

# NPS Risk Assessment – Covid -19

This Risk Assessment is based on the recent scientific knowledge and Government publications about the spread of Covid-19

<p><b>Activity/Area:</b> <i>Whole School Opening of Northgate Primary School</i></p> <p><b>Reason:</b> Stop the spread of the COVID-19 virus in the school/workplace. This is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. Supporting documents 'Guidance for full opening: schools'.</p> <p><b>Staff information, instruction, discussion time, and training arrangements have been put in place in preparation for welcoming back all staff and pupils</b></p>	<p><b>Name:</b> M Collins/ S Young/ C Andrews</p> <p><b>Assessment Date:</b> Jan 2021</p> <p><b>Isolation</b> Mar 8<sup>th</sup>- Mar 26<sup>th</sup></p> <p><b>Review Date:</b> Ongoing</p>
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The Risk Rating (high medium or low) indicates the level of response required to be taken		
Low Risk (L)	Medium Risk (M)	High Risk (H)
Continue, but review periodically to ensure controls remain effective	Continue but implement additional reasonably practical controls where possible and monitor regularly	Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

What are the Hazards / Risks	Initial Rating L,M,H	Control Measures to Reduce Risk	Responsibility	Notes / Further Actions required and by whom	Date Required	Date Completed	Final Rating L,M,H
<b>1. Unwell children and staff.</b> Coronavirus may enter the school and spread to other children and staff.	M	<ul style="list-style-type: none"> <li>On entry to the school, children and staff asked whether they feel fit and well and whether they have a cough.</li> <li>Handwashing for 20 seconds for all on entry.</li> <li>Children will be reminded of the Coronavirus safety precautions at the start of every day.</li> </ul>	First Aid trained TA's under direction of the teacher.				Low

		<ul style="list-style-type: none"> <li>Any symptoms of Covid-19 reported or observed on arrival see section 7 below.</li> </ul>					
<p><b>2. Spread of the virus – transmission between children</b> Coronavirus spreads quickly when people are in large groups.</p>	M	<ul style="list-style-type: none"> <li>Children are to work mainly in class groups within a larger colour coded group for entry to and exit from school and at break and lunchtimes. Different groups must not be mixed during the day or on subsequent days. As far as possible the same staff members will work with a particular group.</li> <li>There will be no in school assemblies (just virtual)</li> <li>Breakfast club will be set up with tables 2m apart and government guidelines being followed.</li> <li>The After School club and Breakfast club will start when the need arises, following government guidelines. Sport clubs will remain in place with different year groups each day.</li> <li>Social distancing of 2 metre plus will be maintained where possible. Staff to communicate maintaining social distancing to pupils and regularly reinforce this (in an age appropriate manner).</li> <li>Rooms will be kept well-ventilated and doors propped open provided this meets other safety requirements (e.g. internal fire doors). Children will be asked to bring in extra clothing to keep warm.</li> <li>Children are to socialise and eat in their colour coded group.</li> <li>Children will access the building from the outside doors. They will only bring essential equipment from home (including lunch boxes, water bottles and book bags) and will not</li> </ul>	Staff				Low

		<p>access the corridors without supervision. They will be accompanied to the toilet one at a time, at a 2m distance by an adult.</p> <ul style="list-style-type: none"> <li>● Essential everyday equipment will not be shared. Children will have their own individualised pack of essential equipment that they need to do their work.</li> <li>● Shared resources, including play equipment in nursery and reception will be cleaned before re-use.</li> <li>● 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.</li> <li>● In KS1 and 2 children will be sat side by side, where possible, depending on the needs of the class.</li> <li>● Children in KS1 and 2 must stay at their desk unless given permission to move.</li> <li>● After school clubs will be with Premier Sport only and each colour-coded group will be allocated a day so that children remain within their group.</li> </ul>					
<p><b>3. Transmission between staff</b> Staff using communal spaces may increase the risk of spreading infection</p>	M	<ul style="list-style-type: none"> <li>● PPA Time – staff have the flexibility to use different spaces in school or take PPA at home, having informed a senior member of staff.</li> <li>● 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. All other training is delivered online.</li> </ul>	All Staff	<p>Ensure 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>Signs will be used as a reminder.</p>			Low

		<ul style="list-style-type: none"><li>● Particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes</li><li>● All staff will be given a new Covid-19 code of conduct to follow and should immediately report any shortcomings in safety or breach of instructions to a member of the management team.</li><li>● Staff will be assigned to work almost exclusively within one of 10 (Rockets and CC) colour - coded groups. If in exceptional circumstances, one member of staff has to work in two groups, this will not be on the same day.</li><li>● Staff must try to keep a 2m distance from each other and must not congregate together.</li><li>● 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. Cleaning equipment is also available in the two toilets used in the KS2 block.</li><li>● Use of staff room will be minimised for drinks only. Given the high infection rate, staff will not be permitted to eat lunch or work in the staff room when another adult is in there unless they are part of the same bubble</li><li>● Staff will keep 2m distance from staff outside their bubble and wear properly worn face coverings as appropriate. Face visors are not recommended in public areas. Cleaning equipment available for staff to use to regularly clean surfaces in this area.</li></ul>				
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|  |  | <ul style="list-style-type: none"><li>● Staff will be expected to wear a face covering whenever they are in meetings/gatherings with members of staff not in their bubble (unless exempt), even if socially distanced. If staff are meeting with someone outside of their bubble or a visitor, they will be asked to use a screen or keep their distance.</li><li>● Gatherings of staff will be kept to an absolute minimum. Staff meetings and INSET sessions will be via Zoom. Should it be necessary to physically meet, staff are expected to wear a face covering whenever they are in meetings/gatherings with members of staff not in their bubble (unless exempt), even if socially distanced.</li><li>● If a member of staff opts to wear a face covering at any other time, they will not be prevented from doing so.</li><li>● As far as possible staff will keep within their bubble during the day. They will not be in corridors or at photocopiers during the day (unless in an emergency or accompanying a child to the toilet.)</li><li>● As a general rule, staff (who are not office staff) will not enter the office (a small densely packed area) and will conduct communication with office staff by phone or email as far as possible. They will not access the office to phone parents during the school day. Office staff will phone home and relay messages to parents by phone as necessary.</li><li>● Staff will leave the building promptly at the end of their working day (Teachers preferably by 4.30pm)</li></ul> |  |  |  |  |
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		and avoid staff from outside their bubbles as much as is possible.						
3.1		<ul style="list-style-type: none"> <li>Staff will ensure they keep their distance from children as much as possible during lessons. Limited or no 1-1 or small group work until isolation finishes, depending on the age of the children.</li> </ul>		Year R and Nursery				
<b>4. Transmission between parents/carers</b> Parents communing in groups at the start and end of the school day may increase the risk of spreading infection.	M	<ul style="list-style-type: none"> <li>Children will arrive at 8:40am and leave at 2:50pm (Yr R, KS1), 3:00pm (KS2), 3:05pm (siblings) They will be greeted by the teacher and brought out by the teacher. Limited number of parents will be permitted on the playground and this will be monitored closely. (see letter)</li> <li>Nursery 8:45am- 11:45am, 12:30pm -3:30pm</li> <li>If children need to be accompanied to school, only one adult should accompany them and collect them at the end of the day.</li> <li>Different access and exit points used for the colour- coded groups. Parents told that children should not arrive until immediately before the start time for their class and that they must not gather in groups.</li> <li>Queuing points marked on pavement outside classroom or school gate at least 1m distances. Clear signage to remind parents/carers and children to maintain at least the 1m distance.</li> <li>Different access and exit points used for the colour- coded groups. Parents told that children should not arrive until immediately before the</li> </ul>	SLT, all staff, parents and children	Regular and clear communication with parents.  Appropriate signage displayed to reinforce no access.  Parents evenings will be undertaken by telephone or internet.				

		<p>start time and that they must not gather in groups.</p> <ul style="list-style-type: none"> <li>• Senior staff to be available to 'marshall' parents to their correct waiting space to avoid close gathering of parents at 'pinch points' around the school.</li> <li>• Parents will be asked to stay off the playground as much as possible and just limited time if needed.</li> <li>• Teachers will be on the playground to receive children on entry to minimise time for parents to remain on school premises.</li> <li>• Parents will be asked to wear a face covering anywhere on school premises.</li> <li>• Year 5 and 6 children encouraged to walk to and from school where possible.</li> <li>• Parents will not be permitted to enter the site unless they have a pre-arranged appointment that can be arranged safely or are collecting their children using the queuing system outside the designated classroom at the end of the day.</li> <li>• Any parents wishing to speak to the office must contact by phone first and will not be allowed ad-hoc access through the main door into the lobby area.</li> </ul>					
<p><b>5. Transmission between children and adults</b> For personal care and first aid purposes, closer contact may be</p>	M	<ul style="list-style-type: none"> <li>• Staff to maintain 2m distance from pupils wherever possible. Children's desks are placed 2m from where the teacher teaches class. Much of teaching is from the front of the class.</li> <li>• <b>In particular adults must avoid close face to face contact with</b></li> </ul>	All Staff	<p>Ensure sufficient PPE supplies for each class group.</p> <p>Time spent closer than 2 meters to a pupil will strictly be limited to 15 minutes and should be rare.</p>			Low

<p>required between staff and children.</p>		<p><b>children and given the new more transmissible strain of Covid, there will be no close work with children unless absolutely vital for the foreseeable future. (i.e. no individual reading, small group support, intervention work where social distancing from a child cannot be achieved.)</b></p> <ul style="list-style-type: none"> <li>● <b>EYFS will continue to teach and support in a way that best suits the needs of the children</b></li> <li>● In particular adults must avoid close face to face contact with children and minimise time spent within 1m distance of them (less than 15 minutes).</li> <li>● Need to administer First Aid or personal care – staff member will wear mask and gloves and goggles when delivering First Aid.</li> <li>● A member of the SLT will carry out regular monitoring of systems to ensure they are being complied with.</li> </ul>		<p>If close contact is necessary, interact side by side with pupils and not face to face.</p>			
<p><b>6. Children unable to follow safety measures</b> Very young children will not understand or be able to maintain appropriate hygiene or social distancing.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>● Young children in particular will have clear instruction as to how to wash their hands thoroughly and will always be supervised whilst doing so.</li> <li>● They will be discouraged from having close physical contact with staff or peers as far as is practically possible.</li> <li>● If physical contact occurs – ensure immediate hand washing etc.</li> <li>● Staff will be fully aware of who they are working with and must be mindful of this at all times. Proper</li> </ul>	<p>Nursery /YR staff</p>	<p>.</p>			<p>Low</p>

		<p>guidelines must be followed when changing younger children (PPE).</p> <ul style="list-style-type: none"> <li>• Pupils presenting a known risk will be individually risk assessed.</li> </ul>	All staff	COVID19 Educational settings personal protective equipment guidance (1).pdf			
<p><b>7. Child or adult develops symptoms in school. Staff members or children appear well on arrival but develop a cough, high temperature or have a loss of taste of smell.</b></p> <p>Other illness symptoms like headache, tummy ache, rash, tiredness, etc, will be looked at very closely and you could be asked to take a test!</p>	M	<ul style="list-style-type: none"> <li>• Child will be immediately isolated in the <b>Intervention Room</b>, (child seated near the open window, supervised by a member of staff at a 2m distance.</li> <li>• PPE should be worn if a distance of 2m cannot be maintained (e.g. if medical assistance needed).</li> <li>• If the child needs the toilet whilst waiting to be collected, the toilet area they have used should be cleaned and disinfected after use.</li> <li>• The staff member helping the child must wash their hands for 20 seconds immediately after the incident.</li> <li>• There will be immediate cleaning of surfaces that have been in the child's vicinity and their equipment is removed and stored safely.</li> <li>• Child is sent home (and any siblings) and parents are instructed to obtain a Covid-19 test for the child who should self-isolate for a minimum of <b>10 days</b> or until a negative test result is received (their household members should be told to self-isolate for 10 days).</li> <li>• <b>Children will be instructed to get a test immediately or</b></li> <li>• School may supply a child with a testing kit if this will significantly increase the likelihood of them getting tested.</li> <li>• <b>Members of staff who develop symptoms go home and must</b></li> </ul>	All staff	<p>Room to be set aside specifically for isolation, that is not used for any other purpose.</p> <p>Extra thermometers available for use in school for use as necessary.</p> <p>Process and contact details to obtain Covid-19 testing circulated to staff and parents.</p>			Low

**arrange to be tested for Covid-19 immediately.** They self-isolate for 10 days minimum or until a negative test result is received (but see below) (family members for 10 days). Cover by another teacher or HLTA is arranged

- LFT for staff take place Monday and Thursday prior to school (See LFT RA and protocols)
- There is immediate cleaning of surfaces that have been in their vicinity and cover is provided.
- If a test result is negative and the person feels well and no longer has symptoms they and other members of their household can stop self-isolating.
- If someone who is self-isolating as a result of having been in proximity to someone who has tested positive, develops symptoms, they should get a test. **If the test delivers a negative result they must stay in isolation for the remainder of the 10 days.**
- **If a test result is positive but the person is asymptomatic, but subsequently develops symptoms, they must isolate for 7 days from when they first developed symptoms.**
- HT uses discretion in deciding whether to disband any groups which contain a child or member of staff who has developed symptoms, pending test results if local circumstances mean test results are not being received within 48 hours or if it is felt that there clearly an unacceptable risk to the rest of the group if it stays open.

		<ul style="list-style-type: none"> <li>Children who are isolating due to a family member testing positive, will be asked to have a test before returning to school (test can be supplied by school if required)</li> </ul>					
8. Confirmed case in school	M	<ul style="list-style-type: none"> <li>School will ask parents and staff to inform them immediately of the results of a test.</li> <li>Where a child or staff member tests positive for Covid-19, school will contact the local health protection team for further advice. Email <a href="mailto:EastofEnglandHPT@phe.gov.uk">EastofEnglandHPT@phe.gov.uk</a>; <a href="mailto:phe.EoEHPT@nhs.net">phe.EoEHPT@nhs.net</a> or telephone 0300 303 8537 and NCC outbreak team <a href="mailto:phnorfolkcomc@norfolk.gov.uk">phnorfolkcomc@norfolk.gov.uk</a></li> <li>The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. PHE will be informed immediately and their advice followed. The infected person must self-isolate for 7 days. If they still have a high temperature at that point, they should keep self-isolating until their temperature returns to normal.</li> <li>Parents of all children and all staff are advised that there has been a positive test in school and what</li> </ul>	All Staff	<p>Pupil test requests through NHS.UK or by ringing 119 or school can issue if they have tests.</p> <p>Staff member and family test - school requests a priority test by ringing 119 or through the app.</p>			M

		<p>action has been taken as a result. Confidentiality will be maintained and no names released.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If school have 2 or more cases in 14 days or an overall rise in sickness absence and corona virus is suspected, we may have an outbreak and will continue to work with the health protection team. They will advise on further closure.</li> <li>• HT considers school closure as necessary.</li> </ul>					
<p><b>9. Protection of 'Vulnerable Groups'</b> People in identified 'Vulnerable' groups are at higher risk from serious infection or death from Covid-19.</p>	M	<ul style="list-style-type: none"> <li>• Staff and children in 'vulnerable' groups will work only in their colour-coded groups. Also, The workplace risk assessment should already consider any risks to CV employees like female employees of childbearing age and, in particular, risks to new and expectant mothers. If you are notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, you should check the workplace risk assessment to see if any new risks have arisen. An assessment may help identify any additional action that needs to be taken to mitigate risks.</li> <li>• Staff in vulnerable groups will be excused from close contact tasks e.g. First Aid, changing children.</li> </ul>	SLT All Staff	SLT considers those in 'vulnerable' groups when assigning tasks in school.  <a href="https://www.gov.uk/government/urls/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a>			M

		<ul style="list-style-type: none"> <li>• Staff in 'extremely clinically vulnerable' groups will be advised to be at home until March 31st.</li> <li>• The use of PPE where necessary and optimum hygiene measures in school will provide extra protection.</li> <li>• Generic risk assessment completed for all those in the vulnerable category and for pupils with anxiety issues related to covid-19 TBC</li> </ul>					
<p><b>10. Lunchtimes/ breaktimes</b> Children will have to leave their designated class space to eat lunch, but can socialise and play within their colour-coded group</p>	M	<ul style="list-style-type: none"> <li>• Lunchtime will be shortened to 45 mins. Children will eat and play within their colour-coded group, supervised only by staff from their group.</li> <li>• Each colour-coded group will be allocated dedicated MSAs and be supervised by three adults.</li> <li>• Lunches will be eaten outside where possible.</li> <li>• Lunches will be staggered with a 15 minute gap between the starts of each colour-coded group's lunch session.</li> <li>• When one class has finished all the tables and chairs will be cleaned by the MSA'</li> <li>• Only one child at a time is allowed to visit toilets during lunchtime accompanied by an adult.</li> <li>• The outdoor area will be divided into zones. As a class finishes lunch and goes outside for play they will occupy a vacant zone with their adults.</li> <li>• One member of lunchtime staff per Bubble will carry a First Aid Kit with them at all times to administer on the spot First Aid where possible.</li> </ul>		<p>Cleaning resources and access to PPE required for MSA's/lunchtime staff</p> <p>Catering services are contracted by Norse and they have conducted their own risk assessment.</p>			Low

<p><b>11. Outdoor activities/PE</b> Some scientific evidence suggests that the virus spreads less easily in the open air.</p>	M	<ul style="list-style-type: none"> <li>● Outdoor space is maximised.</li> <li>● PE will be outdoors whenever possible or in the main hall (not in the Space with a whole class)</li> <li>● Use of outdoor areas will be staggered with only one group in one area at a time.</li> <li>● Children will only have access to the outdoors with their fixed group and will not mix with any other group.</li> <li>● No changing for PE at school. Children will be asked to come in wearing PE kit on their PE day.</li> <li>● They will be closely supervised by at least 2 adults.</li> <li>● They will thoroughly wash their hands before and after outdoor activities.</li> </ul>		<p>Premier Sport staff to be briefed about safety requirements/social distancing etc. This will be followed closely due to limited mixing of bubbles and schools. No individual instruction will be allowed.</p> <p>PPE/First Aid resources to be taken outside in case needed.</p>			
<p><b>12. Poor hygiene/handwashing</b> Handwashing procedures may not be followed and will cause the virus to spread.</p>	M	<ul style="list-style-type: none"> <li>● Strict hand washing regime in place, children wash hands on arrival, when they return from breaks, when they change rooms and before and after eating.</li> <li>● They do this one at a time at the sink, (or washing station) monitored by an adult.</li> <li>● Signs up in working areas and toilets.</li> <li>● Younger children practise daily how to wash their hands with their designated staff member.</li> <li>● On return from the toilet, all children also wash their hands in the classroom.</li> <li>● Children will be taught the catch it, bin, it, routine if they cough or sneeze.</li> </ul>	Teachers and TAs	<p>Any child refusing to follow procedures will be dealt with following the discipline policy.</p> <p>Each classroom will have a supply of tissues, hand sanitiser and a pedal bin with a lid.</p>			Low

<p><b>13. Cleaning</b> The virus contaminating surfaces.</p>	M	<ul style="list-style-type: none"> <li>• Children and staff wash or sanitise their hands frequently, and at the change of any activity. Directed by staff.</li> <li>• Children will be allocated a fixed table and chair in their class group. Superfluous furniture to be removed if possible.</li> <li>• Common surfaces that are touched during the day (e.g door handles, surfaces in toilets, desks) will be regularly cleaned and disinfected throughout the day.</li> <li>• There will be bins with lids in every work space for tissues which are emptied throughout the day.</li> <li>• Children's toilets to be cleaned during the day.</li> <li>• Children will be 'trained' where possible how to wipe surfaces in the toilet with an anti-bac wipe when they have finished. (Younger children assisted by adults)</li> <li>• Deep clean of all occupied spaces in school by the cleaning team at the end of each day.</li> <li>• If specialist rooms such as sensory areas continue to be used cleaning needs to be increased.</li> </ul>	Teachers, TAs and pupils	<p>Ensure new cloths and gloves are used when cleaning. Cover required when cleaning staff absent to ensure daily deep clean takes place</p>		M
<p><b>14. Sharing equipment / resources</b> Children may pick up the virus by sharing resources.</p>	M	<ul style="list-style-type: none"> <li>• Each child must use only their own resources: -pen/pencil/felt tips/paintbrushes -laptop, reading book or maths equipment assigned to them.</li> <li>• 'Quarantine' boxes used for books that are to be changed in class or in the library. Books stay in the box for 72 hours before re-use.</li> <li>• Commonly used resources (e.g. PE equipment) must be cleaned by</li> </ul>	Teachers and TAs	<p>Any child repeatedly refusing to follow procedures will be dealt with using the behaviour policy.</p>		Low

		<p>staff before use by another colour-coded group.</p> <ul style="list-style-type: none"> <li>Children are frequently reminded not to share resources by staff members.</li> <li>Staff paperwork is shared electronically where possible.</li> </ul>					
<p><b>15. Clothing</b> There is a possibility that Coronavirus may linger on clothing.</p>	M	<ul style="list-style-type: none"> <li>Normal uniforms will be worn and children will wear their PE kits to school on PE days.</li> </ul>	Staff and parents.	Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.			Low
<p><b>16. Maintaining supplies</b> The school runs out of hygiene and cleaning supplies.</p>	M	<ul style="list-style-type: none"> <li>Carry out regular stock takes of cleaning equipment.</li> <li>Office staff to monitor supplies and re-order as necessary.</li> <li>All staff to be responsible for reporting shortages to office staff ASAP.</li> </ul>	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.			Low
<p><b>17. Aggression and contamination.</b> Specific children may contaminate staff, or other children, through close contact physical aggression, biting and/or spitting.</p>	M	<ul style="list-style-type: none"> <li>An individual risk assessment will be written for any child known to exhibit these behaviours, before they can be admitted into school.</li> <li>The risk assessment school identifies the child's potential triggers, strategies and early signs which indicate the child is not managing.</li> </ul>	Teacher and TA				Low
<p><b>18. Contamination</b> Faecal smearing</p>	High	<ul style="list-style-type: none"> <li>An individual risk assessment will be written for any child known to exhibit these behaviours and a</li> </ul>	Teacher and TA	If faecal touching, smearing or eating has occurred, the child will go to the designated isolation room.			M

<p>I have left this in view of possible Y1 return. I don't know these children so I don't know if an issue</p>		<p>tailored hygiene plan developed, before they can be admitted into school.</p>		<p>The child is sent home to one of the emergency contacts provided to the school. Remove other children and staff for any contaminated areas. Deep clean arranged with cleaning provider.</p>			
<p><b>19. Staff well-being and shortages</b> Too many staff are unwell at one time or are self-isolating to maintain staffing levels in the school.</p>	<p>M</p>	<ul style="list-style-type: none"> <li>• Temporary staff, external specialist support staff and specialist coaches are welcomed back to the setting and where possible working at more than one setting is avoided</li> <li>• 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)</li> <li>• Longer assignments with supply teachers are agreed</li> <li>• Teaching staff breaks are organised in a way that avoids staff covering from a different group</li> <li>• Where teachers and other staff need to operate across different classes and year groups to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible</li> <li>• Wherever bubbles are compromised because of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures</li> <li>• Staff will work in the school in fixed groups to reduce contact and the risk of multiple staff being infected at one time.</li> </ul>	<p>Senior leadership</p>	<p>In the event of staffing shortages, other staff may be re-deployed or certain groups of children asked to stay home until the issue is resolved.</p>			<p>Low</p>

		<ul style="list-style-type: none"> <li>• Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact</li> <li>• Staff share concerns with SLT at briefings or to union reps to collate and share with SLT to manage workload and promote effective communication.</li> <li>• Where volunteers are used the same staff principles are applied.</li> <li>• Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.</li> </ul>					
19.1		<ul style="list-style-type: none"> <li>• Visitors will continue to not be advised to come to school during lockdown <b>unless it is agreed by the headteacher</b> and the visitors do not come in close contact with the staff and children. Screens can be used if a social worker or a counsellor is visiting.</li> </ul>					
<b>20. Excessive mental pressure</b> Threat of the virus may cause staff and pupils increased levels of anxiety.	M	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Line managers will keep a regular check on the mental state of the staff that they manage and the emphasis will be on supporting</li> </ul>	Staff, Team Leaders.	Line Managers to share significant general concerns with senior leaders. Senior leaders to review plans if necessary.			M

		<p>each other and encouraging honesty and expression of any concerns.</p> <ul style="list-style-type: none"> <li>• Staff have access to the Norfolk Wellbeing and the WVAT counselling service.</li> </ul>				
<p><b>21. Changes to lesson planning</b>  <b>Some subjects share practical resources and require close contact.</b></p>		<ul style="list-style-type: none"> <li>• There will be no large assemblies.</li> </ul> <p>Music</p> <ul style="list-style-type: none"> <li>• No singing or playing of wind instruments in classrooms. Shared instruments must be cleaned before re-use and children wash hands before and after use.</li> <li>• this is done outside or in well-ventilated space</li> <li>• participants are positioned to maintain at least 2m distance (3 metres is preferable) with no-one directly facing another person.</li> <li>• the teacher will stand 2 metres away where they need to face the group.</li> </ul> <p>Drama and performances</p> <ul style="list-style-type: none"> <li>• Outside drama is planned as a first consideration</li> <li>• Activities that involve raised voices do not take place.</li> <li>• Smaller class sizes will operate where possible</li> <li>• Back to back and side to side positioning is planned as much as possible</li> <li>• Distancing is maintained as much as possible</li> </ul> <p>PE - Outdoor space is maximised. Where it is not possible, e.g. due to inclement</p>		<p>Realistic expectations of curriculum coverage cannot be as normal</p> <p>A remote education plan is needed.</p>		

		<p>weather, the largest available, well ventilated spaces will be used.</p> <ul style="list-style-type: none"> <li>• Prioritisation of low impact activities is given over high impact</li> <li>• The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.</li> <li>• Contact sports will not take place</li> <li>• The use of changing rooms and showering facilities are avoided where possible.</li> <li>• On PE days, PE kits to be worn on arrival and for the whole day.</li> </ul>					
21.1		<ul style="list-style-type: none"> <li>• Children who are not in school (bubble closure) will follow remote learning. Staff will use guidance from remote learning policy and the DFE.</li> <li>• PE will continue for children in school</li> <li>• Music lessons will continue following school RA and Music service guidelines</li> </ul>					
<b>22. Visitors to school including Contractors</b>	M	<ul style="list-style-type: none"> <li>• Visitors to school will be expected to make an appointment prior to their visit, except in an emergency.</li> <li>• Visitors to school, including parents, who access the school building, will be expected to wear a face covering. Staff meeting or dealing with visitors should also wear a face covering.</li> <li>• Visitors and contractors must wash or sanitise hands on entry and exit from the building.</li> </ul>		<p>To mitigate the risk, use of contractors will be limited</p> <p>People should not shake hands.</p>			Low

		<ul style="list-style-type: none"> <li>• They will take advice from the office with regard to social distancing and safety during their visit.</li> <li>• Any equipment or surfaces they touch must be cleaned or wiped down afterwards by the person concerned.</li> </ul>					
<b>23. Transport</b>		<ul style="list-style-type: none"> <li>• Cycling - Pupils are instructed to use bike racks one at a time.</li> <li>• Car - Parents, staff and pupils have been advised not to gather in parking areas.</li> <li>• Parents and staff have been advised to follow government guidelines regarding who can travel together by car</li> <li>• Walking - Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible</li> <li>• Pupils and parents have been advised that they should not walk together in large groups</li> <li>• School Transport - Trips will not take place until after review date</li> </ul>		<p>Supervision will be in place each morning and after school by SLT and PSAS</p> <p>Parents informed by letter. Staff informed at the meeting. Teachers to remind children of expectations.</p> <p>Pupils have been advised that it is mandatory to wear face coverings on public transport.</p>			
<b>24. Offices</b>		<ul style="list-style-type: none"> <li>• Shared telephones (such as staffroom telephone) must be sanitised prior to use.</li> <li>• Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff.</li> <li>• Unnecessary items have been removed to support effective cleaning of the area</li> <li>• Hot desking is avoided</li> </ul>		<p>Staff informed (emailed 6.9.20) to clean telephone before using When hot desking does take place, space to be cleaned between users.</p> <p>Has consideration been given to the government's advice about office staff working from home? Is a remote working possible on a rota basis?</p>			

		<ul style="list-style-type: none"> <li>desks near busy circulation spaces are not used</li> <li>Shared equipment has been moved to reduce group mixing such as printer location</li> <li>Screens are installed as a last resort.</li> </ul>					
<b>25. Other considerations</b>		<ul style="list-style-type: none"> <li>Use hand dryers whenever possible.</li> <li>If a child has medication that needs to be kept in a fridge staff must maintain social distancing rules.</li> <li>Classrooms and areas of the school not currently being used should have the doors closed and should not be entered unless absolutely necessary. and doors locked where appropriate.</li> <li>Non Teaching staff should maintain social distancing rules</li> <li>All normal operational premises management requirements have been implemented.</li> <li>Any new arrangements have been reviewed by the Senior Management team to ensure that they do not impact on safeguarding requirements.</li> <li>Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced to prevent large gatherings in one place.</li> </ul>		<p>Paper towels and dispensers will be put in each toilet along with anti bac soap and a pedal bin with a lid.</p> <p>A risk assessment will need to be carried out for all educational visits in addition to using Evolve when they are planned.</p> <p>DSL on duty in school at all times and safeguarding policy followed by school.</p> <p>A fire drill is planned for the first week of term</p>			

### Emergency contacts:

**Public Health England** Emergency Telephone number (case notification) 0300 303 8537 (option 1) or email [eoecrc@phe.gov.uk](mailto:eoecrc@phe.gov.uk) (non-urgent questions)  
**Waveney Valley Trust** Emergency Contact: 01508 520600