

**Setting/Premises:**

*Thurlton Primary School*

**Location:**

*Church Road, Thurlton, NORWICH NR14 6RN*

**Assessment completed by:**

*Ali Hambley (in discussion with all staff)*



## ***Key infection control measures***

### ***Cleaning and disinfection***

<p>Specific cleaning schedules for items that need cleaning and disinfection have been created</p> <p>This includes:</p> <ul style="list-style-type: none"><li>● Cleaning all touch points including those that are fixed to the premises twice a day</li><li>● Equipment and resources are disinfected on a daily basis as appropriate<ul style="list-style-type: none"><li>- Frequency of cleaning and disinfection of equipment is increased based on risk e.g. the number of different users who are handling equipment and resources, the ability of users to undertake effective hand hygiene</li></ul></li><li>● Consideration has been given to times of high use and frequency of disinfection increased accordingly where possible.</li><li>● Shared touch points in staff areas such as those on microwaves, kettles, fridges and photocopiers are wiped down before and after use</li></ul>	Y	<p>Cleaning schedule is in place.</p> <p>Cleaning requirements to frequently clean surfaces and touch points as detailed in the cleaning schedule. Antibacterial spray, disposable blue roll is available in all classrooms. Hand sanitisers are also in these areas.</p>
<ul style="list-style-type: none"><li>● If a surface is visibly dirty it is always cleaned prior to disinfection.</li><li>● Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.</li></ul>	Y	<p>Kitchen use their own products.</p> <p>Separate equipment for toilets in cleaning cupboard.</p>
<p>All Staff who undertake cleaning:</p> <ul style="list-style-type: none"><li>● Know the schedule information.</li><li>● Have received relevant training/instruction</li><li>● Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved.</li></ul>	Y	<p>Information re-shared during Inset 1<sup>st</sup> Sept 2021</p> <p>All staff have received relevant training.</p> <p>Blue roll and sanitiser in rooms and checked regularly.</p> <p>If it becomes necessary for a class to eat in their classroom for any reason, classroom staff will be required to sanitise and wipe all surfaces at the beginning of lunch and MSA's will sanitise and wipe at the end of lunch.</p>

<ul style="list-style-type: none"> <li>• Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment.</li> </ul>		
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### ***Hand hygiene and respiratory hygiene arrangements***

<p><i>Hand hygiene</i></p>	<ul style="list-style-type: none"> <li>• Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and themselves) in an age appropriate way e.g. observing young pupils, instructing in the class (How to hand rub and NHS guidance for handwashing).</li> <li>• Event related prompts are given to pupils by staff.....<i>after..... before.... when</i> as a more effective means of promoting hand hygiene than fixed time prompts.</li> <li>• Supervision arrangements are in place to support pupils with handwashing where it is needed.</li> <li>• Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions.</li> <li>• Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out.</li> <li>• Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.</li> <li>• Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.</li> <li>• Entrances are supervised on arrival in the morning to support hand sanitising.</li> </ul>	<p>Y</p>	<p>Reminders and expectations shared with pupils on first day back 6<sup>th</sup> September 2021  Pupils wash/sanitise hands on arrival/prior to break/ after breaks/if sneeze/cough and use hands to cover mouth  Posters in toilets/ above sinks encourage children to wash hands thoroughly.  Toilet areas are kept clear of hand towels/tissues on floor.</p> <p>Staff to undertake refresh of what is good hand hygiene with a focus on not touching face areas where possible (all classes to complete first day back).  Staff supervise pupils on entry to their classroom. Pupils know the routine of sanitising on entry.</p> <p>Parents will be informed by newsletters, sent reminders and access to the risk assessment on the website</p>
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<ul style="list-style-type: none"> <li>Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home</li> </ul>		
Hand washing is carried out using running water (static bowls are not used)	Y	The basins in each cloakroom area allow for running water only.
Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	Y	Paper towels are used in each toilet area.
Consideration has been given to replacing traditional taps with easy operating lever taps		It has not been possible to change all taps.
<ul style="list-style-type: none"> <li>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.</li> <li>The location of sanitiser points is reviewed where there are changes to use of different areas of the premises.</li> <li>Hand sanitiser points are checked regularly, and stock replenished where necessary.</li> </ul>	Y	<p>Hand sanitiser is placed at these points via dispensers fitted to the walls - mobile containers are available in all rooms</p> <p>Staff to inform the Caretaker/Office to communicate stock needs. The Caretaker will check and re-order stock as required to ensure that there is always the required materials before running out.</p>
Consideration has been given to outside points being provided in a manner that enables removal and securing at the end of the day e.g. on tables/temporary or movable stands etc.	Y	Outside points not appropriate but have large selection of moveable pump sanitisers for use.
Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	Y	No drip trays, most sanitisers located on carpeted areas to reduce risk of slippery floors etc.
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, risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Y	<p>Stored out of reach of pupils.</p> <p>For EYFS/Y1 children stand-alone bottles are kept out of children's reach or way.</p>

<i>Respiratory Hygiene</i>	<ul style="list-style-type: none"> <li>Tissues and waste bins are provided in classrooms and other areas to ensure good respiratory hygiene.</li> <li>Bins are emptied regularly throughout the day</li> </ul>	Y	All areas have an additional swing bin (closable lid) for tissues and other sanitising waste and pupils have been taught how to use the bin without touching the lid. This bin is not for general use or paper recycling.
	All staff and pupils are regularly reminded about following <a href="#">Catch it, Kill it, Bin it</a> requirements.	Y	Pupils should be reminded of this on return to school as part of health and safety briefing/lessons and frequent reminders given as required. Posters are also displayed.

### ***Ventilation (and use of outside space)***

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

	<p>have been installed to ensure fire safety is maintained.</p> <ul style="list-style-type: none"> <li>● Non fire doors are secured in the open position</li> <li>● Window restrictors are fitted where needed for premises user safety and to prevent unauthorised access.</li> </ul>		
	<p>During cooler weather:</p> <ul style="list-style-type: none"> <li>● Windows are fully opened before rooms are occupied and during breaks.</li> <li>● Windows are kept partially open when rooms are in use, windows are selected that are not directly next to work areas/pupils' desks or high-level windows are open fully and low level opened partially</li> <li>● Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures.</li> </ul>	Y	Staff should follow the advice here dependent upon the weather/temperature. Rooms should be ventilated fully at breaks and prior to pupils entering. The temperature in the room should not be so cold that it is an uncomfortable working environment for staff or children.
	<ul style="list-style-type: none"> <li>● Information has been provided to parents, carers and pupils to dress appropriately for cooler temperatures.</li> </ul>	Y	Parents/Carers kept informed via newsletters
	<ul style="list-style-type: none"> <li>● Members of the team are nominated to ensure that windows are opened in accordance with the above</li> <li>● Signage is provided to remind occupants not to fully close windows</li> <li>● Regular checks are made to ensure that arrangements are being followed</li> </ul>	Y	Caretaker and staff will check as part of regular daily checks in school.
<i>Reassurance measures</i>	<ul style="list-style-type: none"> <li>● Consideration has been given to installing non-dispersive infrared (NDIR) CO<sub>2</sub> sensors in suitable spaces in order to assess whether ventilation levels are adequate in line with the compliance code</li> <li>● Instructions provided in order to obtain accurate readings and maintenance requirements are followed</li> </ul>	N	Classrooms will be well ventilated as described above. DFE is provisioning sensors for the Autumn term.
<i>Using fans</i>	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	N	Not applicable – window/door ventilation only.

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

### **PPE**

<i>PPE</i>	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Y	See initial Risk Assessment and safe working practice guidance on use of PPE for intimate care and first aid as required.
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### ***Educational visits and use of third-party premises***

<i>International visits</i>	Recommendations to not go on international visits this academic year up to and including the 5 September are followed.	N/A	N/A
<i>All visits</i>	<ul style="list-style-type: none"> <li>• Staff involved in the risk assessment are familiar with the COVID-19 Educational Settings Compliance code and any specific industry guidance that relates to the activity.</li> <li>• The provider has confirmed that they are managing the risk of COVID-19 via completion of the COVID-19 Third Party</li> </ul>	Y	Staff organising the visits ensure that information on compliance, regular testing by venue staff and the general risk assessment for the venue is in place. This is checked by the Headteacher before signing off trips and visits.

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



## ***Transport and travel***

<i>Public and school transport</i>	Pupils, parents and staff have been advised not to use school transport if they have symptoms or they are required to isolate	Y	School transport not provided.
	Pupils, parents and staff have been advised to wash or sanitise their hands before and after using transport services and following guidance for the removal of face coverings where worn.	Y	No Parents/Carers use public transport for getting pupils to school
	Windows are opened during journeys where it is safe to do so		
	Cleaning arrangements follow the COVID-19 Compliance Code for all Educational Settings.		
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)		
<ul style="list-style-type: none"> <li>• Staff and secondary pupils continue to use face coverings when using school transport unless exempt from doing so</li> <li>• Pupils, parents/carers are advised to follow transport provider requirements to wear face coverings</li> <li>• Staff are encouraged to wear face coverings when using public transport.</li> </ul>	Y	This should be noted for staff only when using the transport for swimming	

## ***Visitors***

The time of visits occur so that visitors are separated from staff and pupils where possible.	Y	
Visits are managed to encourage space creation e.g. through meeting in outside spaces or large well-ventilated rooms with furniture spread out	Y	Educational visitors such as Medical personnel, SaLT, learning support or assessment will utilise rooms and areas with space and ventilation.
Visitors are advised of the following in advance: <ul style="list-style-type: none"> <li>• That you encourage participation in asymptomatic testing where it is age appropriate and before entering the school.</li> <li>• Specific arrangements for the meeting, for example, applying respectful distancing where it is possible.</li> <li>• To leave the setting immediately if they develop symptoms</li> </ul>	Y	Visitors will be asked to take a Lateral Flow Test before visiting the school.



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

## ***Events***

<p>Where events take place with visitors attending, consideration is given to:</p> <ul style="list-style-type: none"> <li>Running an event on a reduced capacity basis</li> <li>Enabling respectful space to be given</li> <li>Staggered arrival times</li> </ul>	Y	If events involve external visitors these will be virtual where possible are virtual.
A QR code is in place for events involving large numbers of visitors.	Y	
Ventilation is reviewed in order to ensure it remains adequate for increased numbers		
All other infection control measures are implemented		
<ul style="list-style-type: none"> <li>A contingency plan is prepared as part of event planning in order to response to increased positive cases in the community or where thresholds are met (as detailed in case management guidance)</li> <li>Plans consider providing the event virtually, delay or cancellation.</li> </ul>		

## ***Catering***

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

## ***Health, well-being and attendance***

### ***Asymptomatic testing***

<i>Summer attendance</i>	<ul style="list-style-type: none"> <li>• Staff and secondary pupils are encouraged to continue to regularly test at home if they attend the setting over the summer period.</li> <li>• Tests are provided to attending staff and pupils</li> </ul>	N/A	
<i>Autumn return</i>	<ul style="list-style-type: none"> <li>• Secondary pupils are offered 2 onsite lateral flow tests 3 to 5 days apart on their return (this can commence 3 working days before the start of term and staggered return applied across the first week).</li> <li>• Staff and secondary pupils are encouraged to continue to test twice weekly until notified.</li> <li>• A small asymptomatic testing site is retained on site at secondary settings so that pupils who are unable to test at home can use this facility.</li> <li>• Lateral Flow Device testing arrangements are followed as detailed in guidance on the <a href="#">COVID-19 website for Norfolk Schools</a></li> <li>• The risk assessment templates for LFD testing have been completed as appropriate</li> </ul>	N/A  N/A	<p>All staff are encouraged to test twice weekly and prior to return to school following school holidays.</p> <p>If a threshold of cases is reached in a particular class and only after following advice from NOMC, if it is deemed necessary, Parents/carers will be advised to seek a PCR for their child.</p> <p>Risk assessment for LFD testing has been completed.</p>

<i>Vaccination</i>	Where eligible, staff and students are encouraged to participate in the vaccination programme	Y	
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## **First Aid**

<i>First aid – all settings</i>	COVID-19 First Aid guidance is followed.	Y	First aid guidance provided as part of staff booklet.
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## **Individual risk - pupils**

<i>Clinically extremely vulnerable</i>	<ul style="list-style-type: none"> <li>Pupils will attend unless they are advised not to by GP or Clinician. Specific recommendations will be assessed where required.</li> </ul>	Y	Discussion will also take place with Parents/Carers and a collaborated decision will be made – Work will be sent home if not appropriate for pupil to be in school
<i>Increase risk including ethnicity and pregnancy</i>	<ul style="list-style-type: none"> <li>Individual risk assessments will be carried out for pupils who are at an increased risk</li> </ul>	Y	
<i>Aerosol generating procedures</i>	<ul style="list-style-type: none"> <li>A specific assessment is in place supported by the young person's health professional &amp; following <a href="#">Educational Settings Guidance on AGP's</a></li> </ul>	Y	Staff are aware of the guidance when helping children to administer inhalers and use spacers.

## **Individual support planning**

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

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

## ***Wellbeing and attendance***

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

## ***Staff health and well-being***

<i>Individual assessment</i>	<ul style="list-style-type: none"> <li>All staff requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with COVID-19 Your health and your safety when working in</li> </ul>	Y	Risk assessments undertaken as required with staff identified. These include additional actions and reasonable adaptations.
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	educational settings and the <a href="#">template provided</a> is used to record conversations and agreed control measures.		All risk assessments have been reviewed by the Headteacher.
<i>Wellbeing</i>	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	The Headteacher is the first point of contact for staff. Staff can be signposted to additional resources if and when required by the Headteacher.

## ***Self-Isolation Arrangements – Staff and Pupils***

<i>Symptoms</i>	<ul style="list-style-type: none"> <li>• Staff know to go home as soon as possible if they develop symptoms of COVID-19</li> <li>• Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild and staff will ensure that they go home as soon as possible</li> <li>• Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day</li> <li>• Anyone who has developed symptoms and cannot go home immediately will wait in the designated room</li> <li>• Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks</li> </ul>	Y	<p>As per part of school systems staff should isolate as soon as possible and communicate this via phone to office/use of other adult rather than moving through school and into other spaces.</p> <p>Pupils are reminded of school systems and symptoms as part Life Skills sessions.</p> <p>Designated room for symptomatic pupils is the Resources Room. If this is in use an allocated room will be identified.</p> <p>Staff continue to follow guidance if needing to wait with child and cleaning of room afterwards. Cleaning materials and PPE provided in room.</p> <p>Individual risk assessment for pupils details checks and communications required.</p> <p>See additional advice and detail in Management of Cases Guidance.</p> <p>The <a href="#">current guidance on contact tracing and isolation</a> remains in place. In addition to these, any suspected or confirmed close contacts of the Omicron variant will be asked to isolate for 10 days regardless of vaccination status or age. You will be contacted directly and told to isolate</p>
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<i>Self-isolation criteria</i>	<p>Staff and pupils know that isolation arrangements must be followed:</p> <ul style="list-style-type: none"> <li>• Where notified by NHS Test and Trace</li> <li>• In line with travel - <a href="#">Entering the UK</a></li> <li>• If the person has COVID-19 symptoms</li> <li>• On receiving a positive LFD or PCR test</li> </ul>	Y	<p>As part of Parent/Carer and staff information. Parents/Carers of pupils where case identified in school will be provided with the relevant guidance, timelines and actions to take.</p> <p>Latest advice provided to Parents/carers Parents/Carers will be informed text/newsletter/email/phone call (as appropriate) upon positive PCR result of any member of their class family. See additional advice and detail in Management of Cases Guidance.</p>
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## **Collaboration**

### **General Arrangements**

<i>General Arrangements</i>	<ul style="list-style-type: none"> <li>• Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents.</li> <li>• Communication routes are publicised and have been formally planned.</li> </ul>	Y	<p>Parents/Carers of pupils where case identified in school will be provided with the relevant guidance, timelines and actions to take. Guidance for cases is provided via newsletters and on website. Communication routes out of hours and in holiday times are provided by emailing the Headteacher</p>
	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Where required the setting has added additional information that has been identified in this risk assessment.</li> </ul>		
	<p>Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the <a href="#">guidance for parents and carers has been shared to support their decision making</a></p>		
	<p>The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, easy read</p>	Y	<p>All Parents/Carers are able to access support if required.</p>

	and additional language versions are provided as necessary.		
<i>All staff instruction and involvement</i>	<ul style="list-style-type: none"> <li>• Staff have been instructed on the nature of COVID-19 and the reasons that control measures have changed (as outlined in the compliance code)</li> <li>• Local arrangements identified in this risk assessment have been discussed with all staff and they have confirmed they understand the reason for the control measures that are required.</li> <li>• 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.</li> <li>• All staff have confirmed that they are confident in applying the control measures identified in this assessment.</li> <li>• Staff have been involved in the practical implementation of this risk assessment (remotely where they are currently not in the setting).</li> <li>• Staff have been given the opportunity to discuss and resolve any concerns that they have</li> </ul>	Y	As per staff emails and discussions
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Y	Discussions and meeting with all staff for general questions and considerations and open door to Headteacher if individual concerns need to be resolved. All staff have opportunity to add comments and ideas to Risk Assessment Appendix to initial Risk Assessment signed by all staff involved.
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	As part of staff discussions
		Y	As part of staff induction process.

### ***Respectful space***

Consideration has been given to where respectful space can be maintained between people including: <ul style="list-style-type: none"> <li>• Continued cohorting of staff</li> </ul>	Y	There is a flexible approach to match the requirements of staff training, meetings etc. The layout of the staffroom
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<ul style="list-style-type: none"> <li>● Utilisation of online meetings and training</li> <li>● Keeping numbers minimised for in person meetings and training</li> <li>● Reduction of pinch points and areas of congestion</li> <li>● Furniture in areas such as reception, meeting rooms, staff rooms and offices has been rearranged to prevent face to face working and support respectful space where possible</li> </ul>		<p>means there is adequate distance between staff, windows are always open when staffroom is in use. Staff/Inset Meetings will remain face-to-face where distance can be adhered to. Face coverings should be worn in communal areas by visitors unless they are exempt.</p>
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***Hiring School Premises (and providing premises for club use)***

<ul style="list-style-type: none"> <li>● Cleaning and disinfection requirements are established for all areas used (premises and equipment)</li> </ul>	N/A	N/A
<ul style="list-style-type: none"> <li>● Information about ventilation requirements is provided to the user</li> </ul>	N/A	N/A
<ul style="list-style-type: none"> <li>● The school and user have agreed and confirmed their responsibilities prior to use,</li> <li>● The hirer has confirmed that they are following COVID-19 control measures for their activities</li> <li>● The use of QR codes is encouraged where members of the public take part in the activity.</li> </ul>	N/A	N/A

***Review***

<p>Arrangements are in place to monitor the control measures to ensure that they are:</p> <ul style="list-style-type: none"> <li>● Effective</li> <li>● Working as planned</li> <li>● Updated appropriately (reflecting updates to the compliance code)</li> </ul> <p><b>Assessor::</b> Ali Hambley</p>	Y	<p>Arrangements are reviewed regularly and Risk Assessments amended as required. Estates Manager and Governors have access to the Risk Assessment.</p> <p><b>Estates Manager:</b> Phil Kirby</p>
<p><b>Signature:</b> </p>		