) which will remain in school >Reading books will be exchanged but a 6 day (plastic covered) or 3 day (cardboard cover) quarantine system will be maintained when books are returned to school	1 st June
Use of sports halls etc.	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).	Yes	>No sports hall and movement will be on a rota system as described above	1 st June
Use of school swimming pools	Please refer to updated swimming pools guidance.	N/A	>Swimming will not take place this term	N/A
Showers	Sport activities have considered associated shower use in order to ensure that social distancing can be applied.	N/A	>No use of showers in school	N/A
	Cleaning and disinfection arrangements are in place for showers.	N/A	>No use of showers in school	N/A

Lunchtime and breaks

Lunch	The following measures will depend on: kitchen size, meals required, preparation that is carried out on site, how food is delivered and method of payment.			
	Different pupils mixing together is avoided through staggered times and/or use of additional areas (by operating at half the capacity).	Yes	>YR and Y1 pupils will not be staying for lunch to begin with >Y6 pupils will have staggered lunch arrangements	1 st June

	Times that meals are provided are staggered to reduce queues	N/A	>We will not be providing hot meals >Pupils will keep packed lunches in their class bases and eat at their desks or outside	1 st June
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Yes	>Pupils will keep packed lunches in their class bases and eat at their desks or outside	1 st June
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Yes	>Pupils will wash their hands in their class base prior to eating >Hand gel will be available in the class base	1 st June
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Yes	>We will not be using meal collection points >Where packed lunches are provided by Norse – further guidance is awaited from them – but one member of staff will collect these and deliver to the door or the class base	1 st June
	Alternative payment methods are being used to eliminate cash handling	N/A	>Parent Pay system or cheque will be requested	Ongoing
	Tills are screened where still in use	N/A	N/A	N/A
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Yes	>In the class bases, tables and chairs will be suitably spaced apart	Ongoing
	A different entry and exit route are being used at dinner times where more than one door is available	Yes	>Pupils will be guided to their fire exit doors for access to the outdoors	Ongoing
Contracted food preparation	The setting has worked with the contractor to ensure their arrangements meet with the above requirements and they are employing social distancing in the kitchen and servery area.	Yes	>Norse Contract Manager already informed of needs (kitchens have not been operational since partial closure)	Ongoing
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	Yes	>A timetable will be in place for breaks and lunchtime	1 st June
	Play equipment use is supervised to ensure that pupils do not gather.	Yes	>No more than one group of pupils will access each area at any one time	1 st June
	Pupils and staff have identified suitable play activities for break times	Yes	>This will be weather dependent: playground games; Field games; classroom games	1 st June
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	>Supervised by staff	Ongoing
	Markings have been added to outside spaces to assist with queues when coming back into the building.	No	>With small groups of pupils, this should not be necessary	Ongoing
	Additional staff supervision is employed to ensure social distancing takes place	Yes	>All available staff will support break and lunch time activities	1 st June

Movement around the premises

General interactions and movement around the building	An assessment has been made of close contact (within 2 m) interactions and these have been reduced as much as is possible.	Yes	>The layout of the building and the number of external doors allows for a reasonable amount of movement without contact with other groups >Use of toilets will require constant adult supervision to avoid queuing	1 st June
	Windows are open to increase ventilation where it is safe and appropriate.	Yes	>As needed but weather dependent	1 st June
	Interactions take place side to side instead of face to face where it is possible	Yes	>Staff are already used to this having worked with vulnerable and key worker children	Ongoing
	Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. Rooms used have been selected to enable this.	Yes	>Pupils will not be in large groups; staff will remain with these pupils for the duration of the day and subsequent days >Staff will not move to other class bases with other pupil groups	1 st June
	Class times have been staggered to prevent large numbers moving around the premises at the same time where pupil movement around the premises cannot be eliminated e.g. for D&T, sport.	Yes	>Primary setting – this is not usual practice anyway >There will be a plan/timetable for using the outdoor space: this will allow for a gap between groups	1 st June
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	Yes	>Pupils will be given clear guidelines and expectations on interacting with other groups	1 st June
	Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	Yes	>Movement around school will be minimalised >Use of fire exit doors to outside will reduce need to use internal corridors	1 st June
	Where large numbers of pupils still need to move around the setting, alternative external routes have been provided where available and consideration is given to implementing a one way system where this is possible	Yes	>There will not be large numbers in the first instance. >Any movement beyond class bases will be supervised by adults	1 st June
	Where appropriate one way circulation and central dividers have been placed in the middle or corridors to keep groups apart.	No	>Our schools do not have space for central dividers down corridors	N/A
Movements around settings are supervised and school champions support this activity.	No	>Staff will supervise in the first instance: if it is deemed appropriate, pupils may take on some of this role	1 st June	

Toilets and handwashing facilities

Times are staggered where possible and consider the increased handwashing times that have been introduced.	Yes	<ul style="list-style-type: none"> >Pupils will have access to handwashing facilities in their own class bases >YR pupils will have access to their own toilets >Y1 pupils will have shared access with YR toilets at Morley >Y6 pupils at Morley will have access to a toilet in the school hall block >All other pupils will use main pupil toilet facilities >All visits to toilets will be supervised by adults 	1 st June
Distancing for queuing has been introduced e.g. through floor markings	Yes	>Floor marking will be used, however, it is not envisaged, with the proposed numbers, that there will be a need for queuing: pupils in their individual groups will be staggered by staff – one in one out etc.	Where felt necessary
Where the setting is in part use, additional toilets are being used in other areas of the building to reduce use and queuing where possible (and balanced with the discouragement movement around non-essential parts of the building)	No	>This should not be necessary given the layout of the schools	If needed
Every other urinal/basin has been taken out of use in toilets that have high usage	No	<ul style="list-style-type: none"> >Usage will be less than normal >There would not be enough facilities if this were done 	Not sufficient toilets to do this
Where there are no suitably located hand wash basins, hand sanitiser points have been provided e.g. in classrooms, at building entrance points, learning environments, in dining areas.	Yes	<ul style="list-style-type: none"> >Hand sanitiser will be available in all teaching rooms >All teaching bases have sinks with hot water and soap 	1 st June
Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Yes	>Staff will be involved in the issuing and use of hand sanitiser	Ongoing

Meetings and events

Assembly	Arrangements are in place for small groups only or Assembly is held on a class by class basis and within the classroom where possible	N/A	>Collective worship and assemblies will only take place in class bases with the small pupil group	Ongoing
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	Yes	>All Cluster Sports events have been cancelled	Ongoing
Staff spaces and meetings	Whole school meetings do not take place in person, the school has put suitable alternative arrangements in place, for example, online, cascaded through smaller meetings.	Yes	>Online meetings will take place as required >SLT and governors will also meet online if needed	Ongoing
	Additional staff room areas have been provided in order to avoid large gatherings at peak times	Yes	>With all pupils being staggered for lunch and break time, there should be no more than 3 people at the most in the staff rooms. If this doesn't work, a contingency plan would be to use the libraries in addition	1 st June
	Furniture has been arranged to encourage distancing	No	>Our staffrooms are too small to move furniture apart; staff will be expected to sit at a suitable distance from each other.	1 st June
Parents evenings	Meetings are undertaken by telephone or internet.	Yes	>There will be no parent meetings until further notice >Parents and teachers will have telephone conversations as needed – this will be particularly important for our new entrants for September	1 st June
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	Yes	>All safeguarding, Early Help, Child Protection conferences are held online	Ongoing
School clubs and community sports (non curriculum)	The premises will not be used for clubs that are not essential (see below for breakfast and afterschool clubs)	Yes	>No further activities – including school run activities – will take place outside of the scheduled school day	Ongoing
Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	Yes	>Trips and visits have all been postponed or cancelled following LA advice	Ongoing
Hire and use of school premise	Additional hire and use will not be planned until further notice.	Yes	>The school premises will not be used by any outside agency	Ongoing

Breakfast and afterschool clubs

School clubs that are essential	An assessment of activities has been carried out applying the control measures that are detailed in this risk assessment. Where findings differ from this assessment, they have been recorded on a separate risk assessment form using this format.	N/A	>There will be no Breakfast or After School Clubs at Morley in order to minimise contact and spread of contagion	Ongoing
---------------------------------	--	-----	--	---------

Cleaning and disinfection

Cleaning	A review of the current cleaning arrangements has been carried out in order to identify the existing cleaning and disinfection arrangements to inform the additional cleaning required as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	>Cleaning and caretaking staff have been made aware of expectations	Ongoing
	Where the same space or equipment is used by different groups or cohorts of children cleaning takes place between each group's occupation or use	Yes	>It is not envisaged that any internal area will be used by more than one group of pupils and staff >Each class base will only be used by one group of pupils and staff but will still be cleaned daily	Ongoing
	All contact surfaces which are fixed to the premises have been identified and are disinfected on a daily basis e.g. door handles, toilets, taps, handrails, external gates and dining room equipment.	Yes	>Cleaning protocol in place and also being done during the day by some staff	Ongoing
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	>Computers and other IT (tablets) are wiped down before and after use.	Ongoing
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	>Sports equipment will also need to be wiped down after use	1 st June
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	>Before each separate usage	Ongoing
	Disinfectant wipes are available for staff to use where required.	Yes	>Kept centrally, with some in classes for immediate use	Ongoing
Cleaning play equipment and toys	Toys that are more difficult to clean have been taken out of use temporarily, for example play dough and wooden toys	Yes	>Reception pupils will be given personal supplies of play dough and other small world play items which will be for their use only	1 st June
	Toys that are put into children's mouths are cleaned between use	Yes	>As above	1 st June
	Soft toys and dressing up items are washed after use in a washing machine at 60°C wash cycle for 10 minutes through a wash cycle or taken out of use where this is not possible.	Yes	>Any soft toys in use will be washed after use >Pupils will not be allowed to bring in soft (or hard) toys from home	1 st June
	Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home	Yes	>Children will be issued with their own set of resources for their use only	1 st June
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	>Where possible, pupils' exercise and work books will be kept together at their desk so that they can access these easily (ie. they will not be handed out by the teacher)	1 st June

	Used books are set aside for 72 hours after use to reduce microbial load	Yes	>Reading books/text books will be used on a rotational basis and not re-issued and used until 6 days later for plastic covered books and 3 days later for cardboard covered books	1 st June
	Books and posters checked for visible soiling and disposed of where necessary	Yes	>Staff will dispose of anything that becomes soiled or is visibly unclean, or where it has been sneezed/coughed upon (pupils will be reminded about coughing/ sneezing into the crook of the elbow – pupils with a persistent cough will be sent home	Ongoing
Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	>Lunch will be eaten in the class base and adults will clean tables, chairs and touch points	Ongoing
Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	>This will mostly apply to Reception pupils in their outdoor play area. Staff will be vigilant and watch for equipment that is used and clean as needed	Ongoing
Waste tissues	Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	>This is part of the cleaning protocol for the school session and after school	Ongoing

Handwashing arrangements

Handwashing	Staff are ensuring that handwashing is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	>Staff have been very vigilant in ensuring pupils' hygiene; they have been well practiced in this with Key Worker/Vulnerable pupils in school over the past 8 weeks >They have a range of strategies to support pupils in this area (especially younger pupils)	Ongoing
	Handwashing frequencies include: on arrival, before and after eating, before and after breaks, after going to the toilet, before leaving and at other required intervals during the day.	Yes	>Pupils are aware of the need for handwashing and it has become a regular part of their day – even before partial closure	Ongoing
	Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes	>With small groups and sufficient adult cover, pupils will be monitored in their hand washing practices	Ongoing
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes	>Hot water and soap is put forward as preferable for pupils and is available in all class bases >However, staff may use sanitiser as a quicker method to ensure hygiene	Ongoing and 1 st June for 2 class rooms
	Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	>As already mentioned – staff have employed various rhymes or songs to support hand washing	Ongoing
	All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use.	Yes	>All available in the class rooms and other areas	Ongoing

Health Needs

Staff health

Specific health considerations	Staff who are clinically vulnerable have been assessed and suitable measures have been put in place to manage the risk e.g. ensure extra care is taken in observing social distancing. in accordance with the guidance in <i>COVID-19 Your health and your safety when working in educational settings</i>	Yes	>Staff who are clinically vulnerable or shielding, have had letters and have taken appropriate action as deemed necessary >SLT have asked various staff to remain at home for their safety >When it appears safe to do so, they will be able to return	Ongoing
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	Yes	>A risk assessment for pregnant staff has been done, but there are currently none in school	Ongoing
	Staff who live in a household with someone who is shielding and/or clinically vulnerable have been assessed. These staff members will only attend the setting where extra care can be taken in observing social distancing measures and following the <i>COVID-19 guidance for all education settings</i>	Yes	>Again, staff in this position have been asked by SLT to remain at home for the safety of their family members >When it appears safe to do so, they will be able to return	Ongoing
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	>Staff have been signposted towards additional support, as well as that which is usually in place via Unions and Norfolk Helpline >We have set up a staff buddy system for additional support	Ongoing
Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	>Staff have been advised to inform a member of the SLT should this occur	Ongoing

Pupil Health

Specific health considerations	Pupils who are clinically vulnerable (<i>previously referred to as having an underlying health condition</i>) have been assessed and following medical advice, these pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	>SLT are aware of these pupils and are in regular contact to ensure their well-being >They will not return to the school environment until it is absolutely safe and their parent/ carer wishes for it to happen	Ongoing
	Pupils who are living in a household with someone who is shielding (extremely vulnerable) or clinically vulnerable. These pupils will only attend the setting where extra care can be taken in observing social distancing and infection control measures relating to these pupils as outlined in <i>COVID-19 guidance for all education settings</i>	Yes	>SLT are aware of these pupils and are in regular contact to ensure their well-being >They will not return to the school environment until it is absolutely safe and their parent/ carer wishes for it to happen	Ongoing
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	>They will have regular reminders >Staff are also aware and vigilant in spotting any health issues	Ongoing
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	>All pupils will be asked how they feel upon arrival >Parents will be asked to check their child's temperature before sending them to school each day >If it is suspected that a child has a temperature, an electronic thermometer will be used to test this	1 st June
	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	>See above – particularly for Reception pupils	1 st June
Increased supportive measures for pupils/ psychological needs	Individual pupil risk assessments have been undertaken where required and management plans reviewed. These have been communicated to all staff following the guidance available on Norfolk Schools	Yes	>The SENDCo has worked on additional risk assessments for pupils with EHCPs and/or underlying health conditions	1 st June
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	Yes	>There will be regular opportunities to discuss their feelings in PSHE and other group discussion times, should they wish	1 st June
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	>Our Mental Health Champion, ELSA practitioner and Play Therapist will be on hand to support pupils well-being	Ongoing

Where the setting is not the 'usual setting' for the pupil	Relevant information including emergency contact details, dietary requirements and medical needs have been provided and relevant controls put in place on an individual basis.	Yes	>This has been in place during the partial closure >When the schools reopen, we are not expecting to have pupils from different settings	Ongoing
--	--	-----	---	---------

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. Communication routes are publicised and have been formally planned.	Yes	>All arrangements will be rolled out once a definitive start date is given for the phased return of pupils	As soon as notice is given for the return of more pupils
	Arrangements are in place to ensure that parents support the setting requirements and to support hygiene requirements with pupils both in and outside the setting.	Yes	>Again, parents will be reminded about hygiene for their child(ren) on returning to school and leaving the premises each day	As above
	Parents and carers have been communicated with about symptoms and household isolation requirements	Yes	>Through Government briefings and letter sent home from school	Ongoing
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.	Yes	>This will be in our front windows for all visitors to see and placed on our websites	1 st June
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	No	>To be completed by 1 st June	1 st June
	Site changes such as entrances and exits will be identified where required	Yes	>Signage will be in place and parents will be informed by letter of the arrangements in place	1 st June
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	>These will be reviewed and updated as necessary	Ongoing
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Yes	>We will consult with individual members of our community to ensure that our arrangements are inclusive (eg. visually impaired pupils)	As required

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. They have confirmed they understand the reason for the control measures that are required.	Yes	>Staff have been given clear instructions concerning health and safety (professional and personal)	Ongoing
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Yes	>Staff will be given a completed copy and will be asked to read and confirm understanding of the RA and measures within	As soon as agreed by SLT/ FGB
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment)	Yes	>The majority of issues herein addressed are already in place	As soon as ratified
	Staff have been involved in the practical implementation of this guidance.	Yes	>Staff will see a draft copy on which they will be able to make any comments to the SLT	By 22 nd May

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	No	>At this point this is under the remit of the SLT in school >For the majority of measures put in place, staff will lead pupils in an appropriate manner >Over time we will encourage the pupils to become 'Bug Busters' as a way of helping them to become independently able to keep themselves safe from contagion	If required
	Pupils and staff have contributed towards how these new roles will support the schools aims	No	>See above	If required
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	No	>See above	If required
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	>Clear reminders for pupils will be placed around the school about distancing and hygiene >It is likely that staff will have daily conversations with their groups about the situation and measures needed for controlling it	1 st June

Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	Yes	>Age appropriate reminders – both visual and verbal – will be used to educate pupils about the measures in place	Ongoing but updated for 1 st June
	The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Yes	>Resources will be gathered for the education of pupils from a wide variety of sources	Ongoing
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England.	Yes	>SLT will disseminate as needed	Ongoing

Other considerations

Actions if a person develops symptoms

Actions if a person becomes unwell with COVID-19 symptoms	A suitable room has been identified to wait in and is large enough to keep a 2 metre distance between the ill person and any supervising staff (close to a toilet where possible)	Yes	>The old kitchen at Morley and the large disabled toilet at Tacolneston will be used to isolate any pupil with symptoms	Ongoing
	The room has been emptied of unnecessary items.	Yes	>The rooms have been de-cluttered and will continue to be monitored	1 st June
	Tissues and a waste bag have been provided in the room	Yes	>These will be in place	1 st June
	If a pupil develops symptoms they will wait in the room that has been identified as soon as possible	Yes	>They will be escorted by staff and parents contacted to collect	Ongoing
	In the unlikely event that a pupil spent a significant amount of time in a classroom or other area after they developed symptoms, arrangements will be made to move pupils and staff while that area is cleaned.	Yes	>Pupils and staff in this group would be asked to isolate for 7 days before returning >Room would be isolated and cleaned thoroughly before re-use	Ongoing
	Staff who look after a symptomatic person should wear PPE if they are supervising the person in the same room while waiting for collection in accordance with the PPE guidance and must wash their hands thoroughly if they have contact with the person and after they have left.	Yes	>This will be available should the need arise >All hygiene expectations will be followed	1 st June
	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Yes	>Cleaning materials are in the schools	Ongoing
	Where a person tests positive, the rest of their class or group will self-isolate for 14 days.	Yes	>Class group and staff members will self-isolate for 14 days if the person test positive >Anyone else who has come into contact with that person will also need to self-isolate (staff on entrance door, office staff etc._	Ongoing
Waste	If a person is symptomatic on the premises the cleaning cloths used and tissues etc is double bagged and tied and kept separately for 72 hours (secured from pupil access) before being disposed of with normal waste.	Yes	>Caretaker and cleaning staff will be made aware of this	Ongoing

Planning for emergencies

Fire evacuation	Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.	Yes	>Pupils will be led at a social distance to the muster point of the playground/field >Registers will be taken in the usual way	1 st June
	Fire drills that are carried out encourage social distancing.	Yes	>See above	1 st June
	Staff and pupils understand that in an emergency they must leave without delay	Yes	>Staff will manage and control the situation accordingly, but without putting lives in danger	1 st June
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	>All pupils with dependant medical conditions will be risk assessed as to whether the school can provide suitable medical support for them in case of need. If not, they will be advised to stay at home	1 st June
	First Aid arrangements have been checked and meet risk assessment training level and ratio requirements for the number of staff and pupils in attendance (including trained staff whose certification expired on or after 16 March and is now extended for 3 months). If this is not possible the following steps have been taken:	Yes	>Staff rotas provide more than adequate medical support for pupils	1 st June
	Higher risk activities are avoided where it is possible e.g. use of D & T machinery	Yes	>No high risk activities will be done in school at this time	1 st June
	The previous 3 months accident history has been reviewed and all previous investigations have been completed with control measures in place to reduce future risk.	Yes	>No issues arising	1 st June
	There are arrangements in place to respond to a first aid event, e.g. two people respond to provide instructions from a trained responder by calling 999.	Yes	>This will be in place as needed	1 st June
	A member of staff has been nominated to check and maintain first aid kit contents	Yes	>Health & Safety Support team member to check validity of medical stock and communicate with office manager for replenishment >Class teachers to look at Asthma inhalers to check these are in date >Any other known medication to be checked for validity by office staff	Ongoing
	First aid boxes are located in prominent places	Yes	>These remain in place as usual	Ongoing
	The location of the automatic defibrillator is known to all staff	No	>Staff will immediately ring 999 if needed	Ongoing

	Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes	>Most staff have some basic first aid training: several have paediatric first aid training	Ongoing
	Changes to first aid arrangements are communicated to all staff	Yes	>Normal protocols will apply, but with the addition of PPE where needed to support this	Ongoing with PPE addition by 1 st June
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	>Due to numbers of pupils in school and the range of activities they are doing, we will hope to eradicate or totally minimise extraneous injuries >However, pupils will be dealt with in the usual way, but possibly with the addition of PPE where needed	Ongoing
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	>This will be kept centrally by the office staff and issued as requested	1 st June
Paediatric First Aid	There are a suitable number of Paediatric First Aiders including trained staff whose certification expired on or after 16 March and is now extended for 3 months. (please complete the next section if you have answered “no”)	Yes	>Yes, there are a suitable number of paediatric trained first aiders in each school	Ongoing
Alternative paediatric first aid arrangements)	Every effort has been made to provide a Paediatric First Aider.	Yes	>See above	Ongoing
	The above is not possible and there is access to a trained First Aider or emergency PFA on site.	No	>See above	Ongoing

Any other actions that are not listed above

Assessor's Name: Laura Green	Manager's Name: Kate Easter
Position: Executive Head Teacher	Position: Executive Deputy Head Teacher

Signature:

Signature: