

COVID-19 Educational Settings Risk Assessment

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

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

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

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

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

Date of change		Section, Page and Change
15/07/2021		New
31/08/2021		Updated sections Educational visits for international travel Visitors – key contractors
05/11/2021		Updated section Educational visits – international travel
29/11/2021		New section – travel and quarantine New section – face coverings <ul style="list-style-type: none"> • Updated sections: • Educational visits • Transport and travel – updated with the requirement to wear face coverings • Asymptomatic testing
10/12/2021		Updated sections: <ul style="list-style-type: none"> • Ventilation • Visitors New section - events
1/02/2022	Updated section – face coverings	





Setting/Premises:	North Wootton Academy		
Location:	King's Lynn		
Assessment Date:	17/2/22	Last Review Date:	Formally 24/2/22 ; informally weekly
Assessment completed by:	James Grimsby		

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 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. • Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use 	No	The school has returned to a once a day main clean with a focus on key touch points. Pupils and staff are using hand-cleaning instead to ensure that the spread is lessened.	Jan 1st
	<ul style="list-style-type: none"> • If a surface is visibly dirty it is always cleaned prior to disinfection. 	Yes		Jan 1st



	<ul style="list-style-type: none"> Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. 	Yes	In line with normal cleaning arrangements	Jan 1st
	<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. 	Yes	Reviewed in the initial H & S meeting during school inset.	Jan 1st

Hand hygiene and respiratory hygiene arrangements

Hand hygiene	<ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing). Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts. Supervision arrangements are in place to support pupils with handwashing where it is needed. Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed. 	Yes	<p>Hand hygiene steps will continue but have been reduced due to eczema concerns:</p> <ul style="list-style-type: none"> Sanitizer before snack and washed upon return to class from the playground or vice-versa. Handwashing before lunch and sanitizer upon return to class after lunch or vice versa Handsanatizing before and handwashing after toileting Handsanitizer when sneezing or blowing nose 	Feb 22nd
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	<ul style="list-style-type: none"> • 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 			
	Hand washing is carried out using running water (static bowls are not used)	Yes	The same, outside water dispensers will be used These may be shared during lunch change overs	Sep 1st
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Yes	Pupils are using paper towels at this point	Sep 1st
	Consideration has been given to replacing traditional taps with easy operating lever taps	Yes	This was not seen as a viable expense	Sep 1st
	<ul style="list-style-type: none"> • Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc. • The location of sanitiser points is reviewed where there are changes to use of different areas of the premises. • Hand sanitiser points are checked regularly and stock replenished where necessary. 	No	This will be provided in adult areas only as children need to be supervised with hand sanitizing. The office has a member of staff assigned to assess all levels of PPE and sanitizer in each class, weekly	Sep 1st
	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.	Yes	See above	Sep 1st
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	NA		Sep 1st
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Yes	All sanitization needs to be supervised by adults and should be out of the reach of pupils.	Sep 1st



Respiratory Hygiene	<ul style="list-style-type: none"> Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene. Bins are emptied regularly throughout the day 	Yes	Children double bag tissues using nappy sacks As they are double bagged, they are emptied daily	Sep 1st
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	No		
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	Yes	Within the first assembly of each term	Sep 1st

Ventilation (and use of outside space)

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.	No	<p>Assemblies will take place inside but in lower and upper school bubbles only to ensure that there is sufficient space.</p> <p>All pupils are sitting within the halls in three sittings.</p> <p>Staff meeting are in person but in one of the halls to ensure spacing.</p>	Feb 22nd
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. 	Yes	The only non-ventilated room is the photocopier with a fan installed to circulate the air.	Sep 1st
	<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) 	Yes	50% of windows will need to be opened in every room. However, staff will be asked to start	8 th Feb



	<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>closing doors wherever possible to ensure site security and fire safety.</p> <p>Some alarm activated door releases have been installed but other doors were being held to increase circulation with localised staff responsible for closing these during an evacuation and the caretaker ensuring all are closed at night. This is currently being phased out.</p>	
	<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. 	Yes	<p>Class staff will adjust the degree of opening in order to achieve the correct balance between warmth and ventilation as described.</p> <p>All classes have CO2 monitors that enable classes to balance CO2 and temperature.</p>	Dec 1st
	<ul style="list-style-type: none"> Members of the team are nominated to ensure that windows are opened in accordance with the above Signage is provided to remind occupants not to fully close windows Regular checks are made to ensure that arrangements are being followed 	Yes	Principal to check windows daily on walk arounds.	Sep 1st
Reassurance measures	<ul style="list-style-type: none"> Consideration has been given to installing non-dispersive infrared (NDIR) CO₂ sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code 	Yes	These are in place in each class area.	Nov 15th



	<ul style="list-style-type: none"> Instructions provided in order to obtain accurate readings and maintenance requirements are followed 			
Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Yes	As noted, one has been used in a poorly ventilated room.	Sep 1st
	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.	Yes	The only fans will be connected to the heating system; these are necessary to maintain some warmth within the school	Nov 15th
Rooms with no direct source of fresh air	<p>Where rooms cannot be adequately ventilated (naturally or mechanically), they have been taken out of use (subject to the below improvements that can be made in some instances)</p> <ul style="list-style-type: none"> The room use has been modified to limit access to one person at a time, provide space between occupation and reduce occupancy time to 30 minutes or less Equipment, machinery that prevent air circulating have been relocated where possible Tasks that take place in these areas have been reviewed, those that increase generation of aerosols have been modified for these areas (such as physical exertion). Fans are not used in poorly ventilated areas Advise has been sought from HSW for using these areas 	Yes	<p>As noted the photocopier room has poor ventilation with only a door.</p> <p>This is permanently held open, with a fan used to move the air more within this space.</p> <p>This room will be limited to 2 people at a time and an alternative space will be sought if needed.</p>	Sep 1st

PPE

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Yes	The wearing of masks is now by personal choice.	17/3/22
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Travel and quarantine

	<ul style="list-style-type: none"> Where pupils travel from abroad to attend boarding school, the setting has explained the rules to those pupils and parents before they arrive in the UK in order to ensure that travel legislation is adhered to. 	NA		Sep 1st
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	<ul style="list-style-type: none"> Guidance for boarding school students is followed: boarding schools students: quarantine and testing 			
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Educational visits and use of third-party premises

International visits	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.	NA		Sep 1st
International visits	NA	NA	NA	
All visits	<ul style="list-style-type: none"> Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity. The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party Premises/Activities Declaration Form for Ed Settings or Good to Go accreditation Where appropriate, the third-party provider is involved in planning arrangements. Arrangements are in place to encourage Asymptomatic Testing for school staff 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 	Yes	<p>External visits have started again but are being limited and will be reviewed on a weekly basis.</p> <p>However, the intention is to continue where safe.</p> <p>All have risk assessments in place, written through evolve.</p> <p>Pupils are being grouped by class still and the school is not sharing buses or location with other schools other than in sporting settings where Social Distancing measures are still in place.</p>	29 Nov



	<ul style="list-style-type: none"> The venue has provided the school with visitor information and briefings, including details of their COVID-19 arrangements 			
Specific considerations	<ul style="list-style-type: none"> Additional factors needed for children (and staff) with SEND and medical conditions have been considered. There are contingency plans in place, for example, to respond to symptoms developing in the group. 	Yes	<p>For those with additional needs, individual planning will take place in conjunction with parents.</p> <p>As part of the planning for events, discussions will be had with the provider as to where a symptomatic member of the school could be supervised by additional school staff in isolation until a parent could collect.</p>	Sep 1st

Transport and travel

Public and school transport	Face coverings are required on all school transport for staff and pupils (unless individuals are medically exempt from this requirement).	No	It is advised, but this is by personal choice.	17 th Mar
	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Yes	Through this guidance	Sep1st
	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.	Yes	Through this guidance	Sep1st
	Windows are opened during journeys where it is safe to do so	Yes	On board staff will be asked to open should this not be in place.	Sep1st
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.	Yes	To be discussed with the coach company	Sep1st
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Yes	As noted above – if local, the Principal would join the excursion group and supervised the pupil in situ until collection. If further afield,	Sep1st



			additional staff will accompany any visit to support this function.	

Visitors

	The time of visits occur so that visitors are separated from staff and pupils where possible.	Yes		
	Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well ventilated rooms with furniture spread out	Yes	All visitors entering the school will be advised to wear masks unless exempt. Where this is not possible, an outside meeting will be offered. The school will temporarily return to no parents in the building at this point unless it is to meet with specific staff for essential reasons.	17 th Mar
	Visitors are advised of the following in advance: <ul style="list-style-type: none"> • That you encourage participation in asymptomatic testing where it is age appropriate and before entering the school. • Specific arrangements for the meeting, for example, applying respectful distancing where it is possible. • To leave the setting immediately if they develop symptoms • Hand shaking should be avoided 	Yes	For as long as there is testing in place to ensure this can happen.	17 th Mar
	On arrival visitors will be: <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild or are currently required to isolate. 	Yes	They will also be issued a mask if they are not carrying one and would like one.	17 th Mar
	Visitors will use their own pen or will be provided with a pen that they take with them.	No	We are beginning to allow the sharing of pens due to the availability of sanitizer.	17 th Mar



	A QR code is in place for events involving large numbers of visitors.	Yes	It is unlikely that large scale events will take place within this term.	Sep1st
	Consideration is given to the layout and use of the reception area and meeting rooms, for example, chairs are moved further apart and sitting side by side where possible.	Yes	The office area seating has been halved. Meeting rooms have seating 2m apart and ventilation	17 th Mar
Key contractors	<ul style="list-style-type: none"> Key contractors are aware of the control measures in place prior to visiting the site. Key contractors confirm that they have completed a risk assessment prior to their visit. 	Yes	Office will outline upon entry	29/11/21

Events

	Where events take place with visitors attending, consideration is given to: <ul style="list-style-type: none"> Running an event on a reduced capacity basis Enabling respectful space to be given Staggered arrival times 	Yes		3/1/22
	A QR code is in place for events involving large numbers of visitors.	Yes		
	Ventilation is reviewed in order to ensure it remains adequate for increased numbers	Yes	Any event will most likely take place in the Junior hall with all doors open	3/12/21
	All other infection control measures are implemented	Yes	A staggered and control entry would support separation and masks would be insisted upon unless medically exempt.	3/12/21
	<ul style="list-style-type: none"> A contingency plan is prepared as part of event planning in order to response to increased positive cases in the community or where thresholds are met (as detailed in case management guidance) Plans consider providing the event virtually, delay or cancellation. 	Yes	All events would be subject to local arrangements	3/12/21



Catering

	Where catering services are contracted, the setting has ensured that the service is following the relevant government guidance .	Yes	Norse have a clear risk management plan in place.	Sep 1st
	Directly provided catering services follow the principles of the Educational Settings Compliance Code and relevant government guidance	NA		
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. 	NA		

Health, well-being and attendance
Asymptomatic testing

Autumn return	<ul style="list-style-type: none"> Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return applied across the first week). Staff and secondary pupils are encouraged to continue to test twice weekly until notified. A small asymptomatic testing site is retained on site at secondary settings so that pupils who are unable to test at home can use this facility. Lateral Flow Device testing arrangements are followed as detailed in guidance on the COVID-19 website for Norfolk Schools The risk assessment templates for LFD testing have been completed as appropriate 	Yes	This will remain in place for as long as the school has access to LFTs	17 th Mar
Vaccination	Where eligible, staff and students are encouraged to participate in the vaccination programme.	Y/N	All staff have been supported in becoming vaccinated and this is the school's preference but the school has no ability to 'encourage' participation. Individual risk assessments may be needed for unvaccinated staff.	Sep 1 st

First aid

First aid – all settings	COVID-19 First Aid guidance is followed.	Yes	Generally yes where appropriate; however, this has in the main returned to normal provision	17 th Mar
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Individual risk - pupils

Clinically extremely vulnerable	<ul style="list-style-type: none"> Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required. 	Yes	These will be written where a doctor's note has instructed the school as to their vulnerability.	Sep 1 st
Increase risk including ethnicity and pregnancy	<ul style="list-style-type: none"> Individual risk assessments will be carried out for pupils who are at an increased risk 	Yes	At this point, none are deemed to need this.	Sep 1 st
Aerosol generating procedures	<ul style="list-style-type: none"> A specific assessment is in place supported by the young persons health professional and following Ed Settings Guidance on APG's Educational Settings Guidance on AGP's 	NA		

Individual support planning

Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Yes		Sep 1 st
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Yes	To be included within Care Plans	Sep 1 st
	Support plans include: <ul style="list-style-type: none"> Specific cleaning and disinfection requirements such as changing beds and wheelchairs. Ensuring that staff increase their level of self protection, Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after Checking that the person does not have symptoms as detailed in the compliance code. 	Yes	To be included within Care Plans	Sep 1 st
	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Yes	PPE packs should be available to staff at all times in class or within first aid kits.	17 th Mar



Wellbeing and attendance

Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that pupils are appropriately supported in relation to mental health and well-being difficulties, promoting and supporting mental health and well-being in schools is used.	Yes	The school provides this through the Emotional Literacy Support Assistant and is using the Mental Health Support Team	17 th Mar
	Existing arrangements are followed for supporting students who are distressed and where safeguarding issues come to light.	Yes		Sep 1 st
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Yes		Sep 1 st
	Behaviour relating to COVID controls will be managed as it normally would in order to encourage universal hygiene and safety arrangements.	Yes		Sep 1 st
Where attendance is impacted	The setting will discuss and provide reassurance of the measures in place with pupils and parents/carers.	Yes		Sep 1 st

Staff health and well-being

Individual assessment	<ul style="list-style-type: none"> All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in educational settings and the template provided is used to record conversations and agreed control measures. 	Yes		Sep 1 st
Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Yes	All staff have access to services through Health Assured.	Sep 1 st

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 	Yes	At present, the school is continuing to work on the 5+ LFT rule for both staff and pupils. It is continuing to ask for PCRs for a negative confirmation of symptoms.	17 th March
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	<ul style="list-style-type: none"> • 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 		This will continue whilst there is access to such testing.	
Self-isolation criteria	<p>Staff and pupils know that current isolation arrangements must be followed, including:</p> <ul style="list-style-type: none"> • Where notified by NHS Test and Trace • In line with travel - Entering the UK • If the person has COVID-19 symptoms • On receiving a positive LFD or PCR test 	Yes	Where symptomatic, staff/parents/carers will be asked to follow government guidance	3/1/22

Collaboration

General Arrangements

General Arrangements	<ul style="list-style-type: none"> • Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents. • Communication routes are publicised and have been formally planned. 	Yes	<p>This risk assessment has been communicated with staff and governors w/c 25/8 and parents/carers w/c 1/9</p> <p>Reissued to staff/governors on 23rd September and parents on 26th September</p> <p>Reissued to staff/governors on 29.11</p> <p>Reissued to all stakeholders on 4/1/22</p> <p>Reissued to all stakeholder on 9/2/22</p> <p>Reissued to all stakeholders on 21/3/22</p>	2/11/21
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	<ul style="list-style-type: none"> The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers. Where required the setting has added additional information that has been identified in this risk assessment. 	Yes	This will be adapted and sent during the week of 1/9	Sep 1 st
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	Yes	This will be sent during the week of 1/9	Sep 1 st
	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.	Yes		Sep 1 st
All staff instruction and involvement	<ul style="list-style-type: none"> Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code) Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff. All staff have confirmed that they are confident in applying the control measures identified in this assessment. Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting). Staff have been given the opportunity to discuss and resolve any concerns that they have. 	Yes	<i>Changes to this guidance have been made as a result of staff consultation.</i>	17 th Mar



	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Yes		Sep 1 st
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Yes	This will form part of induction with line managers supervising compliance	Sep 1 st

Respectful space

	<p>Consideration has been given to where respectful space can be maintained between people including:</p> <ul style="list-style-type: none"> Continued cohorting of staff Utilisation of online meetings and training Keeping numbers minimised for in person meetings and training Reduction of pinch points and areas of congestion Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible 	Yes/No	This is being decided on a case by case basis for example parent teachers will remain online for now but the staffroom is operating more normally, staff meeting will be in person etc. as not doing so was having an impact upon the running of the school	17 th Mar
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Hiring School Premises (and providing premises for club use)

	<ul style="list-style-type: none"> Cleaning and disinfection requirements are established for all areas used (premises and equipment) 	Yes	Should this involve internal spaces	Sep 1 st
	<ul style="list-style-type: none"> Information about ventilation requirements is provided to the user 	Yes	As above	Sep 1 st
	<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. 	Yes		Sep 1 st

Face coverings

	<ul style="list-style-type: none"> The use of face coverings is applied on a risk basis (in line with the COVID-19 Compliance Code including where required by transport providers or as advised by Public Health). 	Yes	The majority of staff felt that this should be by personal choice.	17 th Mar
	<p>Arrangements are in place for the safe removal of face coverings which has been communicated to pupils, staff and visitors:</p> <ul style="list-style-type: none"> The wearer must not touch the front of their face during use or when removing the face covering. They must bring a bag or other suitable receptable with them to place the covering in or dispose of it in a bin. They must before hand hygiene after removing their face covering. 	No	Most have cloth masks that they keep on their person.	17 th Mar
	Consideration has been given for some people where it would be appropriate for them (or others supporting them) to wear a face covering, for example where they rely on lip reading, facial expression and clear sound to communicate.	Yes		17 th Mar

Review

	<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> Effective Working as planned Updated appropriately (reflecting updates to the compliance code) 	Yes	This will form a standing item of SMT.	17 th Mar
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Any other actions that are not listed above

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Assessor's Name: James Grimsby	Manager's Name: Mark Cresswell
Position: Principal	Position: Regional Director
Signature:	Signature: