



F646m COVID-19 Educational Settings Risk Assessment

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

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

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

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

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

Date of change	Section, Page and Change
15/07/2021	New



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Setting/Premises:	Flitcham Primary C of E Academy		
Location:	Flitcham Norfolk		
Assessment Date:	September 2021	Last Review Date:	08/11/2021
Assessment completed by:	Jane Gardener		

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

Key infection control measures

Cleaning and disinfection

	<p>The setting has developed specific cleaning schedules for items that need cleaning and disinfection. The schedule details all items, frequencies and who is responsible for this following the information detailed in the compliance code. This includes:</p> <ul style="list-style-type: none"> • Cleaning all touch points including those that that are fixed to the premises (inside and out) twice a day • Equipment and resources are disinfected on a daily basis as a minimum. <ul style="list-style-type: none"> - Soft furnishings are disinfected with a proprietary fabric disinfectant spray. - Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene • Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible. 	Y	<p>Cleaning requirements to frequently clean surfaces and touch points as detailed in the cleaning schedule.</p>	
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	<ul style="list-style-type: none"> Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use 		Antibacterial spray and disposable blue roll is available at each point. Hand sanitizers are also in these areas.	
	<ul style="list-style-type: none"> If a surface is visibly dirty it is always cleaned prior to disinfection. 	Y	Cleaning materials are in each room/area for use.	
	<ul style="list-style-type: none"> Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 	Y	Cleaning materials are in each room for use. Blue roll/handtowels are used for wiping down as it is disposable and not for re-use.	
	<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"> Know the schedule information. Have received relevant training/instruction Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment. 	Y	Information shared in staff briefing 02/09/2021.	

Hand hygiene and respiratory hygiene arrangements

Hand hygiene	<ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts. Supervision arrangements are in place to support pupils with handwashing where it is needed. 	Y	<p>Children are to wash/sanitize hands on arrival/prior to break/ after breaks/if sneeze and use hands to cover mouth</p> <p>Posters in toilets encourage children to wash hands thoroughly.</p> <p>Toilet areas are kept clear of hand towels/tissues on floor.</p>	
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	<ul style="list-style-type: none"> • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. • Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing. • Entrances are supervised on arrival in the morning to support hand sanitising. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 		<p>Staff to undertake refresh of what is good hand hygiene with a focus on not touching face areas where possible. Staff supervise children on entry to their classroom. Children know the routine of sanitizing on entry.</p>	
	<p>Hand washing is carried out using running water (static bowls are not used)</p>	<p>Y</p>	<p>The basins in each cloakroom area allow for running water only.</p>	
	<p>Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels</p>	<p>Y</p>	<p>Paper towels are used in each toilet area. In staff toilets hand dyers are used effectively.</p>	
	<p>Consideration has been given to replacing traditional taps with easy operating lever taps</p>	<p>Y</p>	<p>It has not been possible to change all taps.</p>	
	<ul style="list-style-type: none"> • Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. 	<p>Y</p>	<p>Hand sanitiser is placed at these points via dispensers fitted to the walls or mobile containers.</p>	



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	<ul style="list-style-type: none"> The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. Hand sanitiser points are checked regularly, and stock replenished where necessary. 		Staff including the caretaker, should regularly liaise with the office to communicate stock needs. The office will check and re-order stock as required to ensure that there is always the required materials before running out.	
	Consideration has been be given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Y	Mobile sanitisers used.	
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Y	Mobile sanitisers used.	
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Y	Stored out of reach of pupils. Staff supervise regularly. For EYFS/Y1 children stand-alone bottles are kept out of children's reach or way.	
Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day 	Y	All areas have an additional bin for tissues and other sanitising waste. This bin is not for general use or paper recycling.	
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	Y	Pupils should be reminded of this on return to school as part of health and safety briefing/lessons and frequent reminders given as required.	

Ventilation (and use of outside space)



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Use of outside space	Outside space will be used where it is possible, for example, whole school assemblies, lunchtimes and for meetings with staff and pupils.	N	Outdoor space/facilities are limited for outside space/furniture to be used for these events. Weather is variable so children may not cope well with change in routines on a daily basis. Lunchtime food cannot be served outside because of a lack of seating. In addition this poses additional risk for vermin and food on playground areas. Outdoor space can be used for meetings.	
Increasing ventilation	<p>All areas of the premises have been reviewed including meeting rooms and office spaces.</p> <ul style="list-style-type: none"> • Mechanical ventilation has been checked to ensure it provides fresh air to rooms • Where installed, the setup of air conditioning systems has been reviewed and adjusted to maximise the intake of fresh air. • Where fresh air provision is not adequate windows are also opened in these areas. • Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and recommendations have been implemented. 	Y	All areas have access to direct ventilation via windows and/or external doors. These should be utilised as necessary to ensure fresh air circulates regularly. The external doors in the Hall will be kept open at lunchtimes to allow fresh air to circulate through the space.	
	<ul style="list-style-type: none"> • Doors and windows are kept open where possible and safe (in premises with no or limited fresh air mechanical ventilation systems) 	Y	Fire doors are secured in the open position by door stops and the staff will regularly check these are still in place.	



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	<ul style="list-style-type: none"> Where fire doors need to be kept open to support ventilation, alarm activated door openers have been installed to ensure fire safety is maintained. Non fire doors are secured in the open position Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access. 			
	<p>During cooler weather:</p> <ul style="list-style-type: none"> Windows are fully opened before rooms are occupied and during breaks. Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils' desks or high-level windows are open fully and low level opened partially Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures. 	Y	Staff should follow the advice here dependent upon the weather/temperature. Rooms should be ventilated fully at breaks and prior to pupils entering. The temperature in the room should not be so cold that it is an uncomfortable working environment for staff or children.	
	<ul style="list-style-type: none"> Members of the team are nominated to ensure that windows are opened in accordance with the above Signage is provided to remind occupants not to fully close windows Regular checks are made to ensure that arrangements are being followed 	Y	SLT team will checks part of regular daily checks in school.	
Reassurance measures	<ul style="list-style-type: none"> Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code 	N	Classrooms will be well ventilated as described above. DFE is provisioning sensors for the Autumn term.	
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	N	Not applicable – window/door ventilation only.	



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	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.	Y	Fans not generally used in classrooms unless in extreme heat. Advice for use followed if used.	
Rooms with no direct source of fresh air	Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances) <ul style="list-style-type: none"> • The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less • Equipment, machinery that prevent air circulating have been relocated where possible • Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). • Fans are not used in poorly ventilated areas • Advise has been sought from HSW for using these areas 	Y	No rooms on site fall into this category though.	

PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Y	See staff booklet and safe working practice guidance on use of PPE for intimate care and first aid as required.	
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Educational visits and use of third-party premises

International visits	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.	N		
All visits	<ul style="list-style-type: none"> • Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. • The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party 	Y	Checklist for staff had been provided as part of general risk assessment form. Staff organising the visits ensure that information on compliance,	



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	<p>Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation</p> <ul style="list-style-type: none"> • Where appropriate, the third-party provider is involved in planning arrangements. • Arrangements are in place to encourage Asymptomatic Testing for school staff and secondary school pupils before and after the visit • Arrangements are in place to obtain assurance from the venue regarding how staff participate in regular testing. • A thorough risk assessment is completed using the COVID-19 General Risk Assessment Form in addition to the normal process using Evolve and includes: <ul style="list-style-type: none"> ○ Arrangements for cleaning, ventilation, maintenance of personal hygiene and where possible keeping respectful distance from others including other groups and individuals using the facilities ○ There is an appropriate level of insurance cover for the visit ○ The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 		<p>regular testing by venue staff and the general risk assessment for the venue is in place. This is checked by DHT/HT before signing off trips and visits.</p>	
<p>Specific considerations</p>	<ul style="list-style-type: none"> • Additional factors needed for children (and staff) with SEND and medical conditions have been considered. • There are contingency plans in place, for example, to respond to symptoms developing in the group. 	<p>Y</p>	<p>Staff are asked to complete additional/SEN needs as part of the school RA form (HT/DHT check this before accepting Evolve form) Contingency plans are part of covid trip risk assessment and relate to management of cases and close contact tracing requirements.</p>	



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Transport and travel

Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Y	School transport not provided. All staff and pupils would be asked to check for symptoms before use of school mini-bus.	
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.	Y	Very few parents use public transport to the school.	
	Windows are opened during journeys where it is safe to do so	Y	As part of safe minibus use	
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.	Y	Minibus surfaces and contact points cleaned after use.	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Y	This includes check before minibus use and also transport of pupils in cars.	
	<ul style="list-style-type: none"> Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings Staff are encouraged to wear face coverings when using public transport. 	Y	This should be noted for staff only when using the swimming bus.	

Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.	Y		
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well-ventilated rooms with furniture spread out	Y	Educational visits such as SaLT, learning support or assessment will utilise rooms and areas with space and ventilation.	
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> That you encourage participation in asymptomatic testing Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. 	Y	Part of visitor information provided	



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	<ul style="list-style-type: none"> To leave the setting immediately if they develop symptoms Hand shaking should be avoided 			
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> Provided with relevant site information Asked to perform hand hygiene Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 	Y	Part of visitor information provided on arrival	
	Visitors will use their own pen or will be provided with a pen that they take with them.	Y	As part of signing in process	
	A QR code is in place for events involving large numbers of visitors.	N	Not applicable	
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.	Y	Meeting rooms tables and chairs are used flexibly to allow for space and seating to be distanced.	

Catering

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



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First aid

First aid – all settings	COVID-19 First Aid guidance is followed.	Y	First aid guidance provided as part of staff booklet.	
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Individual risk - pupils

Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	N/A		
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> Individual risk assessments will be carried out for pupils who are at an increased risk 	N/A		
Aerosol generating procedures	<ul style="list-style-type: none"> A specific assessment is in place supported by the young person's health professional and following Ed Settings Guidance on APG's Educational Settings Guidance on AGP's 	Y	Staff should be aware of the guidance when helping children to administer inhalers and use spacers.	

Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Y	As part of behaviour policy	
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Y	As part of school behaviour policy and systems and individual risk assessments and IEP plans.	
	Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. Ensuring that staff increase their level of self-protection, 	Y	Follow actions detailed in plans around staff self-protection/use of PPE and hygiene requirements.	



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	<ul style="list-style-type: none"> Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. 			
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Y	As per risk assessment	

Wellbeing and attendance

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	Y	As per school systems for wellbeing in class and from wellbeing TA provision	
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.	Y	As per school systems for wellbeing in class and from wellbeing TA provision	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y	As per school systems for wellbeing in class and from wellbeing TA provision.	
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	Y	As per school systems for behaviour	
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	Y	The EHT/DHT will review concerns and work with parents as required. Clear communication about health and safety measures will be provided to staff.	



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Staff health and well-being

Individual assessment	<ul style="list-style-type: none"> All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the template provided is used to record conversations and agreed control measures. 	Y	Risk assessments undertaken as required with staff identified. These include additional actions and reasonable adaptations.	
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	EHT is the first point of contact for staff. Details of DNEAT wellbeing provision for staff are shared weekly via ecomms. Staff are signposted to these resources if and when required by EHT.	

Self-Isolation Arrangements – Staff and Pupils

Symptoms	<ul style="list-style-type: none"> Staff know to go home as soon as possible if they develop symptoms of COVID-19 Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day Anyone who has developed symptoms and cannot go home immediately will wait in the designated room Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks 	Y	As per part of school systems staff should isolate as soon as possible and communicate this via phone to office/use of other adult rather than moving through school and into other spaces. Pupils are reminded of school systems ad symptoms as part of back to school H&S briefing/lessons. Designated room for symptomatic pupils is the hall disabled toilet. If this is in use an allocated room will be identified. Staff continue to follow guidance if needing to wait with child and cleaning of room afterwards.	
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			Cleaning materials and PPE provided in room. Individual risk assessment for pupils details checks and communications required.	
Self-isolation criteria	Staff and pupils know that isolation arrangements must be followed: <ul style="list-style-type: none"> • Where notified by NHS Test and Trace • In line with travel - Entering the UK • If the person has COVID-19 symptoms • On receiving a positive LFD or PCR test 	Y	As part of parent and staff booklet information. Parents of children where case identified in school will be provided with the relevant guidance, timelines and actions to take.	

Collaboration

General Arrangements

General Arrangements	<ul style="list-style-type: none"> • Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. • Communication routes are publicised and have been formally planned. 	Y	As part of parent and staff booklet information – government booklet. Parents of children where case identified in school will be provided with the relevant guidance, timelines and actions to take. Guidance for cases is on website, in parent booklet. Communication routes out of hours and in holiday times are provided by school email office/head accounts.	
	<ul style="list-style-type: none"> • The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or 	Y	As part of parent booklet	



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	<p>Secondary Settings) has been completed and sent to all parents/Carers.</p> <ul style="list-style-type: none"> Where required the setting has added additional information that has been identified in this risk assessment. 			
	<p>Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making</p>	Y	Guidance in parent booklet	
	<p>The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read and additional language versions are provided as necessary.</p>	Y	All parents are able to access support if required.	
All staff instruction and involvement	<ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. All staff have confirmed that they are confident in applying the control measures identified in this assessment. Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). Staff have been given the opportunity to discuss and resolve any concerns that they have. 	Y	<p>As per staff booklet information</p> <p>Training/briefings are recorded and attendees listed.</p> <p>Through briefing meetings for general questions and open door to SLT if individual concerns need to be resolved.</p>	



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	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Y	As part of RA info.	
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	As part of staff induction process.	

Respectful space

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> • Continued cohorting of staff • Utilisation of online meetings and training • Keeping numbers minimised for in person meetings and training • Reduction of pinch points and areas of congestion • Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 	Y	<p>As part of staff booklet information.</p> <p>The SLT will use a flexible approach to match the requirements of staff training, meetings etc.</p> <p>Continue to limit use of staff room to two people.</p>	
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Hiring School Premises (and providing premises for club use)

	<ul style="list-style-type: none"> • Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	Y	As per cleaning requirements for all groups. All areas used in hiring arrangements have cleaning resources and hand sanitizing points.	
	<ul style="list-style-type: none"> • Information about ventilation requirements is provided to the user 	Y	As per RA copy provided to hiring group.	



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	<ul style="list-style-type: none">• The school and user have agreed and confirmed their responsibilities prior to use,• The hirer has confirmed that they are following COVID-19 control measures for their activities• The use of QR codes is encouraged where members of the public take part in the activity.		As per RA copy provided to hiring group and hiring agreement signed.	
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Review

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> • Effective • Working as planned • Updated appropriately (reflecting updates to the compliance code) 	Y	<p>Arrangements are reviewed weekly and RA amended as required. DNEAT monitoring and oversight of RA process is undertaken. Governors also have access via Governor hub.</p>	
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Addendum 0811/2021 in light of further advice from NCC/DNEAT\ 08/11/2021

Update 08/11/2021	Following NCC briefing 2 nd November / DNEAT advice 5 th November the following changes have been made as at 08/11/21	y	<p>Arrangements are reviewed weekly and RA amended as required. DNEAT monitoring and oversight of RA process is undertaken. Governors also have access via Governor hub.</p>	
Mask wearing	Staff have been advised that mask wearing at the gate or in meetings with other adults may be suggested/necessary – staff are welcome to begin wearing masks especially if they are in contact with parents directly or if they prefer to whilst in school.	Y	Staff advised	
Additional adults on site	Having taken advice we continue to keep the number of additional adults on site as low as possible i.e. not opening sharing weekly assembly to parents yet.. Keeping staff meetings virtual where possible.	Y	<p>Arrangements are reviewed weekly and RA amended as required. DNEAT monitoring and oversight of RA process is undertaken. Governors also have access via Governor hub.</p>	



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<p>Socially distancing in adults</p> <p>Vaccination</p>	<ul style="list-style-type: none"> • Staff should socially distance from each other within school buildings, including in shared spaces such as staff rooms, where possible. Teaching should continue face to face as normal. We would recommend that staff and governing body meetings are virtual. All non- essential events where parents visit schools should be held virtually. • Vaccination is vital in reducing transmission and preventing illness from Covid-19. Staff and pupils should, where eligible and able, be strongly encouraged to get vaccinated as soon as possible. 	<p>Y</p> <p>y</p>	<p>All advised and updated</p>	
<p>Renew emphasis on key preventative measures – hand hygiene, ventilation, testing, catch it, bin it, kill it measures.</p>	<ul style="list-style-type: none"> • Schools should have a renewed emphasis on the general preventative measures which we know help to reduce Covid-19 transmission within schools. These include staff and pupils staying at home when unwell; taking a PCR test if they have symptoms of Covid-19; ensuring that schools and classrooms are well ventilated; and ensuring good hand hygiene, including sanitising hands at beginning and end of day and regularly handwashing throughout the day. • Staff will ensure the key measures are reinforced eg catch it/Bin it, Kill It. 	<p>Y</p>	<p>Staff reminded as cases rise in this area to reinforce.</p>	
<p>Ventilation</p>	<p>We support the following LA guidance (extract from LA update 16/10/2020) and reissue it here as we move into a period of colder weather.</p> <p>Whilst maximising ventilation is important this does need to be balanced with thermal comfort. The NCC compliance code qualifies the need for ventilation by saying windows should be opened ‘where</p>	<p>Y</p>	<p>Staff reminded as cases rise in this area to reinforce.</p>	



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	<p>possible and safe to do so’ and the government guidance also says, ‘wherever possible’. This means taking all risks into account. Below are some examples as to how you can approach this during the more inclement weather:</p> <ul style="list-style-type: none"> • Fully open windows before classrooms are occupied and during breaks but keep them only partially open during lessons • Fully opening some windows to gain air changes but selecting those that are not directly next to pupil’s desks/work areas • Make sure everyone is dressing appropriately for the cooler weather, for example encouraging the use of long sleeves, thick tights and jumpers and allowing pupils to wear their coats in the classroom if appropriate 			
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Assessor’s Name: Jane Gardener	Manager’s Name: Nick Southgate
Position: Executive Headteacher	Position: AGEP



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Signature: <i>Jane Gardener</i>	Signature:
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