



Unity Education Trust

Unity Trust Coronavirus Risk Assessment

adopted by Specialist Provision (in addition to individual school/site specific Risk Assessments)

January (Lockdown) Version 1.10 26th February 2021
Following DfE return to school guidance (from 8th March)

Added from version 1.1 (17th July 2020): 1.2 Transport Update (linked to minibus use) and Face Coverings – updated section based on letter to Secondary provision w/b 31st August). Version 1.3 (10th and 24th Sept – wording updates section 12 and 31 and sections added 60/61); Version 1.4 (15th Oct – heating/ventilation); Version 1.5 Face Coverings 12th November 2020; Version 1.6 27th Nov – local tier restrictions added to face coverings (63), ventilation and heating update (62a); Version 1.7 31/12/20 – January reopening review (with DfE Guidance update); Version 1.8 6th January 2021: updated with reopening reviews in light of new national lockdown; updated section 4 with clarity on one site, one day for staff; Version 1.9 10th January 2021- updated with extended face covering detail and cross checked against Norfolk compliance code from 7th January; Version 1.10 26th February 2021 – added data protection (section 64), reviewed against current DfE re-opening to all students from 8th March

Please note that a majority of the Specialist Provision Staff have received the first vaccine

The government has declared Coronavirus to be ‘a serious and imminent threat to public health’

‘The overriding priority remains to save lives’ (from ‘Our Plan to Rebuild’ May 2020, HM Government)

This Risk Assessment is based as far as possible on established scientific knowledge about the spread of Covid-19 including that contained in recent Government publications e.g. ...

‘Sufferers (of Covid-19) almost certainly become infectious to others before symptoms are displayed and almost all sufferers are maximally infectious to others as soon as their symptoms begin even if these are initially mild’. (from ‘Our Plan To Rebuild, p38)

System of Controls (February 2021)

Prevention
You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
2. Ensure face coverings are used in recommended circumstances
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
5. Maintain enhanced cleaning , including cleaning frequently touched surfaces often, using standard products such as detergents
6. Consider how to minimise contact across the site and maintain social distancing wherever possible
7. Keep occupied spaces well ventilated

In specific circumstances:

8. Ensure individuals wear the appropriate PPE where necessary
9. Promote and engage in asymptomatic testing where available

Response to any infection

You must always:

10. Promote and engage with NHS Test and Trace process
11. Manage and report confirmed cases of coronavirus amongst the school community
12. Contain any outbreak by following local health protection team advice

	Item:	Control Measures to Reduce Risk.	Responsibility	Further Actions	Date required and complete
	1. All staff instruction	<p>Staff have been instructed on the nature of COVID-19 and its transmission.</p> <p>The principles which are outlined in the compliance code and systems of control the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required.</p> <p>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.</p> <p>All staff have confirmed that they are confident in applying the control measures identified in this assessment.</p>	Trust and Executive Leaders Heads	<p>All staff to read and refresh their understanding of the updated Risk Assessment in line with school-specific re-opening plans from January 2020 including the DfE systems of control</p> <p>Reinforce DfE System of Controls 1-12 from Schools Coronavirus (Covid 19) Operational Guidance February 2021</p>	

		<p>The setting has ensure that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.</p> <p>There should be NO cross bubble contact with staff or children.</p> <p>Face coverings should be worn at <u>all times</u> in all corridors and communal areas of all schools/settings, and in any small socially distanced meetings. Face coverings/masks must cover the nose and mouth. Visors may be worn with a face covering/mask in place, not instead of</p> <p>From March 8th, pupils and staff are to wear face coverings in classrooms, in corridors and communal areas. The new guidance states 'face coverings should be worn in classrooms or during activities unless social distancing can be maintained'. We strongly recommend that staff wear face masks at all times whilst indoors. Does not include PE lessons or when pupils are outdoors on the premises. This guidance will be reviewed by the Govt. at Easter.</p> <p>In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example in corridors and communal areas.) Children in primary schools do not need to wear a face covering.</p> <p>January 7th NCC - Settings should provide users of face coverings with information on how to put on and take off a face covering safely as follows:</p> <ol style="list-style-type: none"> 1. Wash hands thoroughly with soap and water for 20 secs, or use hand sanitiser before putting face covering on, and after removing it. 2. Make sure it covers your nose and mouth while allowing you to breathe comfortably 3. When waring face covering avoid touching your face or face covering as you could transfer the virus to or from it 4. Avoid wearing it around your neck or on forehead between use 5. When you remove face covering, be careful not to touch the front or inside of it – fold it in on itself and store safely in a bag between wears or before washing 	<p>Heads All staff</p>	<p>SITE SPECIFIC RECORD OF TRAINING UNDERTAKEN</p> <p>Staff sign to confirm they have read and are undertaking risk assessment expectations</p> <p>Induction for new staff to all Covid-19 re-opening aspects within risk assessment, safeguarding and routines</p> <p>Letters to parents to strongly reinforce the wearing face coverings – compulsory in corridors and communal areas and classrooms where social distancing cannot be maintained (covering the nose and mouth) unless medically exempt evidence has been provided) and in line with guidance, for them to be worn in all classrooms up to Easter 2021</p> <p>Share NCC reminders on safely wearing/removing face coverings with pupils and staff</p> <p>Information copied into Section 63 – face coverings</p>	<p>w/b 11th January 2021</p> <p>w/b 8th March 2021</p>
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		<p>6. Change your face covering if it becomes damp or if you've touched it</p> <p>7. Change and wash reusable face coverings daily in line with manufacturers instructions</p> <p>8. If it is not washable, dispose of it carefully in your usual waste</p> <p>9. do not share face coverings with someone else</p> <p>Staff should ensure all contact in shared areas (staff-rooms, kitchens, toilets) is minimised, following strict social distancing and enhanced wiping of all high contact surfaces and handles by all staff team to protect each other.</p>			
	<p>2. Senior Management Team responsibilities</p>	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> • The number of contacts that pupils and staff have during the school day are minimised • The number of contacts that staff have with other staff especially across bubbles are strictly controlled during the school day and face coverings, social distancing, handwashing/sanitizing and ventilation of areas is undertaken effectively. • The distance between people in the setting is maximised as much as possible, strictly adhering to social distancing and mitigating risk through face coverings, regular wiping of high contact surfaces by all • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements can be implemented • The whole setting community are engaged with and support the national effort to reduce the spread of the virus ensuring no cross-bubble close contacts between staff and children, face coverings in all communal areas/corridors, effective ventilation and team work to support cleaning of high contact surfaces regularly throughout the day. 	<p>Trust and Executive Leaders</p>	<p>Letters shared with parents on known information and operational procedures before 8th March return and expectations for 8th March sent by Headteachers prior to start of in line with revised guidance .</p> <p>Planning has taken due account of bubbles in all settings</p> <p>Social distancing remains a key priority of all schools</p> <p>Robust hygiene measures have been implemented and reviewed</p> <p>Discussion with all heads of enhanced cleaning arrangements with the support of the Premises Manager at UET</p> <p>All bubbles, pupils, staff, parents/carers and governors/trustees share commitment to actions to reduce the spread of Covid 19 through our routines and actions.</p>	

	<ul style="list-style-type: none"> Leaders have followed arrangements to bring areas of the premises into safe use before opening e.g. asbestos, fire site security and legionella reviews. 	Trust and Executive Leaders	Support provided through the Premises/Site Team and confirmed with Heads of School/Headteachers to ensure all pre-opening safety checks undertaken and recorded	
	<ul style="list-style-type: none"> Leaders have ensured that specific cleaning arrangements that are required can be fulfilled on site 	Trust and Executive Leaders	Support provided through the Premises/Site Team arrangements agreed with Heads in line with risk assessment expectations and actions	
	<ul style="list-style-type: none"> Leaders refer to the HSW information provided on Infospace or Norfolk Schools, ensure that they understand and communicate this information. 	Trust and Executive Leaders		
	<ul style="list-style-type: none"> Leaders have completed this assessment, in conjunction with staff and staff representatives (and pupils where appropriate) and are responsible for the implementation of actions 	Trust and Executive Leaders	Heads have added school-specific risk-reduction strategies to their school specific versions of this risk assessment in conjunction with staff for the September return	
	<ul style="list-style-type: none"> Arrangements have been put in place to undertake a regular review of the assessment and provisions taking into account feedback, suggestions and concerns and updates to NCC guidance 	Trust and Executive Leaders	During return, each day built-in review time for risk assessment. From September and March, staff feedback to Heads and sharing of review comments at Exec Leaders.	
	<ul style="list-style-type: none"> Leaders have made arrangements to provide information, instruction and training prior to implementing these measures (and prior to the recovery phase) following the outlined arrangement for meetings and training. 	Trust and Executive Leaders	Use of the September 2020 INSET time to enable opportunity to review and re-familiarise following summer break. Use of INSET time (January 2021) to prepare for remote learning and face to face provision during Lockdown 3	
	<ul style="list-style-type: none"> Senior colleagues will be present at the site and especially during the early part of return in September and at the start of each term/January - March return in order to provide additional support and reassurance and to pick up on any issues and review arrangements. 	Trust and Executive Leaders	TBC in line with risk assessments of central Trust leaders to support Heads on return in September	

		<ul style="list-style-type: none"> Specific consideration has been given to the management of the first day back particularly in relation to Secondary Testing to eliminate groups gathering together 	Trust and Executive Leaders	Executive Leadership TEAMS meeting to confirm and share arrangements for March return	For 8 th March 2021
	3. Premises adaptations	No further adaptations to premises required at present – dynamic risk assessments completed by all leaders on each site.	Trust Executive Leaders	Covid 19 Secure arrangements in schools will be maintained and reviewed as part of dynamic risk assessment	
	4. Staffing Levels	<ul style="list-style-type: none"> Temporary staff, external specialist support staff and specialist coaches are permitted on the following basis: Short duration, ad hoc work is avoided where possible They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) All infection control requirements are followed and risk assessments read, signed and adhered to 	Trust and Executive Leaders	<p>Any temporary/external staff will be required to sign to agree to our Risk assessment, routines and procedures and registered according to requirements for NHS Test and Trace programme</p> <p>Confirmation of work undertaken to minimise movement and mixing between bubbles.</p>	
		<ul style="list-style-type: none"> Temporary staff who work at more than one setting is avoided where it is possible. 	Trust and Executive Leaders	<p>As part of our current Forest Schools risk assessment and the expectations concerning washing/thorough cleaning and rotation of any resources (as in section below)</p> <p>Also application to NSFT support within Specialist provision for the most vulnerable learners</p> <p>Should ensure where possible that there is no inter-school mixing during the same school day</p>	
		<ul style="list-style-type: none"> Where multi-site working is necessary, this should not be multiple sites on the same day in order to reduce the number of close contacts between different settings. Staff will ensure that they are able to wash/change clothes before visiting a different site on the following day January 7th NCC Close contacts - within 48 hours before and up to seven days after they have developed symptoms – any amount of time in face to face contact 		<p>See above –no same day between site visits – impact on Forest Schools practitioner – only an employee (currently) of Garvestone, Beeston, King’s Park and Grove and the NSFT employees supporting the most vulnerable children in Specialist Provision</p>	

		<p>within 1 metre, anyone spent 15minutes or more with within 2 metres (accumulated throughout the day – does not have to be within a single exposure)</p>			
		<ul style="list-style-type: none"> Longer assignments with supply teachers are agreed where possible in order to limit the number of temporary staff entering the school premises. January 7th NCC – ‘keep temporary, visiting and external staff numbers as low and consistent as is possible...assigning to consistent groups to limit interactions, minimise contact with, and ensuring 2m distance from, permanent staff 	Trust and Executive Leaders	<p>The longer assignments may be possible with known absence as agreed with Heads and Trust</p> <p>The use of temporary staff in relation to staff absence/illness is minimised but also essential for provision with staff agreeing to</p>	
		<ul style="list-style-type: none"> Consistent working arrangements are applied to ITT trainees. 	Trust and Executive Leaders	<p>All Trust headteachers have discussed the welcoming of ITT trainees if approached as part of arrangements with UEA/NTTC/SCITT</p> <p>ITT trainees would be assigned to bubbles and sign risk assessment</p>	
		<ul style="list-style-type: none"> Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles from 8th March 2021 	Trust and Executive Leaders	<p>All staff mobility within school and year groups is risk assessed within the DfE guidance of minimising contact/social distancing in line with the provision of bubbles at either class level/year groups level or in exceptional circumstances, school level</p>	
		<ul style="list-style-type: none"> Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures because the increases in staff changes increases the opportunity for the virus to transmit 	Trust and Executive Leaders	<p>School-specific risk assessment additions identify the actions to ensure compliance with cleaning and infection control</p> <p>Registers and logs of contact to support any test and trace notification linked to school timetable and lesson registers</p>	

		<ul style="list-style-type: none"> Where volunteers are used the same staff principles are applied. 	Trust and Executive Leaders	Site specific and risk assessment applied.	
	5. Premises and cleaning staff	<ul style="list-style-type: none"> Normal premises management arrangements have resumed. 	Trust and Executive Leaders	In place and built upon experience during summer term wider re-opening and with reference to risk assessments for all premises staff/cleaners	
		<ul style="list-style-type: none"> Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group. 	Trust and Executive Leaders	Maintenance can take place (unless emergency repairs) away from students. Cleaning throughout the day (where cleaners are available to support within school) will be managed within the risk assessment to minimise contact	
	6. Developing groups	<ul style="list-style-type: none"> Main groups have been developed that are practicable whilst enabling all pupils to return and a full curriculum to be taught. 	Trust and Executive Leaders	Each school planning bubbles for September/March 2021 and arrangements which enable full curriculum access – challenging within larger numbers, and specifically high schools regarding specialist rooms/subjects and the safety and movement of staff and students	
		<ul style="list-style-type: none"> Only where necessary extended groups have been created to accommodate specific activities. 	Trust and Executive Leaders	Specific within each setting and discussed with Trust – and included within school-specific risk assessment with measures to ameliorate	
		<ul style="list-style-type: none"> Extended groups remain as small and consistent e.g. for wraparound care, specialist teaching and transport needs 	Trust and Executive Leaders	Specific details regarding Transport by school/setting Confirmation of numbers regarding the breakfast clubs/after school provision and individual site specific risk assessments for additional 'bubbles'	

	<ul style="list-style-type: none"> Extended or separate groups applied to specific activities e.g. transport or wraparound care are arranged in line with main setting groups as much as possible 	Trust and Executive Leaders	<p>Specific details regarding Transport by school/setting Confirmation of numbers regarding the breakfast clubs/after school provision and individual site specific risk assessments for additional 'bubbles'</p>
	<ul style="list-style-type: none"> Contact within and between groups is minimised through distancing measures which are outlined in this assessment. 	Trust and Executive Leaders	<p>Specific-school risk assessment will identify how contact within and between groups is minimised through distancing measures in line with DfE Guidance and principles</p>
7. Keeping cohorts together	<p>Pupils will stay in their class/group wherever it is possible throughout the day, or on subsequent days.</p> <p>February 2021 DfE: Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible.</p>	Trust and Executive Leaders	<p>Specific-school risk assessment will identify how contact within and between groups is minimised through distancing measures in line with DfE Guidance and principles</p>
	<p>Arrangements have been put in place to avoid mixing with other groups (which creates larger groups) throughout the day e.g. during lunchtimes, breaks, PE, or on subsequent days</p>	Trust and Executive Leaders	<p>Specific-school risk assessment will identify how contact within and between groups is minimised through distancing measures in line with DfE Guidance and principles</p>
	<p>Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).</p> <p>DfE (Feb 2021) ' From 8th March, you should work to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and to support pupil's wider education and training</p> <p>Where parents are accessing this provision for their children, they should ONLY be using this where: Provision is offered as part of school educational activities (including catch-up) Provision is to support their child's effort to obtain a regulated qualification or meet entry requirements</p>	Trust and Executive Leaders	<p>Site – specific confirmation of whether breakfast and after school clubs will be in place after we re-open in March 2021 – with Exec Heads – and consideration of impact of doing so on bubbles/contact etc</p> <p>Schools to identify a date from which they may offer wrap-around care as part of the governments expectations.</p>

		The use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group.			
	8. Contact records	Contact records of groups are maintained in line with Case Management Guidance.	Trust and Executive Leaders	Contact records maintained by each school/setting including NHS QR codes for eg lettings when such lettings return	
	9. General measures	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Trust and Executive Leaders	See elements further within this risk assessment prohibiting singing/chanting/wind instruments in order to control any additional expulsion/ respiratory transmission of virus	
		Pupils and teachers only take necessary books and other resources home. The requirements for hand hygiene, cleaning and rotation are applied.	Trust and Executive Leaders	Specific-school risk assessment will identify the expectations around marking and feedback, and the hygiene, cleaning and rotation required	
		<p>Movement around the school is kept to a minimum:</p> <ul style="list-style-type: none"> • 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 • 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. • Times for using stairs and corridors have been planned to ensure that use of common areas does not encourage gathering • 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 • Where appropriate one-way circulation and central dividers have been placed in the middle or corridors to keep groups apart. The order of entry into the classroom has been planned in order to avoid pupils and staff passing each other (in secondary schools) 	Trust and Executive Leaders	<p>See School Specific Risk assessments</p> <p>Challenge with High school provision – staff movement may increase risk and may be safer for students to briefly pass in corridors – for staff to individually clean frequently touched surfaces within their teaching room, reduce need for frequent resource movement, ensure effective supervision and entry/exit from classroom</p> <p>Plans within (larger high school settings) regarding movement of pupils around site) – rather than staggered start/finish times – except applicable to lunchtimes to stagger access to eg central areas</p>	

				School-specific one-way circulation in place in larger schools and entry to rooms/blocks confirmed on a site-by-site basis.	
		Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	Heads of School/Headteacher	School Specific risk assessment will identify the expectations around access, and lockers may not be used	
		Locker cleaning and disinfection arrangements are in place		Confirmation with specific site team(s) that cleaning and disinfection of lockers are part of the daily enhanced cleaning arrangements within the September re-opening	
	10. Measures within the classroom	Alternative larger spaces such as gyms and halls are considered to accommodate groups and support distancing to be maintained	Trust and Executive Leaders	School SPECIFIC risk assessment details	
		Distancing is encouraged by reconfiguring furniture and chairs are forward facing	Trust and Executive Leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September	
		Unnecessary furniture and objects are removed where possible	Trust and Executive Leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September	
		The position of the teachers space/desk is considered as part of the configuration to support distancing from the class.	Trust and Executive Leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September	
		Where bags are not allowed to be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Trust and Executive Leaders	NEED SITE-SPECIFIC DETAIL ON THIS ASPECT	

		The teaching approach is modified to keep a distance from children in the class as much as possible, particularly close face to face support	Staff and leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September/January	
		Where close contact is needed this is conducted side by side rather than face to face	Staff and leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September/January	
		Pupils are not called to the front of the class	Staff and Leaders	Clarity of in-class expectations to ensure that social distancing is maximised wherever possible within the learning environment	
		Staff going to a pupils desk to check on their work is avoided	Staff and Leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September/January	
		Shared resources are avoided as much as possible, particularly those used frequently such as pens and pencils	Staff and Leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September/January	
		Pupils do not share or swap resources and materials including ceasing the marking of each other's books.	Staff and Leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September/January	
		Classroom based resources, such as books and games, that are used and shared within the bubble are cleaned regularly January 7 th NCC – Use of Malleable Materials (Messy Play) Material should only be handled by a small, consistent group of no more than 15 at a time, and no-one else outside of this group can come into contact with it Increase the frequency of replacing material for messy play where it is possible (for example sand/water/mud) Children should wash their hands thoroughly before and after messy play	Staff and leaders Heads Leaders Staff	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September/January Reinforce risk assessment amendment on messy play with all practitioners to support planning and delivery of activities – site specific risk assessment	

		Frequently touched surfaces, equipment, tools and resources are thoroughly cleaned and dried before they are used by a different group			
		The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Staff and leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September	
		There are picking-up and dropping-off collection points for resources rather than passing them hand-to-hand	Executive Leaders	TO BE CONFIRMED BY HEADS WITHIN RISK ASSESSMENTS	
		How pupils enter and exit the classroom is managed to maintain distancing.	Staff and leaders	TO BE CONFIRMED BY HEADS WITHIN RISK ASSESSMENTS	
		Where a room is used by more than one extended group the class teacher will clean down high use touch points between use	Staff and Leaders	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September/January	
		Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Staff and Leaders	TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENTS	
		Equipment use is supervised, and time limited to enable other users to take their turn	Staff and leaders	TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENTS	
		Seating has been removed or marked off to encourage distancing on individual items of equipment.	Staff Leaders Site Team	Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September	

		A one-way system has been introduced around outdoor gym equipment and trim trails	Staff Leaders Site Team	TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENTS	
		Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	Staff Leaders Site Team	TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENTS	
		Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use.	Staff Leaders Site Team	TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENTS	
		Bins are installed to encourage use of tissues and appropriate disposal	Staff Leaders Site Team	TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENTS	
		Time is allocated for play equipment for each group/bubble	Staff Leaders Site Team	TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENTS	
		Equipment touch points are cleaned frequently and between each groups use.	Staff Leaders Site Team	TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENTS	
		Multiple groups do not use outdoor play equipment at the same time.	Staff Leaders Site Team	TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENTS	
Illness	11. Unwell children and staff.	<ul style="list-style-type: none"> On entry to the school, children and staff asked whether they feel fit and well and whether they have any symptoms identified by Government - cough, temperature, loss of sense of smell/taste. Handwashing for 20 seconds for all on entry. Children will be reminded of the Coronavirus safety precautions at the start of every day. 	First Aid trained staff under direction of the teacher.	On return to school and welcoming into 'bubbles', children will be supported with clear instructions, routines and reminders of expectations. The modified classroom layout, and arrival/departure/break and lunch	

	<ul style="list-style-type: none"> Any symptoms of Covid-19 reported or observed on arrival see section 7 below. Parents and pupils have signed Covid 19 Home-School agreement to confirm their place, and staff are briefed 		times will reinforce actions expected.	
<p>12. Parents and carers have been communicated with actions to take regarding symptoms, household isolation requirements and testing including that they must:</p> <p>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.</p> <p>Promptly collect their child if they develop symptoms during the day.</p> <p>Notify the results of testing as soon as they are known.</p>	<ul style="list-style-type: none"> Parents informed of arrangements should a child show any symptoms of ill health at home or in school through home school agreement Actions in school communication with parents including personal contact/ weekly newsletters : Check that parents have been reminded/ informed of the requirement for them to self-isolate child and household for 10 days (see latest Test and Trace advice), contacting NHS for testing, and notifying school of result as soon as it is known Expectation that parents must comply with test and trace arrangements. Expectation in letter to parents that they must ensure that their child is healthy and well enough to attend school with no signs or symptoms of any illness (Please do not send your child to school with any symptoms or if they are unwell.) Where possible, only one parent/carer to accompany their child to the school entrance to minimise numbers at the entrance and exit to our school site. (We encourage the use of face coverings) If travelling by car please ensure that they are only transporting their own children and therefore maintaining social distancing and bubble protection. Ensure that children arrive at school with clean hands and clothes each day 	<p>Staff Parents/ Carers Children</p>	<p>Confirm through regular reminders via parent mail/text messaging service ahead of March 8th regarding expectations/procedures they must follow should their child show symptoms.</p> <p>When a child in a bubble is sent home unwell – all parents of children in the child’s bubble are contacted to inform them that a child was unwell, to be vigilant with their child. (Norfolk OMT letters issued in line with guidance)</p> <p>Contact made with UET Central Team – to include Premises for cleaning update.</p> <p>Standard letters from NCC received which will be shared/supported by central team if positive test for child/staff member.</p> <p>Contact with NOMT//DfE/PHE as per latest guidance</p>	

<p>Comply with any advice to isolate though the test and trace arrangements.</p>				
<p>13. 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.</p>	<ul style="list-style-type: none"> • 10th July Update: New Test and Trace Flow diagram to all staff instructing the actions required if they or a member of their household develop symptoms • Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through test and tracing arrangements. • 30th June: If a member of staff is advised by medical professional within the 'bubble' which the staff member works should be contacted by Head of School/Headteacher/Executive Headteacher/Principal, informed that member of staff undertaking precautionary Covid test, and to reassure parents/carers that we will inform them of any further information (NCC letters if positive test) and test and trace programme would also make contact in case of positive test. Parents are then able to make an informed decision regarding sending child to school. 	<p>Staff</p>	<p>Updated Flow chart sent by Trust HR to all staff alongside this risk assessment 10th July 2020</p> <p>Reminder at start of January term of testing flow chart and expectations/support</p>	
<p>14. Staff health – individual assessment</p>	<ul style="list-style-type: none"> • All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures. <p>December 30th DfE Guidance:</p> <p>CEV and Shielding:</p> <p>Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school. (Remote learning provided by law)</p> <p>Staff CEV:</p>	<p>Central Services Leaders Staff</p> <p>Heads HR Staff</p>	<p>Leaders liaise with Central Team/HR to confirm any specific arrangements for staff risk assessments</p> <p>Template risk assessments available on the Norfolk Schools web portal for C19 - to be undertaken and reviewed by heads for specific staff requiring individual risk assessments</p>	

		<p>In local restriction tier 4 areas, individuals who are clinically extremely vulnerable are advised to work from home and where this is not possible, they should not go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past, most recently in November 2020 and recently in February 2021.</p> <p>Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees.</p> <p>Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people vulnerable people working in other industries. Information contained in the Royal College of Obstetricians and Gynaecologists, Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.</p> <p>Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</p> <p>Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield).</p> <p>February 2021 DfE Guidance:</p> <p>Staff who are clinically extremely vulnerable: CEV staff are advised not to attend the workplace. Staff who are CEV will have received a letter from the NHS or their GP telling them this. It provides advice on what additional measures individuals in this group can take. Employers should talk to their staff about how</p>	<p>Heads HR Staff</p>	<p>Should a member of staff choose to return to school after receiving a shielding guidance letter then an individual risk assessment and discussion with line manager / headteacher should be undertaken to consider all reasonable adjustments before a return can be considered.</p>	
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		<p>they will be supported, including to work from home. You should continue to pay CEV staff on their usual terms.</p> <p>Those living with someone who is CEV can still attend work where home-working is not possible and should ensure they maintain good prevention practice in the workplace and home settings.</p> <p>CV staff can continue to attend school and must follow the system of controls to minimise the risk of transmission.</p>		<p>Template risk assessments available on the Norfolk Schools web portal for C19 - to be undertaken and reviewed by heads for specific staff requiring individual risk assessments</p>	
<p>15. Spread of the virus – transmission between children</p>		<p>Children are to work in very small groups (in their allocated room so that contact is reduced with others. Different groups must not be mixed during the day or on subsequent days. Staff members will work with a particular group (bubble) to reduce transmission and contacts and must ensure no cross-bubble mixing of staff and children.</p> <ul style="list-style-type: none"> It is essential that Social distancing is maintained. Staff to communicate maintaining social distancing to pupils and regularly reinforce this (in an age appropriate manner). Rooms will be kept well-ventilated at all times and doors propped open - provided this meets other safety requirements (e.g. internal fire doors). Children are reminded and encouraged to ‘socialise’ with age-appropriate social distance and eat in their small group in line with all social distancing instructions and expectations from staff Children will access the building from the outside doors. They will not bring any equipment from home (including PE kits or book bags) and will not access the corridors unless going to the toilet one at a time, accompanied at a social distance by an adult. Lunchboxes stored away from the classroom and accessed under supervision and social distancing by staff and students Equipment will not be shared. Children will have their own individualised pack of essential equipment that they need to do their work. Unnecessary items/furniture will be removed from classrooms where there is space to store it elsewhere especially any soft furnishings or items that have surfaces that are hard to clean. 	<p>Staff Children and parents aware via letter and home-school agreement and reinforced by the behaviour policy updates.</p>	<p>ALL class sizes across UET for key worker and individual year groups were under 10 children (and in SSSfN maximum would always be 7 or below) following June re-opening</p> <p>Leaders and staff have created ‘bubbles’ for students and staff (on rota) to work within to limit mixing. No children will ‘move’ groups.</p> <p>Inform parents if any case is confirmed and confirm with NOMT/DfE arrangements for whether contacts (children and staff in the group) socially isolate for 10 days. Letters to confirm this from NOMT.</p> <p>Regular cleaning daily</p> <p>Hand wash and COVID 19 hygiene guidance followed by all present</p> <p>Thorough cleaning to be completed by cleaning company/cleaners on contact areas.</p>	

		<ul style="list-style-type: none"> Children will be reminded and encouraged to stay at their desk unless given permission to move. Children are accompanied to the toilet by an adult with social distancing with only one child allowed in the toilet for their gender at once. 			
	16. Transmission between staff	<ul style="list-style-type: none"> All staff will refer to UET and local site-specific risk assessments with time at the end of the school day provision to reflect and share any concerns with leader(s). Staff must keep socially distanced from each other at all times and must not congregate together. Face coverings must be worn in corridors and communal areas at all times to protect each other and children Access to staffroom kitchen toilets limited and social distancing strictly enforced to avoid cross-bubble close contacts. Cleaning equipment available for staff to use to regularly clean surfaces in this area. System in place to ensure only one staff member accesses toilets in main building at once. Cleaning equipment available to wipe down surfaces after use. Inform staff and any pre-arranged visitors that face coverings will be removed when the wearer arrives at the setting and they will be stored in a plastic bag that the wearer has brought with them. No whole staff meetings to take place in person, with use of Teams when required to share information or in small socially distanced meetings within existing cohorts to reflect on risk assessment and briefing <p>Schools Information Alert 13th November 2020: The following situations should be avoided as much as possible:</p> <ul style="list-style-type: none"> In person meetings Sharing a car with a member of staff outside their household Sharing an office space where desks are not fully positioned 2m apart Interactions where 2m social distancing cannot be fully maintained between staff 	All Staff	<p>Ensure safe distribution of cleaning materials to staff toilets, staff room and each class room that is in use and any other communally used spaces.</p> <p>The timing of the school day enables staff to reflect on provision and ensure that any amendments to risk assessments/procedures required are discussed with leader(s), and enable planning for the next day.</p> <p>Cleaning co-ordinated and prioritised - supported by central team</p> <p>NCC Information Alert (13th Nov): Recommendation to consider:</p> <ul style="list-style-type: none"> Whether all touch points have been identified and are regularly cleaned and disinfected – eg shared kettles, chairs etc How schools can eliminate or reduce sharing of resources such as mugs, cutlery, pens, paper Whether areas can be effectively cleaned eg desks kept clear for cleaners, staff storage area for bags and coats Where social distancing cannot be maintained for staff, are there other 	Sharing of January Version 1.7 return Risk Assessment . Further updates/reviews for this version (1.8, 1.9, 1.10)

		<p>on different days to help everyone get used to the new way of operating.</p> <ul style="list-style-type: none"> • Where possible arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour • Where times cannot be altered, for example, due to public transport, plans are in place to prevent groups from mixing once at the setting and busy transit routes. • There are hand sanitiser stations outside for pupil and visitor use • Disinfection arrangements are in place for potential points of contact in receptions, entrances and transit routes during periods of high use • The impact of weather changes e.g. where external queuing will become a significant part of safety arrangements is considered. • The management of deliveries to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you 		<p>TO BE CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENT comments for reopening arrangements in September and reminders to staff, pupils and parents on expectations and routines for January 2021 and following review in this risk assessment</p>	
	<p>19. Transport and Travel</p>	<ul style="list-style-type: none"> • Consideration has been given to 'walking buses' (supervised walking groups to and from school. • Entrances are supervised to support hand sanitising on arrival. • Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required. • Parents, staff and pupils have been advised not to gather in parking areas. • Parents and staff have been advised that only the same household members should travel together by car • Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible • Pupils and parents have been advised that they should not walk together in large groups • Pupils, parents and staff have been advised not to use school transport if they have symptoms • Pupils, parents and staff have been advised to wash their hands before and after using transport services • 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 	<p>Norfolk PTU Executive Leaders Trust</p>	<p>Site Specific Risk assessment linked to individual transport and travel arrangements</p> <p>LETTERS TO PARENTS HIGHLIGHT THE KEY ASPECTS OF RETURN TO SCHOOL EXPECTATIONS</p>	

		<ul style="list-style-type: none"> • Social distancing is applied as far as is possible in school vehicles by substituting smaller vehicles with larger ones or running additional vehicles. • Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face. • Markings are provided where queuing is required for transport services on school premises • Windows are opened during journeys where it is safe to do so • Touch points on school minibuses/vehicles and vehicle keys are wiped down with disinfectant wipes after use • Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting) • January 7th NCC – Children and young people aged 11 or over must wear a face covering when travelling on dedicated school transport (this does not apply to people who are except from wearing a face covering on public transport) 			
	<p>20. Transmission between parents/carers</p> <p>Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible in a planned, socially distanced manner.</p>	<ul style="list-style-type: none"> • If children need to be accompanied to school, only one adult should accompany them and collect them at the end of the day. • Staggered start and finish times for different classes to reduce numbers of people queuing outside the school gate. Parents told that children should not arrive until immediately before the start time for their class and that they must not gather in groups. • Queuing points marked on pavement/fence outside classroom or school gate at social distances. Clear signage to remind parents/carers and children to maintain the social distance. • Parents will not be permitted to enter the site other than collecting their children using the queuing system in the designated area(s) at the end of the day. • Any parents wishing to speak to the office must contact by email/phone and will not be allowed ad-hoc access through main door into the lobby area. 	SLT, all staff, parents and children	<p>Regular and clear communication with parents to reinforce and through new home-school agreement at start of January Term Appropriate signage displayed to reinforce no access.</p> <p>No visitors to enter site unless pre-arranged and essential reason</p> <p>Schools have exercised the option to ask parents dropping off/collecting children to wear face masks as staff on playground/gates will be and reminded ahead of January 2021 and March 2021 return to be confirmed within school specific risk assessments</p>	

				Use of electronic/telephone communication for any parental appointments required.	
	<p>21. Specific curriculum areas assessed:</p> <p>Music</p>	<ul style="list-style-type: none"> • Singing, wind and brass playing does not take place in large groups such as school choirs and ensembles, or school assemblies. • Music lessons are restricted to using recorded music or playing of non-wind or brass instruments unless lessons are smaller groups not exceeding 15 people • Where smaller groups are viable and singing or the playing of such instruments takes place, this is done outside or alternatively in a well-ventilated space; participants are positioned to maintain at least 2m distance between them (3m is preferable) with no-one directly facing another person • Where the music teacher needs to face the group they will maintain 3m distance 	Executive Leaders Subject leaders Staff	<p>All aspects identified as increasing risk not undertaken in schools to maintain safety for adults and children.</p> <p>Not applicable presently in Specialist provision</p>	
	Drama and performances	<ul style="list-style-type: none"> • Performances with audiences do not take place • Activities that involve raised voices or shouting do not take place. • Outside drama is planned as a first consideration where possible. In all cases the following will be applied: • Increasing hand hygiene and surface cleaning • Using back to back or side to side positioning • Maintaining distancing 	Executive Leaders Subject leaders Staff	<p>Not applicable presently in Specialist provision</p> <p>[February 2021 DfE Guidance] Pages 54-57 of February 2021 guidance for detailed reference</p>	
	Physical activity	<ul style="list-style-type: none"> • Prioritisation of low impact activities is given over high impact • Contact sports will not take place • Distance between participants is maximised • Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact. • The use on non-personal kit is avoided. • Any non-personal kit e.g. bibs are be carefully cleaned between uses. • Pupils are kept in consistent groups • Scrupulous attention is paid to cleaning and hygiene, sports equipment touch points are disinfected between group uses. 	Executive Leaders Subject leaders Staff	<p>All aspects identified as increasing risk not undertaken in schools to maintain safety for adults and children.</p> <p>TO BE AMENDED/ CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENT – specific detailed guidance in the February 2021 DfE guidance page 58</p>	

		<ul style="list-style-type: none"> • External facilities are used in line with guidance for the use of and travel to those facilities. A specific assessment is completed in advance considering all of the relevant sections of this assessment and compliance code. • The following advice has been referred to as part of the risk assessment process: • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust • Arrangements for working with external coaches, clubs and organisations consider the wider protective measures required and specific attention has been paid to the staffing section of this assessment. • The use of changing rooms and showering facilities are avoided where possible • Where these facilities are needed, their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson. • Social distancing is maintained in these facilities, including limited the numbers in the space, the use of floor markings, planning movement around the space and cleaning arrangements. • Changing and shower facilities must be used as quickly as possible. <p>PE in Tier 4 schools (December 30th DfE guidance)</p> <p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons.</p> <p>Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place, in line with the local restrictions on grassroots sport.</p> <p>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example, practising specific techniques, within their own system of controls. When it comes to playing team sport, schools can offer those with approved</p>	<p>Heads PE Staff</p>	<p>SCHOOL WILL CONFIRM AND AGREE WITH PE STAFF/TEAMS in line with February 2021 (for March 8th) return DfE guidance. Page 58</p>	
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		<p>guidance listed in the DCMS return to recreational team sport framework, offering the activity in line with guidance.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <p>Where open, external facilities, including other schools' facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools' own systems of controls.</p>			
	Subjects involving practical activities	<ul style="list-style-type: none"> Practicals and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces can be managed to prevent close contact Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility Where it is not safe to maintain social distancing such as D & T. smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. CLEAPSS COVID-19 resources and advice are used as part of lesson planning, this includes: <ul style="list-style-type: none"> Guide to doing practical work in Science Guide to doing practical work in DT 	Executive Leaders Subject leaders Staff	<p>All aspects identified as increasing risk not undertaken in schools to maintain safety for adults and children.</p> <p>TO BE AMENDED/ CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENT</p> <p>To confirm, agree, sign with subject leaders across UET schools and add agreed actions to this/school specific risk assessment</p>	
	22. Educational Visits	<ul style="list-style-type: none"> No overnight educational visits are carried out Outdoor spaces in the local area are used to support delivery of the curriculum 	Trust Executive Leaders Staff	<p>All aspects identified as increasing risk not undertaken by schools to maintain safety for adults and children.</p>	

		<ul style="list-style-type: none"> • A risk assessment will be carried out for all educational visits and in addition to using Evolve • A check will be made that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation • The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements • The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specifically: <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? • The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups. 		<p>TO BE AMENDED/ CONFIRMED BY HEADS WITHIN SCHOOL SPECIFIC RISK ASSESSMENT</p> <p>UET Exec Heads agreed that schools will not be planning trips in first term pending clarity around Covid 19 National situation/guidance.</p>	
	23. Where a pupil attends more than one setting	<ul style="list-style-type: none"> • Schools work together to ensure that the approach is consistent and does not compromise the group/bubble 	Executive Leaders Staff	<p>Link especially to SSSfN, Hub and Churchill Park provision for learners with agreed risk assessments, minimising bubble interactions and mitigation of transmission – also clear record keeping and evidence for Test and Trace should any contact be made between bases</p>	
	24. Transmission between children and adults	<ul style="list-style-type: none"> • Staff to maintain 2m distance from pupils wherever possible. Children’s desks placed 2m from where teacher teaches class and 2m from each other. • Much of teaching is group work delivered from the front of the class. Children work through with teacher as necessary with adults supporting children with their work maintaining 2m social distance. Support, answers, given by teacher from front of the class to whole group as 	All Staff	<p>Ensure sufficient PPE supplies for each class group.</p> <p>Made clear to parents/carers in home school agreement that they must be available to collect child from school immediately if they become unwell in any way. Child</p>	

		<p>necessary. Children mark their own work wherever possible as appropriate.</p> <ul style="list-style-type: none"> • Need to administer First Aid or personal care – staff member will wear mask and gloves and visors when delivering First Aid. • All staff will refer to UET and local risk assessments with time at the end of the school day provision to reflect and share any concerns with leader(s). • No assemblies or gathering of children with adults. Children only within their classroom with assigned staff and their bubble group • Staff wear face coverings in all communal areas/corridors as additional mitigation to social distancing – higher levels of ventilation and flushing of air in corridors/communal areas is essential. (see page 1 face covering update 10th January 2021) 		<p>will be isolated pending arrival of parent/carer – PPE available in First Aid kits for staff member supporting child and social distancing.</p> <p>Assemblies via Zoom option into classrooms undertaken in line with e-safety principles within risk assessment</p>	
	<p>25. Child or adult develops symptoms in school.</p>	<ul style="list-style-type: none"> • Child will be immediately isolated in designated area (child seated near the open window, supervised by a member of staff at a 2m distance. • PPE should be worn if a distance of 2m cannot be maintained (e.g. if medical assistance needed). • If the child needs the toilet whilst waiting to be collected, the toilet area they have used should be cleaned and disinfected after use. • The staff member helping the child must wash their hands for 20 seconds immediately after the incident. • Child is sent home and parents are advised to obtain a Covid-19 test for child who should self-isolate for a minimum of 10 days or until negative test result received (their household members should be told to self-isolate for 10 days). • There will be immediate cleaning of surfaces that have been in child's vicinity and their equipment is removed and stored safely. • There is immediate cleaning of surfaces that have been in their vicinity and cover is provided. 	<p>All staff</p>	<p>Room to be set aside specifically for isolation, that is not used for any other purpose.</p> <p>Process and contact details to obtain Covid-19 testing shared with staff and parents (available via Trust for staff, and at the gov.uk site or 111 to access testing for parents/children)</p> <p>NHS T&T (Nov 2020) Self-isolate immediately if:</p> <ul style="list-style-type: none"> • you have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) • you've tested positive for coronavirus – this means you have coronavirus 	

				<ul style="list-style-type: none"> • you live with someone who has symptoms or tested positive • someone in your support bubble has symptoms or tested positive • you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app <p>If you have symptoms or have tested positive for coronavirus, you'll usually need to self-isolate for at least 10 days.</p> <p>You'll usually need to self-isolate for 10 days (Dec 2020) if:</p> <ul style="list-style-type: none"> • someone you live with has symptoms or tested positive • someone in your support bubble has symptoms or tested positive • you've been told to self-isolate by NHS Test and Trace 	
	26. Confirmed case in school	<p>Where a child or staff member tests positive for Covid-19, the rest of their class or group will be sent home and advised to self-isolate for 10 days. (Dec 2020)</p> <ul style="list-style-type: none"> • Parents of all children and all staff are advised that there has been a positive test in school and what action will be taken to effectively manage the situation. • The relevant class space and any other areas occupied by the infected person will be closed off until they have been thoroughly cleaned and all surfaces disinfected. Full PPE to be worn by whoever is doing the cleaning 	All Staff	<p>In line with Flow Diagram utilising letters provided by NCC and coordinated through Central Team.</p> <p>Communication with NOMT/DfE or PHE to be undertaken by Central Team once notified by specific school setting/individual or Test and Trace.</p>	

		<ul style="list-style-type: none"> If other cases are confirmed in other parts of the school, PHE's local health protection teams will conduct a rapid investigation and advise school on what action to take. HT considers school closure as necessary. 		Guidance of NOMT/DfE/HPT/PHE to be shared with school and actions agreed with Trust leaders	
	27. Lunchtimes	<ul style="list-style-type: none"> Lunchtime will be supervised. No free play. Children will be able to 'socialise' in their fixed group whilst maintaining social distancing within their bubble. Lunchtimes will be staffed according to need and rota-d accordingly Lunches will be eaten within class bases on appropriately spaced tables. Children will remain in their class groups even when socially distanced at lunchtime. Only one child at a time allowed to visit toilets during lunchtime. Consider some arranged toilet visits process. 	Executive Leaders Staff	<p>Cleaning resources and access to PPE required for MSA's/lunchtime staff</p> <p>Small numbers of returning pupils mean that supervision levels will be appropriate</p> <p>Built into school-day as a controlled exercise.</p> <p>ADDITIONAL SCHOOL-SPECIFIC ELEMENTS TO ADD HERE</p>	
	28. Outdoor activities	<ul style="list-style-type: none"> Use of outdoor areas will be staggered with only one group in one area at a time. Children will only have access to the outdoors with their fixed group and will not mix with any other group. They will not get changed for outdoor activities. They will be closely supervised by at least 2 adults. They will take part in activities which allow them to be physically active whilst maintaining social distance from each other. They will thoroughly wash their hands before and after these activities. 	Executive Leaders Staff	<p>External provision staff to be briefed about safety requirements/social distancing and provided with expectations from the risk assessment and home-school agreement.</p> <p>PPE/First Aid resources in central, hygienic location as required.</p> <p>ADDITION OF SCHOOL-SPECIFIC RISK ASSESSMENT ARRANGEMENTS</p>	
	28a. Curriculum Priorities	<p>February 2021 DfE Guidance: Education is not optional The curriculum remains broad and ambitious</p> <p>Teach an ambitious and broad curriculum in all subjects. Where appropriate, teaching time should be prioritised to address the most significant gaps in pupils' knowledge. You should ensure that curriculum planning is informed both by an assessment of</p>			

	<p>pupils' starting points and gaps in their knowledge, and an understanding of what is the most critical content for progression. To achieve this, you may need to make substantial modifications to your curriculum and should make effective use of regular formative assessment while avoiding the introduction of unnecessary tracking systems. You can use existing flexibilities to create time to cover the most important content in which pupils are not yet secure.</p> <ul style="list-style-type: none"> You may consider it appropriate to suspend some subjects for some pupils in exceptional circumstances. Up to and including Key Stage 3, prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which may deprive pupils of the knowledge and cultural capital they need to succeed in life. If you choose to suspend some subjects for some pupils (where the subject is not one that is statutorily mandated) you should be able to show that this is in the best interests of these pupils and this should be subject to discussion with parents. <p>Key Stages 1 and 2 For pupils in Key Stages 1 and 2, you are expected to prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. You should ensure your curriculum offer remains broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, languages.</p> <p>Key Stage 3 For pupils in Key Stage 3 you are expected to consider whether any modification to your curriculum offer is needed to address the most significant gaps in English and mathematics. You should ensure the curriculum remains broad from year 7 to year 9 so that the majority of pupils are taught a full range of subjects over the year, including sciences, languages, humanities, music and the arts, physical education and sport, religious education, and citizenship.</p> <p>Key Stages 4 and 5</p>		<p>School specific commentary around curriculum provision and any risk assessment required for undertaking broad and balanced curriculum.</p>	
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		<p>one time is managed and limited, and, where possible mixing of groups while using these facilities is avoided.</p> <ul style="list-style-type: none"> As with physical activity during the school day, contact sports will not take place and activities that encourage shouting, singing or chanting, or the use of wind/brass instruments in groups will be avoided Where parents use childcare providers or out of school activities for their children, the setting has encouraged them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. 			
Hygiene	30. Poor hygiene/ handwashing	<ul style="list-style-type: none"> Strict handwashing regime in place, children wash hands on arrival, one at a time at the sink, monitored by an adult and at key transition points during the day. Provision of alcohol Hand-gel at reception/key areas to support hygiene arrangements Signs up in working areas and toilets. Children practise daily how to wash their hands with their designated staff member. 	Teachers and TAs	Any Further actions possibly involving the sending home for any child who is repeatedly refusing to follow procedures will not be welcome if behaviours do not change.	
	31. Cleaning Wooden desks and wooden work surfaces	<ul style="list-style-type: none"> Children and staff wash or sanitise their hands frequently, and at the change of any activity. Directed by staff. Home-school agreement highlights importance of handwashing and clean clothes for pupils, parents and staff Children will be allocated a fixed table and chair in their class group. Superfluous furniture to be removed if possible. Items which need specialist washing or machine washing such as rugs, cushions and mats are <u>not used</u>. Common surfaces that are touched during the day (e.g door handles, surfaces in toilets) will be regularly cleaned and disinfected throughout the day. Use of disposable bags to put any items in and seal and place in bin this protects staff and students as well as cleaners that empty them. Thorough clean of all occupied spaces in school by cleaning team at the end of each day. <p>The following process is followed:</p> <ul style="list-style-type: none"> Apply disinfectant and leave for the appropriate contact time applied Re-apply disinfectant and leave to dry naturally 	Executive Leaders Teachers, TAs and pupils Site Team	<p>In place – all staff to reinforce regularly Updated Home-school agreements with school-specific information and routines/expectations</p> <p>CONFIRM seating plans to ensure effective arrangements for Test and Trace and contact records</p> <p>Disinfectant/cleaning wipes throughout the day regularly on high contact surfaces</p> <p>In place</p> <p>Ensure new cloths and gloves are used when cleaning.</p>	

	<p>32. Toilets and handwashing facilities</p>	<ul style="list-style-type: none"> • Usage times are staggered where possible. • Distancing for queuing has been introduced e.g. through floor markings • Pupils have been informed of how to use facilities appropriately applying distancing requirements • If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code. • Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas. • The setting will need to identify the specific cleaning methods for the items that require cleaning. • The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place. • Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures • Cleaning and disinfection arrangements take place several times a day in settings provided for babies and young children, paying particular attention to hand contact surfaces • In secondary settings, where the ability to maintain small groups is more difficult, and children are likely to move around the setting much more than in primary settings, hand contact surfaces are cleaned regularly throughout the day • Teaching staff are provided with disinfectant wipes to enable them to clean contact points in their classrooms between groups/classes. • Staff who under take cleaning 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. • 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 • Disinfectant wipes are more generally available for staff to use where they wish to. 	<p>Executive leaders Teachers Staff Site Team</p>	<p>SCHOOL SPECIFIC DETAILS TO ADD HERE RE. QUEUING/ROUTINES</p> <p>CHECK – SCHOOL SUPPORT PAPER TOWELS AVAILABLE IF HAND DRYERS NOT</p> <p>In place since wider reopening of school in June – review and ensure expectations met by cleaning staff</p> <p>Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September/January/March 2021</p> <p>Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September/January/March 2021</p>	
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		<ul style="list-style-type: none"> • All touch points that are fixed to the premises (inside and out) have been identified and are disinfected on a twice daily basis (more frequently for Early Years settings) (for example: door handles, handrails, gate latches), • More frequent cleaning requirements have been identified and implemented where appropriate, for example, where pupils may find it difficult to maintain personal hygiene, toilet facilities and frequently touch shared items on the premises • A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups. • Learning equipment such as computers and tablets are cleaned with a disinfectant wipe prior to use. • Where staff handle pupils books they disinfect the surfaces that they are using before and after as well as undertaking hand hygiene. • The specific times that handwashing is required have been determined according to all activities and staff are aware of when prompts are needed. • 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. • 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 • Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls) • Event related prompts are given to pupils by staff.....<i>after</i>..... <i>before</i>.... <i>when</i> as a more effective means of promoting hand hygiene that fixed time prompts. • 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) 		<p>CHECK: Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September 2020/January/March 2021</p> <p>Re-affirm with staff for September start /January/March 8th start</p> <p>Undertaken by Heads and staff as part of wider re-opening in June 2020 and revisited in preparation for opening in September /review for January 2021/March 2021</p>	
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	<ul style="list-style-type: none"> All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after. 			
33. Water Coolers and drinking water	<ul style="list-style-type: none"> Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in order reduce the risk of cross contamination between filling. 	Executive Leaders Staff	Not presently applicable in Specialist provision	
34. Early Years settings have increased the frequency of general cleaning and disinfection paying particular attention to hand contact surfaces to counteract the reduced ability to follow other infection control measures	<ul style="list-style-type: none"> See above See procedures in individual school risk assessments. Thorough cleaning every day including regular wiping of high contact surfaces during the day by the school team. 	Cleaning/site staff Staff Children	Not presently applicable in Specialist provision	
35. Sharing resources Where possible pupils use the same desk and resources each day where they attend on consecutive days.	<ul style="list-style-type: none"> Each child must use only their own resources: <ul style="list-style-type: none"> -pen/pencil/felt tips/paintbrushes -laptop, reading book or maths equipment assigned to them Children are frequently reminded not to share resources by staff members Individual school/site risk assessments confirm classroom arrangements and resources not shared Any used books are set aside for 72 hours after use to reduce microbial load, plastic covers are disinfected after that time. NO RESOURCES TAKEN HOME which do not follow procedure above NO TOYS/RESOURCES COMING IN FROM HOME 	Teachers and TAs	Further actions for any child repeatedly refusing to follow procedures may possibly involve being sent home.	

		<ul style="list-style-type: none"> • Early Years setting items such as cot sheets, flannels etc should be treated as single use items and washed according to manufacturer's instructions between uses 		Soft items taken out of use and items removed if would require specialist cleaning.	
	36. Group mixing at the settings provided breakfast and afterschool clubs are avoided (and only essential clubs are operating).	<ul style="list-style-type: none"> • Individual school/site risk assessments confirm arrangements for provision from September 2020. • Reference to both key worker/vulnerable bubbles and the returning year groups as part of wider provision. 	Staff Children	Not presently applicable in Specialist provision	
	37. Clothing	<ul style="list-style-type: none"> • Share with parents, children and staff that clothing worn in school should be changed on arrival at home as the virus may be carried on clothing for a period of time. • Share with parents and staff that clothing must be washed at 60 degrees Celsius to kill the virus. Alternatively, communicate that antibacterial laundry detergent or tumble drying the clothes will kill the virus. 	Staff and parents.	Children's and staff appearance will be monitored by senior leaders and conversations/contact will be undertaken to ensure individuals involved are aware of the necessity to change / wash clothing.	
	38. Maintaining supplies	<ul style="list-style-type: none"> • Carry out regular stock takes of cleaning equipment. • Office staff to monitor supplies and re-order as necessary – contact with Stephen Farrow (Premises Manager) at UET with any concerns • All staff to be responsible for reporting shortages to office staff ASAP. 	Staff, caretaker, Office Staff	In the unlikely event of a supply shortage, any soap, shampoo or washing up liquid can be used to wash hands.	
	39. Behaviour Policy	<ul style="list-style-type: none"> ▪ The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review. ▪ Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour. 	Executive Leaders Staff	Behaviour Policy Reviewed for wider reopening in June. Revisited by schools for September 2020 for any amendments – and any amendments to Home-School agreements. Reminders to students, staff and parents in January 2021 return to school correspondence.	
Beh	40.		Teacher and TA	Upon identification of early warning signs, the child is sent home to one	

	Aggression and contamination.	<p>An individual risk assessment will be written for any child known to exhibit these behaviours, before they can be admitted into school. Review with Heads/Senior leaders in January 2021 to ensure all aspects of risk are identified and protect student and staff in Tier 4 climate.</p> <ul style="list-style-type: none"> The risk assessment school identify the child's potential triggers, strategies and early signs which indicate the child is not managing. 		<p>of the emergency contacts provided to the school.</p> <p>In the event of a child or staff member has been contaminated, they will remain at home in isolation for 14 days.</p>	
	41. Restrictive physical intervention	<ul style="list-style-type: none"> Pupils attend school on modified timetables to reduce the risk of behaviour escalating 	Leadership, Teacher, TA	<p>School specific information :</p> <p>Upon identification of early warning signs, and based upon the plan with the young person, the child may be sent home</p> <p>March 2021: RPI to be used as per policy guidelines. Where use of RPI has resulted in increased risk in relation to COVID-19, planning and risk reduction measures including access to on-site provision to be discussed with behaviour leads, Head and Principle of Specialist Provision.</p>	
	42. Contamination	<ul style="list-style-type: none"> Children who pose a high-risk of the identified behaviour will not be permitted into school pending an individual risk assessment which will be written for any child known to exhibit these behaviours and a tailored hygiene plan developed, to enable their safe provision, and for staff, within school in line with DfE guidance June 2020 	Teacher and TA	<p>If faecal touching, smearing or eating has occurred, the child will go to the designated isolation room. The child is sent home to one of the emergency contacts provided to the school.</p> <p>Remove other children and staff for any contaminated areas.</p> <p>Deep clean arranged with cleaning provider.</p>	
19bStaffing	43. Staff Shortages	<ul style="list-style-type: none"> Staff will work in the school in bubbles to reduce contact and the risk of multiple staff being infected at one time. 	Executive Leaders Teacher Staff	<p>In the event of staffing shortages, discussions with Trust Central Team including Finance regarding supply requirements or staffing difficulties affecting full attendance of pupils. Will be very much site-specific based on staffing</p>	

				<p>numbers/availability and not cross-contaminating groups.</p> <p>January 2021/March 2021 – any supply teachers/TAs will be limited to only one base on any one day (and in line with understanding and agreeing to site specific risk assessments) and where possible to be placed in a single setting for a number of days to minimise any cross-contamination where absence of a member(s) of staff known.</p>	
	<p>44. Staff with second jobs have been identified for example catering, cleaning, MSAs etc</p>	<ul style="list-style-type: none"> Where applicable, the Headteacher/Head of School 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. Proforma produced and shared with all heads to confirm any staff who have second jobs in order to risk assess. 	Heads/leaders Staff	Headteachers to reference/include any individual risk assessments/strategies within their school/site specific risk assessment	
	<p>45. Externally provided services such as Forest Schools have been temporarily suspended</p>	<ul style="list-style-type: none"> Risk assessment drafted and agreed with the two sites Member of staff is contracted by UET – question of whether this is classed as external and further advice sought from NCC Includes provision from NSFT (see risk assessed item in Section 4 with September re-opening) 	Executive Leaders	Separate Forest Schools Risk assessment in place pending further advice from NCC	
	<p>46. Excessive mental pressure</p>	<ul style="list-style-type: none"> There will be considerable time devoted to talking to pupils as they return, listening to their concerns and reassuring them. PSHE sessions to be a main focus. Staff will take advice from SLT as appropriate if they have specific concerns about the mental health of any pupil and consider Safeguarding procedures as appropriate. Line managers will keep a regular check on the mental state of the staff that they manage and the emphasis will be on supporting each other and encouraging honesty and expression of any concerns. 	Staff, Team Leaders.	Line Managers to share significant general concerns with senior leaders. Senior leaders to review plans as necessary.	

	<p>Increased supportive measures for pupils/psychological needs</p> <p>Pupil well-being, mental health and behaviour</p>	<ul style="list-style-type: none"> • Staff have access to the Norfolk Wellbeing and the Education Support Partnership counselling service. • Staff members are free to phone or email the schools' designated Mental Health Worker. • Staff to contact senior leaders around concerns. • Senior Leaders to direct staff to appropriate support services via the website and email • 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). <p>Support plans include:</p> <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. • Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required. • Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers. • Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression. • The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light. • Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation. 		<p>SCHOOL-SPECIFIC INFORMATION HERE TO ENSURE PLANS AND PROVISION FOR THOSE STUDENTS WITH CHALLENGING BEHAVIOURS/HYGIENE RELATED ISSUES</p> <p>Availability of PPE within emergency First Aid kits which staff must wear if providing close-contact care for students</p> <p>All schools have dedicated PSHE/tutor/key workers for provision of MHWB care. Pastoral staff and DSLs are available to support children with concerns and disclosures on return to school with time supported by Executive Leaders.</p> <p>Behaviour policies and home-school agreements updated and</p>	
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		<ul style="list-style-type: none"> The training module on teaching about mental wellbeing, will be completed by those staff who require this. Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements 		issued to ALL pupils for September return. ADDITION: Reminder to all pupils and parents in January 2021/ March 2021 – including reference to Home-school agreement expectations and key actions expected.	
	47. Using Fans	<ul style="list-style-type: none"> Dynamic review of fan use should summer weather conditions and health and safety dictate additional method of cooling which would necessitate separate risk assessment for use within schools. 25th June - Dynamic Risk Assessment: with high temperatures fans may be used in school to maximise the natural flow of fresh air, but <u>must not be pointed directly at pupils/staff to minimise any transmission; use by windows in order to draw and circulate fresh air into occupied spaces</u> Regarding Air Conditioning units, these can be utilised, but not be recirculating ‘used’ air either from or into different rooms through their system and would be set to circulate fresh air. Windows and doors are open to increase ventilation where it is safe and appropriate. <p>January 2021 NCC – There is no current research to suggest that fans aid transmission of Covid 19, <u>as long as they are only used in well ventilated areas</u></p>	Heads Staff	Dynamic risk assessment should cooling be electrical means be deemed necessary and individually risk assessed	Medium
	48. Essential course delivery	<ul style="list-style-type: none"> Courses are delivered on line and all “in person” training is suspended for both employees and external participants Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. Course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible. Every effort has been made to deliver training in the smallest numbers possible in order to avoid compromising 	Heads/ Leaders Staff	Actions in Control Measures column are followed by leaders and staff in all schools/sites	Medium

		<p>the cohorted staff group. Social distancing is applied at all other times</p> <ul style="list-style-type: none"> • Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group. • Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. • Training will be delivered outdoors or where this is not possible larger rooms are used to enable social distancing. Furniture has been arranged to enable this and a maximum capacity number identified for the room. • Delegates will spread out in both outside and inside spaces. 			
	49. PPE and Face Coverings	<ul style="list-style-type: none"> • Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only. • All first aiders must watch the PPE video circulated by Trust w/b 1st June • All Norfolk Steps trained staff, all first Aiders and anyone who may need access to PPE in an emergency to watch video and be aware of and compliant with risk assessment • SEE SECTION 1 and 63 – latest face coverings guidance for return in January 2021 and now revised in these sections for March 2021 in line with DfE guidance. 		<p>Inform staff and any pre-arranged visitors that face coverings will be removed when the wearer arrives at the setting and they will be stored in a plastic bag that the wearer has brought with them.</p> <p>To ensure cleaning staff have appropriate protection in dealing with bodily fluids</p> <p>Disposable bags ordered by Trust for each school</p>	
	50. Lifts	<ul style="list-style-type: none"> • Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs • Posters have been used to encourage this where required • Hand sanitiser is provided for use before and after touching lift controls 	Executive leaders	Where lifts are installed, controls identified in place	
	51. Lunchtime and breaks	<ul style="list-style-type: none"> • Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible. • Consideration has been given to using other spaces for lunch, including classrooms and outside spaces 			

		<ul style="list-style-type: none"> • Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing • The use of pre-ordering and trolley services have been considered. • Where times of use cannot be staggered between groups, larger spaces have been partitioned. • Consideration has been given to how groups enter and leave the room without compromising groups and maintaining social distancing. • Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating. • Plans are in place for to access facilities and avoid group mixing, separate entrances and exits have been implemented where possible • One ways systems are used. • Staff continue to apply social distancing within their grouping and do not gather with other groups during breaks. • Additional space has been provided to use as staff rooms • Social distancing continues with staff groups during these times and furniture has been arranged to support this. • equipment use is supervised to ensure that pupils do not gather • Pupils and staff have identified suitable play activities for break times • Pupils take it in turns to leave the class and at the end of break times and socially distance while they are waiting • Markings have been added to outside spaces to assist with queues when coming back into the building. • Additional staff supervision is employed to ensure social distancing takes place 		<p>INDIVIDUAL SPECIFIC SCHOOL RISK ASSESSMENT ADDITIONS HERE TO IDENTIFY HOW GUIDANCE and Systems of Control are being ensured</p> <p>In secondary – will be the children of keyworkers and vulnerable in first instance (January 2021) and all students on staggered, testing return from March 8th 2021</p> <p>For all phase schools, key reminders of routines and expectations for break/lunchtimes shared with staff and students on return in January 2021/ March 2021</p> <p>Decisions based on individual staffing capacity levels to ensure safety.</p>	
52.	Catering	<ul style="list-style-type: none"> • Arrangements comply with guidance for food businesses on coronavirus (COVID-19) • Where catering services are contracted, the setting has ensured that the service is COVID-19 secure. • The way in which essential food deliveries are received are managed 	Premises Manager Trust Executive Leaders Staff	CONFIRMATION STATEMENT FROM CATERERS	

		<ul style="list-style-type: none"> • 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 • Additional meal collection points have been put in place to reduce queuing where necessary • Alternative payment methods are being used to eliminate cash handling • Tills are screened where still in use 		<p>SCHOOL-SPECIFIC ADDITIONS REQUIRED HERE</p>	
	<p>53. Meetings and events</p>	<ul style="list-style-type: none"> • Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact. <p>Meetings only take place in person where:</p> <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal <p>The following measures have been implemented for in person meetings:</p> <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • No activities are undertaken that require or encourage people to raise their voices or shout • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 		<p>All controls around meetings and events in Column 2, continue with remote meetings - any only visits to school which are essential/emergency visits – reminder shared, understood and implemented by leaders and staff – information as part of January 2021/March 2021 reopening (and were refreshed on INSET days 4/5th September.)</p>	

		<ul style="list-style-type: none"> Events other than those specified in the compliance code as being possible and legal will not be arranged 			
	54. Pupil Involvement and communication	<ul style="list-style-type: none"> 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>. 	Executive Leaders Staff Pupils	SCHOOL-SPECIFIC PLANS/ACTIONS ADDED HERE	
	55. Maintaining Records – Covid 19 case management	<ul style="list-style-type: none"> Records of contacts are updated on a daily basis, noting that it may need to be retrieved for the previous 21 days using the template provided and following the guidance The Privacy Policy has been updated as required by the Data Protection Act so that anyone attending the setting is aware of what information is held and how it will be used to support the test and trace programme, The setting will collect the data identified and follows the responsibilities section for escalation and data sharing Isolation requirements will be followed as described in the guidance, the setting will signpost to this information for all staff and pupils. Preparations are in place to communicate with parents as appropriate using the template letters provided Where test kits have been supplied to the setting they will be offered to the parent/carer at the time of collection to support the test and trace programme. Parents will be provided with the information detailed in the Pupil process for testing in the Management of Cases Guidance including sharing the relevant weblinks Parents/carers will be advised to notify the setting as soon as the test result is known. Staff members have been advised about the information detailed in COVID-19 Your health and your safety when working in educational settings. An offer will be made to notify other settings where the member of staff has household members in other settings on the staff members behalf in order to support isolation action. Managers will check contact records for the previous 48 hours as soon as they are aware of a symptomatic staff member. Where they identify other staff members who are not part of that person's bubble or group who have been 	Trust Executive Leaders Staff Admin Teams	<p>ALL ELEMENTS HAVE BEEN SHARED WITH STAFF THROUGH FLOW-DIAGRAM AND PREVIOUS VERSIONS OF THE RISK ASSESSMENT</p> <p>LEADERS REFRESH AND SHARE PROCESS WITH STAFF WHO HAVE READ AND SIGNED THAT THEY UNDERSTAND THE RISK ASSESSMENT AND EXPECTATIONS TO MINIMISE RISK AND ACTIONS THEY MUST TAKE</p>	

	<p>56. Actions following someone from the setting developing symptoms</p>	<p>close contacts e.g. unintentional or ad-hoc, managers will follow the guidance to ensure that work arrangements are altered where required.</p> <ul style="list-style-type: none"> • The employer referral process for testing information will be provided to the employee in order to obtain a test. • The setting will register with the local testing service to receive their unique employer code by emailing: NorfolkRegistercovidtesting@nuh.nhs.uk providing the name of the employing organisation, their job title and a contact telephone number. • The employee will be asked to provide their test result to the setting as soon as it is known • The setting will notify the PHE HPT and the NCC incident room straight away if they are made aware of a member of staff or child in a cohort has tested positive. • The setting will follow the advised actions in the event of a positive case, cluster, outbreak or increased absenteeism • The setting will follow the advice and requirements of NCC where the case is transferred to NOMT for management. • The setting are aware of and will follow the required actions that are detailed in the Test result actions section. • The setting will contact the NOMT in the event of a positive test. • The setting has plans in place to be able to provide remote education to pupils who are isolating or staying at home under localised outbreak control arrangements. 			
	<p>57. Offices and other work spaces</p>	<p>The following measures are applied where staff cannot work from home:</p> <ul style="list-style-type: none"> • Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. • Rooms are well ventilated (see section on ventilation) • Staff are cohorted in consistent working groups • Unnecessary items have been removed to support effective cleaning of the area • Hot desking is avoided • desks near busy circulation spaces are not used <p>Shared equipment has been moved to reduce group mixing such as printer location</p>	<p>Executive Leaders Staff Site Team</p>	<p>All controls around meetings and events in Column 2, shared, understood and implemented by leaders and staff – information as part of September reopening and refreshed on INSET days 4/5th September</p>	

	<p>Fire Evacuation</p> <p>First Aid</p>	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> • additional work spaces are be allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort <p>Lone working and number of people at any one time working in an office is assessed and reviewed</p> <p>A fire drill is planned for the first week of term. January 2021 NCC – Fire drills should be resumed as normal. The school should encourage social distancing as part of the fire drill. Fire assembly points should be reviewed to ensure that pupils can assemble in their group and group mixing is avoided, separate assembly points may help in some instances to prevent gathering together</p> <p>Normal first aid cover identified in the First Aid Risk Assessment is provided. Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.</p> <p>PPE provided for all first aid required within schools and must be worn. January 7th 2021 NCC – where staff hold a first aid certificate that expired after 16th March 2020, validity was extended to 31st October 2020 or 6 months from date of expiry whichever is later. Where a provider has only children aged 2 to 5 in their care they must use best endeavours to have one person with PFA on site. The Dfe previously extended the expiration date of PFA certificates to 25th November for providers whose certificate expired on or after 16th March 2020. The deadline extension for providers to requalify for paediatric first aid (PFA) training has now passed. This means that anyone who has not been able to undertake requalification cannot be counted in your PFA ratios.</p>	<p>Heads Leaders Staff</p>	<p>Undertake lone-working risk assessment for colleagues and office rotas where required in line with this risk assessment</p> <p>Heads to plan regular fire drills having risk assessed assembly points and amend within site specific risk assessment</p> <p>Heads to confirm PFA ratios within each site to ensure compliance with first aid requirements.</p>	
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	58. – replaced by Section 1 and 63	Face coverings			
	59. School Minibus Transport	<p>Where Applicable to UETschools/settings with or using minibuses for travel (eg to fixtures, events).</p> <p>DfE 7th August – Guidance for full opening of schools</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in the DfE document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children (except those under the age of 11), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet 	Executive Leaders Staff	<p>School-specific details required here for use of minibuses for fixtures/events: (For example to consider: hand sanitiser and wiping of commonly touched surfaces before and after journey, where possible/practical not mixing year group bubbles (unless risk assessed as one discreet bubble in normal provision), face masks to be worn, where possible to leave a seat between each pupil (may involve additional minibuses required), boarding organised and participants registered to assist in any track and trace.)</p> <p>January 2021/March 2021 – reminder to students and parents via letters regarding travelling to school through school transport (and on walking, the school gate arrangements in Nursery, Infant and Primary schools)</p>	For September re-opening practice by all setting using school transport to events/fixtures etc and approved by the Headteacher(s).
	60. Symptomatic child on site and parents/carers unable to collect	<p>Leaders have identified students for whom transport by parents/carers is a significant barrier with limited or no local network of relatives/friends who have access to private transport</p> <p>Actions by school: Isolate symptomatic child immediately – in line with current risk assessment arrangements. First Aider in full PPE supporting from 2m social distance.</p>	Heads Trust Central Team CEO	<p>Confirmation of safeguarding of child where alternative transport can/has been arranged that they have arrived safely at home.</p> <p>High level communication with staff in each school regarding the procedure followed in order to safely transport children home.</p>	<p>As case arises.</p> <p>With key staff during case and with all staff following</p>

	<p>Contact with parents/carers immediately to identify any possible private means to collect child.</p> <p>Contact with Central Team to liaise and support. Central Team will inform PTU of need for symptomatic child to be transported home as no other means.</p> <p>PTU confirm with Central Team and information shared with school</p> <p>If a child is within easy walking distance and well enough, arrange with parent with walking collection at half-way point. Child to be escorted by member of staff at social distance. Parent to produce ID prior to transference of child. Parent advised to contact NHS Test and Trace</p>		<p>Regular messages reminding parents/carers of their responsibility to NOT send child to school if unwell, and their responsibility to collect child if unwell.</p>	<p>conclusion of case.</p> <p>Bi-weekly reminders/part of updates to parents</p>
<p>61. Testing Kits provided to schools</p>	<p>Test kits which have been sent to school (10 in initial batch) and further kits via DfE link https://request-testing.test-for-coronavirus.service.gov.uk/</p> <p>Test kits should only be distributed to parent/carer of symptomatic child ONLY where there are known barriers to the parent/carer's ability to access testing.</p> <p>Parents must be advised that they must obtain testing for any child not within our setting through normal NHS routes.</p> <p>SEE DETAILED GOVERNMENT GUIDANCE DOCUMENTS ON ASYMPTOMATIC TESTING BEING PLANNED AND DELIVERED IN SECONDARY SCHOOLS IN JANUARY 2021/ and the testing of secondary students for 3 return tests in March 2021 and subsequent home testing for students and staff.</p>	<p>Heads Central team</p>	<p>Testing kits are for registered children at the school – not for the testing of other children in the family attending other childcare settings.</p>	<p>As case arises</p>
<p>62. Use of fan heaters in classrooms and offices</p>	<p>Following advice from Norfolk County Council and HSE, fans of any description are considered low risk.</p> <p>Therefore fixed fan heaters may be used ensuring minimising air blowing directly at staff and pupils</p> <p>The HSE also state that; 'The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.'</p>	<p>Heads Staff</p>	<p>Additional Actions from NCC for schools:</p> <p>Guidance is that there should be some fresh air exchange (with windows partially open at times and fully open at other times) so there will be regular fresh air in the room.</p>	<p>Guidance shared with staff</p>

<p>62a. 27th November updated guidance on ventilation and heating</p>	<p><u>Keeping occupied spaces well ventilated</u></p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply) • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform 	<p>Heads Staff Site Staff</p>	<p>In line with 27th November guidance and winter conditions to share, advise and implement measures to ensure a comfortable teaching and learning environment.</p>	<p>27th November -</p>
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		<ol style="list-style-type: none"> 2. Make sure it covers your nose and mouth while allowing you to breathe comfortably 3. When wearing face covering avoid touching your face or face covering as you could transfer the virus to or from it 4. Avoid wearing it around your neck or on forehead between use 5. When you remove face covering, be careful not to touch the front or inside of it – fold it in on itself and store safely in a bag between wears or before washing 6. Change your face covering if it becomes damp or if you've touched it 7. Change and wash reusable face coverings daily in line with manufacturers instructions 8. If it is not washable, dispose of it carefully in your usual waste 9. do not share face coverings with someone else <p>Application, whilst secondary focused in guidance, will be extended to all primary colleagues (especially on mixed primary/secondary specialist provision sites) to ensure all staff have equal access and face covering in communal areas/corridors.</p> <p>27th November 2020</p> <p>Local restriction tiers: high alert or very high alert</p> <p>When an area moves to local restriction tiers: high alert or very high alert, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and in early years settings.</p> <p>In the event of an area moving into local restriction tier: high alert or very high alert, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>30th December DfE Guidance – In Tiers 2,3,4 where Year 7 and above are educated, face coverings should be worn by adults and</p>		<p>been provided and to be worn in all classrooms until at least Easter 2021</p> <p>Share NCC reminders on safely wearing/removing face coverings with pupils and staff</p>	
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		<p>pupils when moving around the premises, outside of classrooms, such as in corridors, and communal areas where social distancing cannot easily be maintained. This does not apply to younger children in primary schools and early years settings.</p>			
	<p>64. Maintaining Data Security during the pandemic</p>	<p>Staff should complete GDPR for Education training module within the SmartLog system to provide principles of data security.</p> <p>Staff should read the UET GDPR Data Protection Policy and UET Information Classification policies, online safety policy, (BYOD policy (new 2021) and sign the confidentiality agreement from their school website – Statutory Policy table</p> <p>All staff should ensure that movement of data physically or electronically must be secure and in line with GDPR best practice. Sensitive pupil (safeguarding) data must only be moved by DSLs and all appropriate forms and receipts signed.</p> <p>SAR and FOI requests must be logged with your identified Data controller for onward logging onto the DPE system. SARS completion must be by a DSL as linked to safeguarding files and in liaison with Head of Services at UET.</p> <p>Movement of laptops/portable devices should be stored securely both during movement by transport, and whilst working at home. All devices must be password protected. There should be no use of USB Flash Drives.</p> <p>Ensure screens are locked if you leave your screen at all times to ensure privacy of data.</p>	<p>Heads All staff</p>		

	<p>Practice 'clear-desking' when leaving any area you are working within.</p> <p>When using live video streaming services such as Teams or Zoom for meetings or remote learning, it is preferable not to store documents within this platform to avoid unauthorised access to information.</p> <p>When setting up a new digital platform, please ensure correct privacy settings are set.</p> <p>When sharing information is necessary by email (containing personal identifying information) these must be encrypted, and the correct recipients checked (for either cc or bcc) Only share work email address details with any parent/carer/pupil.</p> <p>Where there is a need to use your personal device to contact parents/carers/pupils, please ensure you use call number blocking (dialling 141 ahead of the contact number) to protect your privacy.</p>			
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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.

The [COVID-19 Secure in 2020](#) notice is displayed to confirm that all required measures have been implemented.

Signed: _____ (UET)
Date: _____

Signed: _____ Headteacher/Head of School
Date: _____

Signed: _____ (Staff Member)
Date: _____

Signed: _____ (Visitor)
Date: _____