



## COVID-19 Educational Settings Combined Assessment for the Wider Opening of Schools



<b>Setting/Premises:</b>	ALL SITES (Primary and Secondary)		
<b>Location:</b>	John Milton Academy Trust		
<b>Assessment Date:</b>	29/5/20	<b>Review Date:</b>	1/6/20; 3/6/20; 9/6/20; 17/6/20
<b>Assessment completed by:</b>	Karen Grimes (CEO) and the Executive Leadership Group		

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### 1. Management Planning - Senior Management Team

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
1.1	Senior Management Team responsibilities	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	All schools have considered how timings may need to be adjusted. Individual decisions are being made and recorded in school documents.  Staggered start in some primary settings. Whole school provision for 4 days each week to prevent cross-infection.  At secondary, social times are staggered, but start and finish times will remain the same	1/6/20   17/6/20
		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	Offer of 4 days at primary has been made for the designated year groups, with Wednesday dedicated for cleaning. Bubbles created at all schools to restrict movement. Toilets allocated. Movement in each school in line with 2m social distancing  One day provision at secondary in line with the 25% threshold figure	1/6/20  17/6/20
		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	As appropriate	Following audits, staffing/accommodation does not present an issue on any site. However, additional community facilities are being used at Mendlesham to enhance the quality of the accommodation	<b>Primary:</b> 4/6/20  <b>Secondary:</b> 17/6/20

	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	Yes	<b>Primary:</b> increased areas of the school “mothballed” in line with health and safety visits. <b>Secondary:</b> Areas identified for wider opening and other areas closed down eg upper floors. further adjustments will be made following the QA visit	1/6/20  17/6/20
	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	All schools have remained open during the pandemic and therefore sites have been active. Compliance checks are undertaken and recorded at all sites and a specific COVID-19 checklist is in place. Checklists published for Board and HTs	ongoing
	SMT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Yes	Accountability rests with the Trust, but there is a named school contact on each site. Compliance checks have been completed and are ongoing.	ongoing
	SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Yes	There has been a deep clean on all sites (with dates recorded). Deep cleaning will take place every Wednesday across all sites. Bespoke cleaning regimes are in place across all sites  <b>Primary:</b> a cleaner is on site throughout the day in addition to am and pm cleaning. <b>Secondary:</b> cleaners are on site throughout the day	ongoing
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.	Yes	Information has been included in FAQs and letters. Revised information has been published as a “Health and Safety Guide for Staff” produced with reference to BAME	April – May 2020  CEO/HR 3/6/20

	SMT has completed this assessment, in conjunction with staff and are responsible for the implementation of actions	Yes	Senior staff have been in constant liaison with other staff in implementing actions. This is a collated assessment. Assessments are in place at individual schools, together with a Trust Risk Framework which has been shared fully with governors and senior staff and formed the basis for the resolution on wider opening.  Following a GDPR check, the risk Framework will be posted on the Trust website	School Plans: 28/5/20  Framework: 1/6/20  Public copy end of June 20
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns	Yes	Wednesday arrangements allow staff to raise issues. Weekly Executive Meetings allow further discussion. All risk assessments are deemed organic (documented in Board resolutions) and a decision making table has been added to school risk assessments so that amendments and alterations can be documented. All risk assessments are shared on the drive.	weekly
	<i>SMT have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) with staff through online meetings and not face to face.</i>	Yes	There have been regular Zoom sessions. Staff have been on site throughout the period and are, therefore, more familiar with changed routines prior to wider opening <b>Primary:</b> 3 days of training and induction prior to opening. <b>Secondary:</b> 2 days of training prior to wider opening	ongoing
	<i>Senior colleagues will be present at the site and especially during the early part of the recovery plan in order to provide additional support and reassurance and to pick up on any issues and review arrangements.</i>	Yes	Senior staff and designated colleagues (as defined by the Trust's Principles) are on site throughout wider opening periods. This builds on the approach since lockdown when all schools have been open. Strategic principles established and agreed ensure that key post holders are also available.	ongoing

1.2	Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Yes	Each school's COVID-19 Handbook contains information on behaviour expectations and this complements the appendix to the Trust's policy.  An appendix to the Trust's Exclusion Policy has been produced and circulated.	1/6/20  3/6/20
1.3	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	The Trust board has responsibility for the decision on wider opening and the scheme of delegation has been suspended so that responsibility rests with the Board. <b>Primary:</b> Resolution passed on 1/6/20 <b>Secondary:</b> Resolution passed on 15/6/20	<b>Primary:</b> 1/6/20 <b>Secondary:</b> 15/6/30
1.4	Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team to ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	Primary and Secondary: DSLs, SENDCos First Aiders and Paediatric First Aiders are required on all sites at all times.  Any variation has been addressed in the school's individual risk assessment and this approach will continue (current eggs at Mendlesham and Bacton)	<b>Primary:</b> 5/6/20  <b>Secondary:</b> 1/6/30
1.5	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, <i>tissues</i> and PPE that is specified in PPE guidance.	Yes	Supply chains are in place for essential supplies. All managed centrally through the Estate Management Service, so flexibility exists to move stock from one school to another.  In addition, new suppliers have been established	ongoing
		Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Yes	Govt standard PPE is being used in COVID-19 first aid rooms.  PPE and first aid supplies are coming from St John's Ambulance	ongoing

## 2. Staffing arrangements

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
2.1	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	Strategic Principles have been adopted which ensure that learners are taught by qualified staff. Staff audit completed to ensure ratios are appropriate in all classes.	ongoing

		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	All staffing is in line with strategic principles. Part-time staff will work whole days and there is no staff movement between groups. <b>Primary:</b> Qualified teacher is leading all designated learning bubbles <b>Secondary:</b> Specialist staff leading all designated learning bubbles, but the staffing team will remain consistent Provision for Chair’s action is in place should this need to change	ongoing
		<i>Staff from other schools provide cover on a weekly basis and not daily to limit different contacts within groups.</i>	N/A	There is to be no staff movements between settings unless this arrangements was in place prior to lockdown. The exception will be new appointments taking effect where the new staffing is essential	ongoing
		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.	N/A	This is not in line with the Trust’s Strategic Principles and would require additional approval from the Chair of the Trust	ongoing
		<i>Teaching staff have breaks from their group during the day where possible, for example, by alternating between the teacher and teaching assistant, avoiding new staff covering from a different grouping.</i>	Yes	Break and lunchtime arrangements are covered in the COVID-19 Handbook for each school (Primary and Secondary)	ongoing
2.2	Business support and premises management staff	Staff work from home where it is possible	Yes	Only three members of the central team are routinely based at JMAT centre (CEO, EA and HR Manager) Finance staff working from home. School office staff are working on a rota basis. Restricted ICT working as required – 2 days maximum on site w/e from 15 <sup>th</sup> June 2020	ongoing
		Hot desking is avoided	N/A	No hot desking in place	
		Office spaces are arranged to support social distancing (maintaining 2m distance)	Yes	Only one member of the office staff is on duty in the school at any one time across all sites.	ongoing
		Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.		Social distancing is being maintained within existing office provision for the most part.  ICT staff moved to the ground floor office close to the car park entrance.	ongoing  As required

				Support staff operating on a rota basis/working from home across all schools	ongoing
2.3	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	Contractors are only allowed by appointment. Secondary premises work is outside for the most part and works around transport arrangements.	ongoing
		Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Yes	Cleaning checklists are in place and products listed. Daily cleaning is documented and operates to each school's bespoke requirements  Training 1: 29/5/20 IHASCO: some staff 29/5/20 rest booked in online	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.		Cleaning following a suspected COVID-19 case is specified and a written record is required	<b>Primary:</b> 4/6/20  <b>Secondary:</b> 17/6/20
2.4	Volunteers	Volunteers will work in the setting only where essential and will be provided with the same information, instruction and support as staff members.	N/A	No volunteers are working during the COVID-19 period at either the primary or secondary phase	

### 3. Cohorting and limiting contact

#### ***Pupil and staff grouping***

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
3.1	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	Maximum of 15 pupils in each "bubble". Bubbles retain segregation throughout the day and arrangements are documented in COVID-19 Handbooks	<b>Primary:</b> 4/6/20
3.2	Secondary schools	Actions have been taken to create smaller groups in order to achieve social distancing (as a guide classes should be no bigger than half the normal size). The school should aim to keep these	Yes	Year 10 will be organised into 4 bubbles comprising 10 or 11 students each. Each bubble will have one day in school each week and will remain as a bubble throughout their day at school	<b>Secondary:</b> 17/6/20

		smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.		Year 12s will also be organised into bubbles and be offered one day in school each week – this will be on a Wednesday, when no other Year 10 students are in school. Year 12 bubbles will be located in “G” Block – away from the main building and will operate as separate groups	
3.3	Keeping cohorts together where possible	Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.	Yes	In place at all primary schools. Arrangements documented in COVID-19 Handbooks  Year 10s – will be based in Science labs and retain the same classroom area for each day they are in. Year 12s will be located at the other end of the site in “G” block	<b>Primary:</b> 4/6/20  <b>Secondary:</b> 17/6/20
		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	<b>Primary:</b> Arrangements documented in COVID-19 Handbooks. Lunch is brought to classrooms. Pupils will remain in their class bases for teaching. <b>Secondary:</b> Social distancing mark out on routes through the school. Outside areas are marked. Lunch times staggered. All arrangements documented in COVID-19 Handbook	<b>Primary:</b> 4/6/20  <b>Secondary:</b> 17/6/20
		Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Yes	<b>Primary:</b> Teacher and TA and/or MSDA allocated to each bubble at primary. <b>Secondary:</b> Form teacher (pastoral) and specialist input by the same subject teacher each week	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Yes	As above. Arrangements documented in COVID-19 Handbooks	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Where possible pupils use the same desk each day where they attend on consecutive days.	Yes	<b>Primary:</b> In place at all primary schools. Arrangements documented in COVID-19 Handbooks. <b>Secondary:</b> Pupils use the same desks; cleaned after each bubble	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Multiple groups do not use outdoor play equipment at the same time.	Yes	In place at all primary schools Arrangements documented in COVID-19 Handbooks.	<b>Primary:</b> 4/6/20 <b>Secondary:</b>

				Outdoor equipment cleaned after use. Documented in daily cleaning regimes (primary and secondary)	17/6/20
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#### 4. Reducing and managing visitors

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
4.1	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	Visitors are being discouraged. By appointment only – revised notice in place	29/5/20
		The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Yes	As above	29/5/20
		Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Yes	As per revised Visitor Notice	29/5/20
		Reception areas are operating on a one in and one out basis for essential visitors	Yes	As per revised Visitor Notice	29/6/20
		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	Screens are in place at all settings	No further action
		Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Yes	Revised Visitor Notice is in place	29/5/20
		Visitors will wash their hands on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Yes	Revised Visitor Notice is in place	29/5/20
		Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Yes	Food deliveries are a contracted service. Risk assessment is in place and this includes deliveries.  Separate notice is in place for educational deliveries. Supervised access to porch areas only after phone contact with designated personnel.	7/6/20  Revised notice required for deliveries 15/6/20
Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Yes	All contractors are operating outside school times or at pre-arranged times and places. Visits are by prior appointment Secondary areas are cordoned off	ongoing		

	Arrangements are in place to review contractor site movements and ensure safe distancing and compliance with universal hygiene requirements.	Yes	Contractors operating through Concertus or VERTAS (LA trading arms and project managers). COVID-19 restrictions are in place for these businesses	ongoing review meetings with project managers
	Parents have been advised that they should only come into the setting for essential reasons e.g. illness or safeguarding factors and have information about contacting by phone/email instead of having face to face meetings. Only one parent should be allowed to visit the setting in these circumstances	Yes	Frequently Asked Questions have relayed/reiterated this information Further reinforcement by notices on school sites and through newsletters	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20

## 5. Travel and parking

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
5.1	General	The settings 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	No additional vehicle movement is anticipated as smaller numbers of pupils returning. Arrangements for contractor vehicles are already in place. <b>Primary:</b> No vehicular access to school sites <b>Secondary:</b> Arrangements for parental cars in place and will be communicated via an updated leaflet	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Yes	School FAQs. Newsletters Updated letter based on INFOSPACE	May 2020 16/6/20
5.2	Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Yes	<b>Primary:</b> Amended as a result of visits on 29/5/20. HTs to add bike racks and railings to their cleaning regimes <b>Secondary:</b> Areas marked out and staff supervision in place. Bike racks added to cleaning regimes	4/6/20  17/6/20
5.3	Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Yes	<b>Primary:</b> School slides/information (1/6/20) Trust newsletter (3/6/20) <b>Secondary:</b> Updated letter based on INFOSPACE	16/6/20
		Parents and staff have been advised that only the same household members should travel together by car	Yes	<b>Primary:</b> School slides/information (1/6/20) Trust newsletter (3/6/20) <b>Secondary:</b> Updated letter based on INFOSPACE	16/6/20

5.4	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	School slides/information (1/6/20) Trust newsletter (3/6/20) <b>Secondary:</b> Updated letter based on INFOSPACE	16/6/20
		Pupils and parents have been advised that they should not walk together in large groups	Yes	School slides/information (1/6/20) Trust newsletter (3/6/20) <b>Secondary:</b> Updated letter based on INFOSPACE	16/6/20
5.5	Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Applicable to secondary only. Reinforced in updated letter for parents	Ongoing 16/6/20
		Pupils, parents and staff have been advised to wash their hands before and after using transport services	Yes	Reinforced in letter for parents based on INFOSPACE Handwashing on arrival	Letter update: 16/6/20
		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	Reinforced in FAQs/Newsletters and letter for parents <b>Secondary:</b> School transport is exempt (not regarded as public transport). If students are wearing face masks, they will be stored during the day. Handwashing to take place as soon as pupils alight from buses	Letter update: 16/6/20
		Pupil attendance times have considered reduced numbers associated with public transport where possible.	N/A	Survey indicates that most students will be walking or coming by car. Limited numbers by school transport. Not likely to affect	Letter update: 16/6/20
		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	Local Authority responsibility. School will reinforce- Leaflet for parents/carers (waiting for update)	Letter update: 16/6/20
		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	Local Authority responsibility. School will reinforce	Letter update: 16/6/20
		Markings are provided where queuing is required for transport services on school premises	Yes	Ordered. Will be in place by 15/6/20	Needed by 18/6/20
		Windows are opened during journeys where it is safe to do so	N/A	Local Authority responsibility. School will reinforce.	Needed by 18/6/20
		Touch points on school minibuses/vehicles <i>and vehicle keys</i> are wiped down with disinfectant wipes after use	N/A	No school minibuses at present	

		Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes	In place – reinforce in first aid arrangements. Parents informed that pupils must be collected as soon as possible.	9/6/20
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## 6. Arriving at and leaving the setting

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
6.1	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	<b>Primary;</b> arrangements are documented in risk assessments and COVID-19 Handbooks. Pupil entry and exits are controlled. <b>Secondary:</b> students will be dropped off. Assembly point on field in designated area. 2m distancing. Arrangements documented in COVID-19 Handbook.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		<i>Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.</i>	Yes	Car park/drop-off areas supervised am and pm and parents encouraged not to leave vehicles. Arrival times determined	ongoing
		<i>Reception teachers will check with the parent and/or pupil about the pupils health and ask them to wash their hands on arrival in the building.</i>	Yes	<b>Primary:</b> COVID-19 Handbook	ongoing
		<i>For all other years not including Reception class parents are expected to drop their child at the gates or allocated door and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.</i>	Yes	<b>Primary:</b> As above	ongoing
6.2	Managing peak times	Additional entrances, such as fire exits and other direct classroom exits are used and supervised to reduce gatherings at the setting entrance (hand sanitiser has been provided at these points)	Yes	<b>Primary:</b> Documented in COVID-19 Handbook <b>Secondary:</b> All classrooms in use for Year 10 learners have a fire exit which can be used. However, there will be a single, marked entrance and exit route to the building	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	Yes	<b>Primary:</b> staggered arrangements in one school. 2m markers in others <b>Secondary:</b> 2m markings and routes will be put in place	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Floor marks have been added to assist with social distancing in outside areas.	Yes	<b>Primary:</b> Floor markings and pathways in place <b>Secondary:</b> floor stickers in place	<b>Primary:</b> 4/6/20

					<b>Secondary:</b> 17/6/20
		Staff and school champions supervise at peak times.	Yes	<b>Primary:</b> Staff on duty. Role of school champions is being developed. <b>Secondary:</b> Staff on duty. Role of school champions is being developed.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
6.3	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	Arrangements documented in school COVID-19 Handbook	4/6/20
		Where possible, additional supervised entrances will be used to avoid people gathering at the same time	Yes	As above	4/6/20
		Parents have been advised that only one parent should attend.	Yes	As above	4/6/20
6.4	Bags and coats	Staggered access times allow for cloakrooms to be used without pupils gathering.	N/A	Cloakrooms and lockers are not in use at primary or secondary	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		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		

## 7. Educational Activities

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
7.1	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 know to all e.g. through the use of posters	Yes	<b>Primary:</b> assessed and quality assured <b>Secondary:</b> assessed and suitable areas identified and quality assured	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Where appropriate, capacity levels are detailed in each room for staff to refer to.	Yes	<b>Primary:</b> capacity for rooms being used has been documented <b>Secondary:</b> capacity for rooms has been documented	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		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 or diagonally and not face to face. Where it is not possible to move furniture	Yes	<b>Primary:</b> organised and quality assured <b>Secondary:</b> rooms have been reorganised	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20

		seats are taped off/marked as not to be used to support social distancing			
		Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Yes	<b>Primary and Secondary:</b> All areas being used have been decluttered	ongoing
		Classroom based activities have been reviewed and modified to support social distancing	Yes	<b>Primary and Secondary</b> learning offer in COVID-19 Handbook documents arrangements.	ongoing
		Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	Yes	<b>Primary:</b> Larger areas and community facilities being used as appropriate and documented. <b>Secondary:</b> Larger areas are not required for current arrangements.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
7.2	Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	Yes	<b>Primary:</b> PE activities are documented in the learning offer <b>Secondary:</b> as appropriate to the curriculum offer	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		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	<b>Primary and Secondary</b> pupils have access to outside space and areas are marked to ensure separation of the “bubbles”	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		<i>Groups will not mix for PE and only non-contact activities will be carried out.</i>	Yes	PE activities at primary only and pupils remain in bubbles. Non-contact activities practised. Documented in COVID-19 Handbooks	<b>Primary:</b> 4/6/20
7.3	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	<b>Primary:</b> All pupils are remaining with the same teacher in the same classroom. <b>Secondary:</b> Specialist staff will travel to classroom bubbles to reduce movement. Pupils will have 3 lessons per day.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
7.4	Resources	Resources and the exchange of resources that are taken home have been limited	Yes	No resources are taken home and equipment remains at school. Confirmed in letters to parents/carers	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
7.5	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).	N/A		

7.6	Use of school swimming pools	Please refer to updated swimming pools guidance.	N/A		
7.7	Showers	Sport activities have considered associated shower use in order to ensure that social distancing can be applied.	N/A		
		Cleaning and disinfection arrangements are in place for showers.	N/A		

## 8. Lunchtime and breaks

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
8.1	Lunch	<b>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.</b>			
		Different <i>groups</i> mixing together is avoided through staggered times with several sittings and/or use of additional areas.	As appropriate	<b>Primary:</b> All meals delivered to the classrooms. <b>Secondary:</b> Break and lunchtimes are staggered. Slight overlap in the dining area, but a physical barrier is in place to separate areas	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Times that meals are provided are staggered to reduce queues	Yes	As above	As above
		Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	N/A	Packed lunch consumption is limited to those with specific dietary needs. No items requiring refrigeration can be brought onto the school site	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		<i>Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing</i>	N/A	All pupils are being provided with a school meal at primary and secondary. No items requiring refrigeration are allowed on site	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Yes	Handwashing is designated prior to lunchtime	As above
		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	Collection applies to secondary only. Stickers are placed on the floor area	<b>Secondary:</b> 17/6/20
		<i>Additional meal collection points have been put in place to reduce queuing where necessary</i>	N/A	<b>Primary:</b> Meals are being brought directly to the classrooms	N/A

				<b>Secondary:</b> Staggered lunchtimes are operating	
		Alternative payment methods are being used to eliminate cash handling	N/A		
		Tills are screened where still in use	N/A		
		Tables and seating are moved apart and reflect the maximum capacity to allow social distancing <i>within the group</i> . Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	N/A (P) Yes (S)	<b>Secondary:</b> Dining room furniture can be moved.	16/6/20
		A different entry and exit route are being used at dinner times where more than one door is available	N/A (P) Yes (S)	<b>Secondary:</b> One way system created through signage	16/6/20
8.2	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	Risk Assessment received from VERTAS. 3 kitchens in operation from 4/6/20 and the 4 <sup>th</sup> kitchen back in action on 8/6/20	4/6/20 (P)
8.3	Breaks	Breaks are staggered and/or pupils designated their own areas to play in to reduce the numbers of pupils who take a break at the same time and ensure bubbles do not mix together	Yes	Staggered at Secondary. Primary pupils do not share the same spaces.	
		Play equipment use is supervised to ensure that pupils do not gather.	Yes	Bubbles are retained at break periods.	
		Pupils and staff have identified suitable play activities for break times	Yes	In place at Primary.	
		Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Yes	Please see entry below.	
		Markings have been added to outside spaces to assist with queues when coming back into the building where applicable.	Yes	<b>Primary:</b> areas are marked. <b>Secondary:</b> stickers are in place	4/6/20 16/6/20
		Additional staff supervision is employed to ensure social distancing takes place	Yes	Senior staff are on duty at secondary level.	

## 9. Movement around the premises and ventilation

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
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9.1	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	Classroom layout is non-negotiable and documented in COVID-19 Handbook	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Windows and doors are open to increase ventilation where it is safe and appropriate.	Yes	Rooms chosen for good ventilation. Fire exits in many rooms.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Heating, Ventilation and Air Conditioning systems are operating to encourage ventilation.	Yes	Air conditioning not being used. All systems checked through COVID-19 checklist	ongoing
		Interactions take place side to side instead of face to face where it is possible	Yes	Layout to promote side-to side interactions	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	<b>Primary:</b> Pupils remain in bubbles and staff are consistent. <b>Secondary:</b> Pupils remain in bubbles and staff move, but there is consistency in the allocation of staff to Y10 and Y12.	ongoing
		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.	N/A	Classes are not moving and the curriculum is restricted at present.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	N/A		
		Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	N/A	Year 10s - no access to upper floors No upper areas in primaries.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		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	N/A		
Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart.	Yes	N/A at primary. One way system operating at secondary.	16/6/20		

		Movements around settings are supervised and school champions support this activity.	Yes	Supervision at all settings. School Champion being developed.	ongoing
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### 10. Toilets and handwashing facilities

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
10.1	Times are staggered where possible and consider the increased handwashing times that have been introduced.	Yes	<b>Primary:</b> Teachers are zoned and pupil use is one at a time. <b>Secondary:</b> Designated toilets are in use. Break and lunch times are staggered.	ongoing
	Distancing for queuing has been introduced e.g. through floor markings	Yes		ongoing
	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)	N/A		
	Every other urinal/basin has been taken out of use in toilets that have high usage	Yes	<b>Primary and Secondary:</b> restricted number of toilets are in place	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
	The specific times that handwashing is required has been determined according to all activities and staff are aware of when prompts are needed.	Yes	<b>Primary and Secondary:</b> Handwashing times are documented in COVID-19 Handbooks	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
	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	<b>Primary and Secondary:</b> Wall mounted sanitisers have been provided. Mobile handwashing stations have been provided in each school.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Yes	Standalone units only for adult use.	ongoing

### 11. Meetings and events

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
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11.1	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	Yes	Virtual assemblies only for all schools.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
11.2	Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	N/A	No sports events or activities are planned.	
11.3	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	Staff meetings are virtual. Educator Solutions advice sought in advance of other meeting arrangements (Schools' Choice providing guidance on governance issues)	ongoing
		Additional staff room areas have been provided in order to avoid large gatherings at peak times	Yes	<b>Primary:</b> Separate areas where required (eg three areas at Mendlesham). Staff bubbles remain separate from each other <b>Secondary:</b> Staffroom has been closed at Stowupland and subject teams directed to "A" corridor where layout of the rooms is determined Only one member of staff will enter breakout rooms at any one time All arrangements are documented in COVID-19 Handbooks	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Furniture has been arranged to encourage distancing where possible	Yes	All rooms rearranged in line with 2m distancing	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
11.4	Parents evenings	Meetings are undertaken by telephone or internet.	N/A	No parents' evenings are planned	
11.5	Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	Yes	<b>Primary and Secondary:</b> any meeting must be by appointment and arranged in advance by phone. Communicated via newsletters and visitor notices. Reinforced in letter based on INFOSPACE	ongoing
11.6	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)	N/A	No bookings	

11.7	Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	N/A	Suspended until further notice	
11.8	Hire and use of school premise	Additional hire and use will not be planned until further notice.	N/A	Suspended until further notice	

## 12. Breakfast and afterschool clubs

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
12.1	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	School clubs are not operating per se  Breakfast Club and after school club are operating at Mendlesham for key workers only - pupils remain in their day time bubble for these sessions and do not mix with others.	4/6/20

## 13. Universal Hygiene Arrangements

### Cleaning and disinfection

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
13.1	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	Compliance spreadsheets in place and daily (site-specific) cleaning is in place	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		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	Covered through daily cleaning regimes in each school - site specific.	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	Covered in daily regimes and site cleaning. Deep clean each Wednesday.	ongoing

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		Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Yes	Computer wipes are available in each school.	ongoing
		Handheld and frequently touched sports/PE equipment is disinfected prior to use	Yes	As above - site specific regimes	ongoing
		Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Yes	As above - site specific regimes	ongoing
		Touch point cleaning will be carried out between each group for activities using equipment such as outdoor play and PE.	Yes	As above - site specific regimes	ongoing
		Disinfectant wipes are available for staff to use where required.	Yes	Hygiene packs are available in each classroom.	ongoing
13.2	Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Yes	Estates Team is aware. Most sanitiser dispensers are wall mounted and filling up operates via a contrCT	ongoing
13.3	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	Cleared and further pruning following QA visits.	ongoing
		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	Items have been taken out of use.	ongoing
		Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home	Yes	Primary and Secondary: All equipment remains in school.	ongoing
13.4	Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis	Yes	Resources remain with groups or are cleaned between use.	ongoing
		Books and posters checked for visible soiling and disposed of where necessary	Yes	All displays have been checked and loose papers removed.	ongoing
13.5	Lunchtime	Trays, tables and chair touch points are disinfected after use	Yes	Only applicable to the secondary setting. There is physical segregation in the dining room and bespoke cleaning regime is in place	ongoing
13.6	Cleaning equipment after breaks	Outdoor play equipment is cleaned between group use	Yes	All primary schools have created bespoke cleaning regimes	ongoing
13.7	Tissues	Tissues are provided in classrooms and other areas to ensure good respiratory hygiene.	Yes	<b>Primary and Secondary:</b> Hygiene packs are available in each classroom comprising first aid box; PPE; wipes; tissues and computer wipes.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20

	Bins are provided in classrooms and other key locations such as dining areas for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Yes	
	Bins and tissues are provided in the same place.	Yes	

#### 14. Handwashing arrangements

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
14.1	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 <a href="#">NHS guidance</a> in an age appropriate way e.g. observing young pupils, instructing in the class	Yes	<b>Primary and Secondary:</b> Handwashing times are regulated and documented in the COVID-19 Handbook.	
		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	<b>Primary and Secondary:</b> Handwashing times are regulated and documented in the COVID-19 Handbook. NB: Face masks are not worn unless first aid is being administered and close proximity is required. Staff will dispose of PPE safely and wash hands	ongoing
		Supervision arrangements are in place to support pupils with handwashing where it is needed.	Yes	<b>Primary:</b> Age appropriate. <b>Secondary:</b> N/A	ongoing
		Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Yes	Mobile wash stations	ongoing
		Age and developmentally appropriate ways area being used to encourage pupils to follow requirements.	Yes	Age appropriate posters being used in all settings.	ongoing
		All staff and pupils are following <a href="#">Catch it, Kill it, Bin it</a> requirements. Tissues and bins are provided for use.	Yes	SAGE control measures emphasised throughout.	ongoing

#### 15. Health Needs - Staff health

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	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
15.1	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 COVID-19 Health and Safety Guide when working in educational settings (assessment includes both their work activities and their journey to and from the setting)	Yes	Staff audits have taken place. Risk Assessments completed where applicable Covered by the Trust's Health and Safety Guide Overview kept by HR Manager	ongoing
		Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	N/A	Not applicable at present, but kept under review. Covered by Trust's Health and Safety Guide for Staff	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 COVID-19 guidance for all education settings (including their journey to and from the setting)	Yes	Health and Safety Guide is in place and risk assessments are being initiated (ongoing) for staff involved in any category due either to their own health, or that of someone in their own household.	ongoing
15.2	Wellbeing	Suitable supportive measures have been put in place for staff, for example, on how to obtain well-being support	Yes	Trust Health and Safety Guide COVID-19 Handbooks Trust newsletters	ongoing
		Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Yes	Secondary staff are encouraged to leave the premises when not teaching. 4 day provision at primary allows for PPE and additional time for managing the online offer for other year groups (Wed each week)	ongoing
15.3	Symptoms	Staff will go home as soon as possible if they develop symptoms	Yes	Covered by the Health and Safety Guide for staff and also in newsletters and School Handbooks	ongoing
15.4	COVID Testing	Staff are encouraged to have testing when they <i>or a member of their household</i> develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Yes	Health and Safety Guide for Staff Staff briefing/bulletin reminder HR contact/Trust newsletter	6/6/20 and ongoing

## 16. Health Needs - Pupil Health

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	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
16.1	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 (assessment includes both their work activities and their journey to the setting)</i>	Yes	Information elicited through pupil surveys. Medical contact encouraged prior to return to school. Assessments in place and monitored by a designated member of staff as part of the Welfare List. Expectation is reinforced through letters based on INFOSPACE information	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 COVID-19 guidance for all education settings (including their journey to and from the setting)	Yes	Pupil booking surveys to elicit information on family well-being and journey to school  Reinforced in the updated letter based on INFOSPACE	Fortnightly  <b>Primary:</b> w/b 22/6/20 <b>Secondary:</b> 16/6/20
		<i>Arrangements are in place to ensure that the setting has obtained information relating to pupil health conditions and has carried out assessments where required.</i>	Yes	Trust/school surveys have encouraged parents/carers to relay information.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
16.2	Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Yes	Posters in school. Integral part of the learning offer at primary and secondary. Reinforced through updated letter based on INFOSPACE	ongoing
		Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Yes	Integral part of pastoral work. "Bubble" approach ensures consistent staff contact.	ongoing
		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	N/A		
16.3	COVID Testing	Parents are encouraged to have testing carried out where it is available, where their child or member of their household	Yes	Included in the updated letter based on INFOSPACE	16/6/20 (S)

		develops symptoms to reduce the impact of isolation in relation to negative testing			
16.4	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	Yes	Welfare lists continue to operate cross all schools. Communication with schools is reinforced in letters home	ongoing
		Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	Yes	COVID-19 School Handbooks Staff who are known to pupils work with them daily. Reinforced in updated letter to parents	ongoing
		Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes	COVID-19 School Handbooks ongoing staff training and meetings	ongoing
16.5	Pupil well-being and mental health	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home.	Yes	Learning offers cover mental health. Vulnerable Learner lists kept in all schools. Designated staff are in school. Regular home/school contact is in place.	ongoing
		The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Yes	Safeguarding appendix is in place. SEMH and safeguarding are covered in COVID-19 Handbook New electronic system is being trailed and recording information	ongoing
16.6	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.	N/A		

**17. Communication and Involvement - General Arrangements**

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
17.1	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	Staff: Zoom Meetings (inc representatives) and feedback invited and considered Parents: Newsletters, FAQs and updated letters based on INFOSPACE. All schools operating weekly or fortnightly	ongoing

		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	<b>Primary:</b> Updated letter based on INFOSPACE <b>Secondary:</b> Updated letter based on INFOSPACE	w/b 22/6/20 16/6/20
		Communication about the importance of testing has been provided to ensure that isolation only takes place where it is necessary.	Yes	As above	As above
		Parents and carers have been communicated with about symptoms and household isolation requirements	Yes	As above	As above
17.2	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	In place at all school entrances and published in letters.  Will be posted on the Trust website	ongoing  22/6/20
17.3	Communicating safety arrangements	Site signage has been reviewed, referring to the following: <a href="#">temporary signs</a> for outside space	Yes	Signage in place, but kept under review	ongoing
		Site changes such as entrances and exits will be identified where required	Yes	Signage in place, but kept under review	ongoing
		Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Yes	Professional posters in place	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.	N/A	Symbols used - arrows, no entry signs etc	ongoing
		Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as <a href="#">How to hand rub</a> .	Yes	Information in the guide to parents and pupils (based on INFOSPACE)	16/6/20
		The <a href="#">COVID-19 Secure in 2020</a> notice is displayed to confirm that all required measures have been implemented.	In progress	Format just received and will be in place by date specified. Discussed with Headteacher son	26/6/20

18. Staff Instruction

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
18.1	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	Health and Safety Guide published COVID-19 Handbook in place.	6/6/20
		All staff have confirmed that they are confident in applying the control measures identified in this assessment.	(Yes)	COVID-19 Handbook in place. Handbooks will be signed following two week period of working	<b>Primary:</b> 22/6/20 <b>Secondary</b> 29/6/20
		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) <i>prior to the recovery phase</i> .	Yes	Training days held in advance of opening for both primary and secondary settings.	<b>Primary:</b> 1-3rd/6/20 <b>Secondary</b> 15-16/6/20
		Staff have been involved in the practical implementation of this guidance ( <i>remotely where they are currently not in the setting</i> ).	Yes	COVID Handbooks available in advance of training . Two days of training time allocated prior to wider opening.	As above
		<i>Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).</i>	Yes	Zoom meetings taking place and staff feedback encouraged and received at regular intervals.	ongoing

19. Behaviour Policy

19.1	Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances.	Yes	<b>Primary and Secondary:</b> Behaviour expectations revised and included in COVID-19 Handbook. Trust policy updated.	6/6/20
		Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	Trust wide policy. Senior staff and hierarchy in place. Risk assessments completed for learners unable to comply. Rewards system continues.	6/6/20

20. Pupil involvement and communication

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
20.1	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> .	Poss.	Under consideration.	ongoing
		Pupils and staff have contributed towards how these new roles will support the schools aims	Poss.	Under consideration.	ongoing
		School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	Poss.	Under consideration.	ongoing
20.2	Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes	<b>Primary:</b> Adaption of mnemonics. <b>Secondary:</b> Embedded within pastoral sessions, but expectations are articulated clearly.	ongoing

21. Educational tools

21.1	Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> <li>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.</li> <li>encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses</li> </ul>	Yes	Ongoing work as part of the learning offer	ongoing
		The following resources are used where appropriate: <ul style="list-style-type: none"> <li><a href="#">e-Bug</a> resources to teach pupils about hygiene.</li> <li>the Educational Settings poster</li> <li>the Coronavirus Toolkit for Professionals which contains campaign materials.</li> </ul>	Yes	Range of age-appropriate resources being used. Professional posters and printing used at secondary	4/6/20 11/6/20
		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	INFOSPACE visited regularly.	

**22. Other considerations - Actions if a person develops symptoms and testing**

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
22.1	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	COVID-19 First Aid room is identified in every school.	
		The room has been emptied of unnecessary items.	Yes	Room is uncluttered and ready.	
		Tissues and a waste bag have been provided in the room	Yes		
		If a pupil develops symptoms they will wait in the room that has been identified as soon as possible	Yes	Documented in School Handbooks and in information provided for parents	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	Daily cleaners on all sites. Alternative room available at present.	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	PPE - symptomatic standard is available in all schools (4 sets). Re-ordering if third set is used.	ongoing
		Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Yes	Arrangements for symptomatic cleaning are documented in the Cleaning Regime folder	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		<i>The school have followed the arrangements to refer staff for testing and have confirmed that staff have agreed that the test provider can share results with the school.</i>	Yes	Documented in health & safety guides. Will be updated as information is received. HR Manager has registered on portal.	ongoing
		Where a person tests positive, the rest of their class or group will self-isolate for 14 days.	Yes	Documented in Risk Assessment and include in updated letter based on INFOSPACE	as required
22.2	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	All waste is double-bagged routinely. Cleaning process for COVID symptomatic is known and there will be a separate record kept.	as required

23. Planning for emergencies

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
23.1	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	Outside markings for separate bubbles and will used for fire muster points.	<b>Primary:</b> 4/6/20  <b>Secondary:</b> 17/6/20
		Fire drills that are carried out encourage social distancing.	Yes	Included in COVID-19 Handbook.	17/6/20
		Staff and pupils understand that in an emergency they must leave without delay	Yes	Responses to fire evacuation	As above
		A fire drill has been planned to take place within the first two weeks of the recovery phase	Yes	All schools have planned a fire drill. Feedback and documentation in the ELG meeting of 15/6/20	15/6/20
23.2	First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Yes	Pupil survey and/or ‘welfare list’.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		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	Delegated to schools, but designated first aiders are documented in COVID-19 Handbook.	ongoing
		Higher risk activities are avoided where it is possible e.g. use of D & T machinery	N/A	Limited curriculum offer in school for Secondary.	
		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	New Trust first-aid policy is in place. Will be discussed on 15/6/20.	17/6/20
		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	Sufficient staff on duty to provide the appropriate response. Qualified staff identified in COVID-19 School Handbook	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		A member of staff has been nominated to check and maintain first aid kit contents	Yes	Information to be relayed to designated cleaner who will attend to stock requests	As above

		First aid boxes are located in prominent places	Yes	Each classroom used will have a first aid kit to prevent pupils having to leave the classroom areas	In place 4/6/20
		The location of the automatic defibrillator is known to all staff	Yes	Documented in the COVID-19 School Handbook. Some change on location due to different classroom usage No defibrillators at Cedars or Bacton	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Staff who do not have training have been provided with <a href="#">Basic First Aid Skills</a> information and familiarised themselves with the relevant areas they may be required to use.	N/A	First Aiders are in place at all schools.	<b>Primary:</b> 4/6/20 <b>Secondary:</b> 17/6/20
		Changes to first aid arrangements are communicated to all staff	Yes	Covered in COVID-19 School Handbook and in training	ongoing
		To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Yes	Covered in COVID-19 School Handbook and in training sessions	as required
		Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Yes	COVID-19 School Handbook	as required
23.3	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	Designated staff identifies in the COVID-19 School Handbook	ongoing
	Alternative paediatric first aid arrangements)	Every effort has been made to provide a Paediatric First Aider.	Yes	Available at all primaries except one. However, school has Level 2 trained staff on site and an arrangement has been made with a nursery on the same site.	ongoing
		The above is not possible and there is access to a trained First Aider or emergency PFA on site.	Yes		

## 24. PPE and face coverings

	Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
24.1	PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	Arrangements are documented in the COVID-19 Handbook for each school and also in the Health and Safety Guide for staff	3/6/20

24.2	Face coverings	Face coverings will be removed when the wearer arrives at the setting and they will be stored in a plastic bag that the wearer has brought with them.	Yes	Health and Safety Guide for Staff and to be included in the updated leaflet for parents. Pupils travelling via school transport will be encouraged NOT to wear face masks.	116/6/20
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**25. Review of existing assessments**

25.1	Documenting change	Arrangements are in place to ensure that a review is carried out where change occurs that requires this action, for example increasing pupil numbers, extending curriculum activities.	Yes	Decision making table has been added to the back of school risk assessments to document changes and the reasons for these.	29/5/20 onwards
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**26. AMENDMENTS MADE AS A RESULT OF CHANGES TO COVID-19 LEGISLATION**

Date	Section	Changes to legislation	Applicable	Action taken	Date