

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

Contents

Management Planning	3
Senior Management Team	3
Staffing arrangements	5
Cohorting and limiting contact	6
Pupil and staff grouping	6
Reducing and managing visitors.....	8
Travel and parking	9
Arriving at and leaving the setting.....	10
Educational Activities	11
Lunchtime and breaks	12
Movement around the premises	13
Toilets and handwashing facilities	15
Meetings and events	15
Breakfast and afterschool clubs.....	17
Universal Hygiene Arrangements	17
Cleaning and disinfection.....	17
Handwashing arrangements	18
Health Needs.....	19
Staff health	19
Pupil Health	20
Communication and Involvement	21
General Arrangements.....	21
Staff Instruction	22
Pupil involvement and communication	23
Educational tools	23
Other considerations.....	24
Actions if a person develops symptoms	24
Planning for emergencies	25
Any other actions that are not listed above	26

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

Setting/Premises:	Kings Lynn Academy		
Location:	Queen Mary Road, Kings Lynn		
Assessment Date:	Ongoing	Review Date:	5 th June/12 th June and Weekly
Assessment completed by:	Alan Fletcher and Kevin Blakey		

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Updated and confirmed for full September re-opening?
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.	Y		Y
	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.	Y	Movement protocols, hygiene expectations and timetabling requirements clearly laid out in operational plan	Y
	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	Y	Class sizes organised in specific pupil bubbles.	
	Consideration has been given to where it is beneficial to restrict access to unused areas to support operational management.	Y	Clear elements of site locked down and marked as not in use.	
	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	Y	Flush through all water systems and chlorination	

			Re-examine fire routes emergency lighting and fire alarms as well as the fire evacuation procedure and appropriate gathering point completed	
	SMT have ensured essential premises management arrangements continue to ensure the safe operation of the setting.	Y	Risk assessment of any contractors needed to attend site and monitoring of their location to prevent cross contamination	
	SMT have ensured that specific enhanced cleaning arrangements that are required can be fulfilled on site	Y		
	SMTs refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information.			
	SMT has completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions	Y	Staff survey completed Full day staff briefing and training completed Monday 8 th June Shared with external Union reps Feedback and detail shared with staff	
	Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns	Y	Daily assessment of risk completed by senior team Regular visits by Trust scheduled	
Ensuring compliance	The setting will follow their normal arrangements to encourage safe behaviours and actions if setting standards are not followed.	Y	Behaviour addendum completed and shared. High standards expected as per the norm. Social distancing expectations made explicit to pupils and staff	

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.	Y	Preliminary RA shared with Trust board on the 3 rd of June with final ratification on the 12 th June.	
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).	Y	Given already higher than average attendance of vulnerable and CP pupils this should enhance that provision further	
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.	Y	Initial procurement made. Further deliveries will be ordered when necessary	
	Arrangements have been made to ensure that equipment purchased is fit for purpose e.g. meets with required standards.	Y	Initial procurement made via LA so expect it to meet these standards	

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)	Y	Ratios allow for higher levels of safety, with fewer than one quarter of pupils on site at any time and high staffing ratios	
	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).	Y	Additional staffing capacity built into operational plan each day, to allow for potential short-notice staff absence.	
	Staff with second jobs have been identified. The manager and member of staff have agreed how this will be managed so as not to compromise the group or cohort the member of staff is assigned to.	Y	NA for KLA	

	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.	If Applicable	Not applicable for KLA. All sessions will be led by teaching staff or HLTAs	
Business support and premises management staff	Staff work from home where it is possible	Y	Rota in place for non-curriculum staff.	
	Hot desking is avoided	y	Unnecessary	
	Office spaces are arranged to support social distancing (maintaining 2m distance)		NA – all workspaces compliant	
	Staff have moved to alternative work spaces where social distancing cannot be applied in their usual office setting.	y	NA – all workspaces are compliant	
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.	Y		
	Staff who carry out cleaning are familiar with the cleaning and disinfecting processes that are required at this time.	Y	Requested for specific times of the day after higher volume points	
	Staff who carry out cleaning and disinfection have the appropriate equipment required if cleaning is needed after a symptomatic person has left the building.	Y	Externally sourced	
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	NA – no volunteers in building	

Cohorting and limiting contact

Pupil and staff grouping

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 smaller groups together throughout the day e.g. during breaks and lunch to reduce the interaction across groups.	Y	Groups maximum 5 – more likely 2-3. Not possible to keep secondary in same groupings with specialist teaching – mitigated by very small group sizes	
	Actions have been taken to create smaller groups that minimise the need for interaction across groups considering the factors outlined in the compliance code in order to	Y	Cohort divided into 4 cohorts of 25, each in school one day per week. These cohorts then subdivided into subject delivery	

	<p>achieve social distancing (as a guide classes should be no bigger than half the normal size).</p> <p><i>There are no more than ¼ of the year 10 and 12 pupils in the setting at any one time and priority is given to children of key worker families and vulnerable children</i></p> <p><i>Cohort groups are kept as small as possible to minimise interactions. The maximum numbers in each group are based on factors such as layout, physical space, staff availability, children and young people needs and in the case of early years provision whether or not sessional attendance is in operation</i></p>		<p>blocks of maximum 8 and then further into class sizes of 2-4</p> <p>Keyworker and vulnerable provision continues daily in a separate part of the building</p>	
Keeping cohorts together where possible	<p>Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.</p>	Y	<p>Pupils stay in their subject blockings of 8, further subdivided into classes of 2-4. Blockings do not mix.</p>	
	<p>Arrangements have been put in place to avoid mixing with other groups throughout the day (which creates larger groups) e.g. during lunchtimes, breaks, PE, or on subsequent days.</p>	Y	<p>No communal breaks or lunches at all. No practical PE on the limited timetable. Breaks to be taken within lesson sessions at timetabled times.</p>	
	<p>Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.</p>		<p>No 2 person activities envisaged</p>	
	<p>The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.</p>	Y	<p>Pupils allocated as far as possible to their normal teacher, continuity expected as far as possible but cannot be completely guaranteed</p>	
	<p>Where possible pupils use the same desk each day where they attend on consecutive days.</p>	Y	<p>No pupil attending on consecutive days other than keyworker / vulnerable, who work in the same room each day, following cleaning processes established at lockdown</p>	
	<p>Multiple groups do not use outdoor play equipment at the same time.</p>	Y	<p>NA</p>	

	Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	Y	NA	
--	---	---	----	--

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	Y	Staff clear on expectation that no external visitors shall be invited. If considered unavoidable, one meeting room set up for the purpose and cleaned between uses.	
	The setting has determined meeting times on site which are scheduled to avoid the times of peak activity.	Y	No meetings currently scheduled	
	Arrangements for safe working are discussed as part of planning for visitors on site.	Y	NA	
	Visitors who sign in either use their own pen or are provided with a pen that they take with them.	Y	NA	
	The reception is operating on a one in and one out basis for essential visitors	Y	No visitors envisaged other than by exception.	
	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	Y	Screen installed in reception – any interaction with visitors to be through glass window. Parents told not to come on site for duration of coronavirus restrictions	
	Visitors will confirm that they do not have symptoms (no matter how mild) before entering the premises.	Y		
	Visitors will wash their hands-on arrival (hand gel is provided for situations where visitors cannot wash their hands on arrival)	Y	Hand sanitiser prominently in reception, all people entering the building directed toward this and asked to use it (including pupils)	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y	Deliveries left in outside secure line by reception.	

	Contracted works are undertaken out of hours where possible and/or specific times for scheduled works are agreed.	Y	Spot checks of any contracted works and social distance guidelines to be followed.	
	Arrangements are in place to review contractor site movements work only takes place outside normal operating hours or when the area is not occupied and ensure safe distancing and compliance with universal hygiene requirements.	Y		
	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	Y	Parents have been advised not to come on site for any reason while restrictions are in place, and to communicate via telephone or email unless in emergency.	

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)	Y	Senior staff on duty	
	Carers/parents in clinically vulnerable groups are discouraged through communications, from dropping off and picking up children	Y	Senior staff on duty	
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required.	Y	Senior staff on duty	
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y	Senior staff will marshal the drop off pupils in the car park. Very small numbers attending means this can be managed effectively	
	Parents and staff have been advised that only the same household members should travel together by car	Y		
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	Y	Not applicable for Year 10	
	Pupils and parents have been advised that they should not walk together in large groups	Y	Advised, but our ability to enforce this remains extremely limited before they arrive at KLA.	
	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Y	Communication to parents	

Public and school transport	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Y	On entry to the school.	
	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	Y	KLA looking at sourcing extra masks to ensure that these can be offered to pupils using public transport	
	Pupil attendance times have considered reduced numbers associated with public transport where possible.	Y	Very few pupils likely to use public transport. Advice given	
	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	LA providing transport – not within our ability to provide	
	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		
	Markings are provided where queuing is required for transport services on school premises	Y	Markings provided in pathway into school from car park	
	Windows are opened during journeys where it is safe to do so	NA		
	Touch points on school minibuses/vehicles are wiped down with disinfectant wipes after use	Y	Not our responsibility/not in use for activities	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	NA		

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.	Y	Senior staff will marshal arrival	
	Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoiding gatherings.	Y	Senior staff will ensure rapid and staggered dismissal	
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)	Y	Pupils will enter one at a time, hand sanitiser provided at front door. Pupils then provided with socially distant seating in hub	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing.	Y	Staggered arrival from 8 till 8.45 am	
	Floor marks have been added to assist with social distancing in outside areas.	Y		

	Staff and school champions supervise at peak times.	Y		
Bags and coats	Staggered access times allow for cloak rooms to be used without pupils gathering.	Y	Comfort breaks scheduled for each small class in each session – these include handwashing	

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 know to all e.g. through the use of posters	Y	Prominent posters, and rooms cleared of all but essential furniture.	
	Where appropriate, capacity levels are detailed in each room for staff to refer to.	NA	Groups will not rise above 5 in any classroom	
	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	Y	Rooms are organised for maximum of 5 pupils. Chairs to be stacked so that they can be switched between sessions.	
	Unnecessary items have been removed from learning environments where there is space to store elsewhere.	Y		
	Classroom based activities have been reviewed and modified to support social distancing	Y		
	Consideration has been given to use alternative larger spaces such as gym, hall instead of classrooms where appropriate.	Y	No plans to use these spaces as operational plan has identified sufficient capacity within the existing classrooms	
Outdoor learning and PE	New outdoor learning opportunities have been considered to encourage pupils to be outside	NA		
	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.	NA	No communal break or lunchtimes for pupils to congregate	
Close contact educational activities	Consideration has been given to changing elements and times of curriculum delivery, or the order of lesson plans		Lesson delivery will be by small group tutorials. Where materials are required these will be	

	where it will reduce close contact between staff and pupils or pupils and pupils.		provided for each pupil with no sharing permitted.	
Resources	Resources and the exchange of resources that are taken home have been limited	Y	Pencil case provided for each pupil, with key stationary to ensure nothing brought in from home. These left in school to be wiped down between sessions. Each pupil will have their own named case	
	Where resources are taken home, they are stored safely for 72 hours before being brought back into circulation and disinfected in line with the disinfection requirements, for example, plastic book covers.	NA	No resources to be taken home / brought in.	
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).	NA		

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).	NA		
	Times that meals are provided are staggered to reduce queues	NA	No communal lunchtimes. Breaks for food, drink, visiting toilet if necessary and mandatory handwashing to be provided.	
	Outside spaces or classrooms are used to eat packed lunches to reduce the demand on hall space	Y	Food may be eaten in classrooms	
	Hand gel is provided for pupils and staff to use immediately before collecting their lunch	Y	Hand sanitiser available in every room	
	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	NA		

	Alternative payment methods are being used to eliminate cash handling	NA	Canteen closed for the remainder of the school year	
	Tills are screened where still in use	NA		
	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.	NA		
	A different entry and exit route are being used at dinner times where more than one door is available	NA		
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.	NA		
Breaks	Breaks are staggered to reduce the numbers of pupils who take a break at the same time	Y		
	Play equipment use is supervised to ensure that pupils do not gather.	NA		
	Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting	Y	Pupils escorted between classes by staff from their previous session – carefully choreographed plan in place. No unaccompanied pupils should be in the building	
	Markings have been added to outside spaces to assist with queues when coming back into the building.	NA		
	Additional staff supervision is employed to ensure social distancing takes place	Y	Senior staff circulating and supporting throughout	

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.	Y	Operational plan reduces these to the bare minimum. Most likely occurrence during transfer between sessions – all pupils to be accompanied by staff during transitions and social distancing to be enforced	
---	--	---	---	--

	Windows are open to increase ventilation where it is safe and appropriate.	Y		
	Interactions take place side to side instead of face to face where it is possible	Y	Where possible – where communication is face-to-face it is at a safe 2m or higher distance. Training promoted side to side with staff.	
	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.	N	This would limit the delivery of worthwhile sessions. Necessary to move pupils for specialist teaching- robust mitigation in place	
	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.	Y		
	Group interactions have been reviewed by staff and eliminated where possible by providing alternative arrangements or temporarily stopping this activity.	Y	Planning time on 8 th June given.	
	Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gatherings.	Y	Both timings and supervision have been carefully considered. One-way system in operation	
	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	Y	One-way system has been adopted for this phase of opening, as well as external route from South block to North	
	Where appropriate one way circulation and central dividers have been placed in the middle or corridors to keep groups apart.	Y		
	Movements around settings are supervised and school champions support this activity.	Y	Closely supervised	
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	N/A		
	<i>Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.</i>	N/A		

Toilets and handwashing facilities

	Times are staggered where possible and consider the increased handwashing times that have been introduced.	Y	Comfort breaks timetabled at staggered intervals for each group in each block.	
	Distancing for queuing has been introduced e.g. through floor markings	Y		
	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)	Y	Male and female toilets are available in each teaching block – with maximum 9 pupils per block this is easily manageable but staggered to minimise contact in smaller areas	
	Every other urinal/basin has been taken out of use in toilets that have high usage	NA		
	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.	Y	Sanitiser in every classroom and major open space. Handwashing to be required in each session break	
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks.	Y		
	Hand dryers are efficient and effective in quick drying or have been replaced with paper towels	Y		
	<i>Where children are not able to wash their hands due to age or health conditions ensure you have a good supply of skin friendly cleaning wipes such as baby wipes to use as an alternative.</i>	N/A		

Meetings and events

Assembly	Arrangements are in place <i>within existing groups e.g.</i> for small groups only or Assembly is held on a class by class basis and within the classroom where possible	NA		
Events	Sports, plays and events will not be scheduled until government guidance is clear in relation to social gatherings.	N/A		

	Any event that results in a gathering of people from different cohorted groups is not permitted.	Y	Closely controlled daily schedules for pupils, which do not allow for any free time	
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 <i>within existing cohorts</i> .	Y	Other than in preparation for wider opening	
	Additional staff room areas have been provided in order to avoid large gatherings at peak times <i>and avoiding contact between cohorted staff groups</i> .	Y	Main staff room has additional signage added	
	Furniture has been arranged to encourage distancing	Y		
Parents evenings	Meetings are undertaken by telephone or internet.	Y	No parents evenings planned	
Urgent meetings	Unplanned meetings are avoided in the setting unless they are essential e.g. safeguarding, health related.	Y		
	<i>Only one person per visit is permitted (unless essential).</i>	Y		
	<i>The settings visitor arrangements are followed for all visitors (including confirming that they do not have symptoms)</i>	Y		
	<i>The meeting location is considered, giving priority to meeting outside if weather allows or a larger space, setting the room out with as much space as possible, avoiding sitting face to face.</i>	Y		
	<i>Consideration is given to avoid compromising the cohorted staff group unless it is essential, priority is given to staff dialling in to a meeting.</i>	Y		
	<i>Maximum occupancy numbers are displayed outside meeting rooms.</i>	Y		
	<i>Handwashing is always advised to visitors after a meeting and staff undertaken handwashing.</i>	Y		
	<i>People must not shake hands and must leave and enter the room in single file and not pass each other.</i>	Y		
	<i>Tissues and hand sanitiser is provided.</i>	Y		
	<i>Paperwork is provided electronically where possible.</i>	Y		
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)	Y		

Trips and work experience	Trips and work experience will not be planned until further advice is provided from PHE.	Y	All trips cancelled or on hold	
Hire and use of school premise	Additional hire and use will not be planned until further notice.	Y	No lettings	

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.	Y	No clubs or breakfast / lunch activities	
---------------------------------	---	---	--	--

Universal Hygiene Arrangements

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>	Y		
	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	Y		
	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.	Y		
	Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use.	Y	We are providing Antibac spray and/or wipes for all classrooms in use. Teachers will be provided with a routine for hygiene and disinfecting learning equipment for the beginning and end of each learning session. All areas will be cleaned thoroughly as part of	

			daily clean by contractors at the end of the day.	
	Handheld and frequently touched sports/PE equipment is disinfected prior to use	N/a		
	Staff and pupil shared workstations are cleaned with a disinfectant wipe prior to use	Y	As above. Lesson routines will include Antibac cleaning of workstations, with product provided in all classrooms in use. All cleaned thoroughly as part of daily clean by contractors	
	Disinfectant wipes are available for staff to use where required.	Y	Antibac spray provided in all classrooms in use. Disinfectant wipes for some fixed items such as photocopiers.	
	Children are allocated their own resources e.g. pencils where possible and are not encouraged to take equipment home	Y		
Books (books are items that are difficult to clean)	Books are issued to pupils on a rotational basis		n/a at this time	
	Used books are set aside for 72 hours after use to reduce microbial load.		n/a at this time	
	Books and posters checked for visible soiling and disposed of where necessary		n/a at this time	
Lunchtime	Trays, tables and chair touch points are disinfected after use	NA	No communal lunchtime – no canteen use	
Waste tissues	Bins are provided for pupils and staff to dispose of used tissues and are emptied regularly throughout the day	Y	All classrooms in use have bins	

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	Y	Hand sanitiser available in all rooms in use at entry point. Lesson routines include hand hygiene upon arrival to the classroom.	
	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.	Y	Students will hand sanitise on arrival to site, on entering their classroom (plus hand san	

			available in classroom for use throughout lesson as required). be part of their daily routine.	
	Handwashing is being encouraged rather than using hand sanitizer wherever it is possible	Y	Posters around the site reminding students of this expectation. Hand sanitizer in place where this is not possible.	
	All staff and pupils are following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use.	Y	Tissues to be provided to areas in use.	
	<i>Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home.</i>	Y	As part of induction training for staff and students.	

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>	y	All staff have provided information regarding personal circumstances. Rota's on site only with staff who are low risk	
	Pregnant members of staff have had a specific assessment using the New and Expectant Mothers assessment process and specific COVID-19 guidance.	y	Not to be on site, support online work from home	
	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>	y	Not to be on site, support online work from home	
	BAME staff should be allocated larger rooms. fewer pupils to room ratio, be able to wear PPE and have the resources to clean down if they wish. Ability to open windows and doors to outside would be good too.	y	We acknowledge the higher risk. Any BAME staff will have smaller groups, PPE and larger rooms to teach in. All classrooms in use will have cleaning resources and ventilation.	

			BAME staff consulted after risk assessment shared and given opportunity to share their views. All are happy with mitigation measures contained in risk assessment	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	y	MHFA provision in school, as well as trust Health Assured telephone support	
Symptoms	Staff will go home as soon as possible if they develop symptoms	y	Information via inset and briefings	

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>	Y		
	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>	Y	Survey completed; parental choice based on circumstances. At risk students are not attending	
Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Y	Communicated as part of the induction process when they return to school. Students advise not to come to site if they or anyone in their household is displaying symptoms and how to report absence. If become unwell on site, students advised as part of induction process to tell a member of staff immediately.	

	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y		
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	Y		
	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns	Y		
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y		

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.	Y	Frequent communication to all staff, and significant opportunity for staff consultation and views to be shared. Parents updated frequently via parentmail and parent survey All newsletters to be published on the website	
	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.	Y	Requested	
	Parents and carers have been communicated with about symptoms and household isolation requirements <i>and testing including that they must:</i> <ul style="list-style-type: none"> • <i>Notify the setting if any member of their household develops symptoms so that their child can be taken out of the class while they wait for collection.</i> • <i>Promptly collect their child if they develop symptoms during the day.</i> 	Y	Requested via parentmail	

	<ul style="list-style-type: none"> Notify the results of testing as soon as they are known. <p>Comply with any advice to isolate though the test and trace arrangements.</p>			
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.	Y	Visitors not encouraged. additional signage to go up on gates and in main hall.	
Communicating safety arrangements	Site signage has been reviewed	Y		
	Site changes such as entrances and exits will be identified where required	y	Entry points will be communicated to students before arrival. No change to arrival point at KLA	
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y	Handwashing signage to be updated in all areas in use.	

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.	Y		
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y		
	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)	Y	Staff training and briefing session – Monday 9 th June attended by all staff not shielding	
	Staff have been involved in the practical implementation of this guidance.	Y		
	<i>Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how to arrange for testing and will share test results as soon as they are available.</i>	Y	Follow up e mail to staff who have confirmed infection or threat of infection.	

	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.			
--	--	--	--	--

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> .	N	No provision or intention to provide these. Pupils develop etiquette of good hygiene and routines first.	
	Pupils and staff have contributed towards how these new roles will support the schools aims	N		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	N		
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Y	Pupils given clear instructions, both via parents in advance of arriving at KLA and repeatedly during their time at school, both verbally and in writing	

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 	Y		
	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. 	Y	Educational Settings posters, PHE information prominently displayed throughout the building	
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which	Y		

	both contain the same COVID-19 information) and Public Health England.			
--	--	--	--	--

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)	Y	First aid room has been refitted, with a second room newly identified as a back-up space	
	The room has been emptied of unnecessary items.	Y	Completed June 9th	
	Tissues and a waste bag have been provided in the room	Y	Completed June 9th	
	If a pupil develops symptoms they will wait in the room that has been identified as soon as possible	Y		
	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.	Y	Should not occur, but clean spaces that are locked to preserve hygiene are in available to use.	
	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.	Y	PPE stored in first aid rooms	
	Appropriate cleaning materials are available to clean areas a symptomatic person has been in after they developed symptoms as detailed in the guidance.	Y	Antibac cleaning spray available immediately and on site day contract cleaners to go in after vacated. Cleaners have their own (separate) process for the deep clean of this area in this situation (awaiting this information from Churchills).	
	Where a person tests positive, the rest of their class or group will self-isolate for 14 days.	Y	Instructions to parents and students given on how to inform school of positive test. Procedure to be written for ALT actions to inform staff and other students	

			following track and trace. Staff have information on testing available to them if required.	
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.	Y	Separate secure 72 hr waste store area to be identified and marked by site team	

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.	Y	Fire assembly points remain on the far side of the field.	
	Fire drills that are carried out encourage social distancing.	Y	None planned.	
	Staff and pupils understand that in an emergency they must leave without delay	Y	Standard procedure reiterated as part of induction	
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y	Appropriate first aid available for all students by training staff. Information on any specific medical needs on registers.	
	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:	Y	Suitable number of first aid trained staff on site. Additional PPE provided to first aid trained staff kits (bags or fixed)	
	Higher risk activities are avoided where it is possible e.g. use of D & T machinery	Y		
	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.	Y		
	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.	Y	Lead first aider will be on site every day	
	A member of staff has been nominated to check and maintain first aid kit contents	Y	Lead first aider	

	First aid boxes are located in prominent places	Y		
	The location of the automatic defibrillator is known to all staff	Y		
	Staff who do not have training have been provided with Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.			
	Changes to first aid arrangements are communicated to all staff	Y		
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y		
	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y	PPE being provided.	

Any other actions that are not listed above

Assessor's Name:	Manager's Name:
Position: Operations Manager	Position:
Signature:	Signature: