



HAPPISBURGH CE VA EARLY YEARS & PRIMARY SCHOOL



Covid-19 Risk Assessment

January 2021

Setting/Premises:	Happisburgh CE VA Early Years & Primary School		
Location:	Happisburgh		
Assessment Date:	03/01/21	Review Date:	12/02/21
Assessment completed by:	Kathryn Jackson		

Risk: staff and children at Happisburgh contracting Covid - 19

Arrival at school	
Control measures	Notes and further information
Members of the household should walk to the setting together where possible. Pupils and parents should not walk together.	
Families will not share car journeys unless it is part of an informal childcare arrangement.	
School will open at 8:30p.m for those needing additional support to get to work and close at 4:00a.m. Normal opening times will be 8:50a.m – 3:15p.m	Permission from school needed.
<u>Arrival</u> Cherry Tree through their entrance Silver Birch through the door at the top of the slope Horse Chestnut through their fire exit	

Oak through the lower foyer	
The children will hang their coats and bags on pegs that are distanced from each other.	Staff to be mindful of too many children accessing coats and bags at the same time.
Children will be placed in bubbles of no more than 10 children. Staff will be assigned bubbles to work within. Pupils will stay in their class/group throughout the day, or on subsequent days.	Any staff needing to move between bubbles should wear a face covering or ensure a 2 metre distance.

Social Distancing	
Control measures	Notes and further information
The distance between people in the setting is maximised as much as possible	Tables will be forward facing (except in Reception) and children will be seated 2 metres apart where possible.
Gatherings involving more than one group is avoided e.g. assemblies	Collective Worship will be delivered in class bases.
Social distancing measures are in place within each classroom.	Staff members will keep a safe, 2 metre distance from children and from each other. Where this is not possible, face coverings will be worn. Closer interactions will be side to side with pupils and not face to face
Teaching staff breaks are organised in a way that avoids staff covering from another group.	Staff room use continues to be minimised – staff from the same groups using it at any one time. Teachers and TAs should support each other by giving non-contact time for breaks.
Teachers and other staff may need to operate across different classes and year groups in order to facilitate the delivery of the school timetable. If needed, they will be assigned consistently in line with wider principles of bubbles as much as possible.	The school is small and staff numbers are limited. Staff are encouraged to maintain social distancing where possible. Staff working across all groups (MMS) wear face coverings when inside. A space of 48 hours between site visits is applied. The head teacher will visit 2 settings but maintain social distancing and wear a face covering when the 2 metre distance cannot be maintained.
Where volunteers are used the same staff principles are applied as above.	No volunteers in school.
Activities are scheduled to avoid times where pupils and staff are using the same areas unless staff are part of the same bubble/group.	Only exception is lunch time when classes are separated within school hall and on school playground / field.
In the management of toilets and hand washing facilities, social distancing rules apply.	Classes will continue to have designated toilets, a maximum of two at a time.

Any extended groups created remain as small and consistent as possible	No wrap-around-care provided but school has a slightly extended day for those that need it (see above).
The lift is not to be shared unless the person using the lift requires support and the lift should only be used if a person is not able to use the stairs	
Hand sanitiser is provided for use before and after touching lift controls.	

Resourcing	
Control measures	Notes and further information
The number of books and other resources taken home by pupils and staff is limited as far as is possible.	Any books taken home by children will be placed in a box and left untouched for 72 hours. Children will have no more than 1 book per week. Staff encouraged not to take work home.
Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Children will have their own pens and pencils but will share larger items / equipment, one between two (or within small group – KS1)
Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Equipment will remain within class bases where possible. Shared resources will be cleaned before being passed onto another cohort.
Pupils are not to share or swap resources, including no marking each others books. Picking-up and dropping-off resources will not involve passing hand-to-hand.	Children will have as many of their own items as possible. Other resources will only be shared by 2 children / small group or will be cleaned if needed to be used by others. Each classroom will have a table set aside for resources to be placed on for cleaning.
Bags / belongings are safely stored so they do not touch those of others.	All bags and coats must be hanging up
Resources brought in from home by children are kept to a minimum e.g. lunch boxes, hats, coats, books, etc and these are not shared with the group.	Children will be asked to only bring in specific and necessary items from home.

Physical Activity	
Control measures	Notes and further information
Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, the hall will be used.	PE will be outside where possible and hall will be cleaned after use.
The prioritisation for PE will be on low impact activities over high impact	Agreed
Contact sports will not take place	Agreed
Distance between participants is maximised.	Agreed

Changing clothing is minimised	Children to wear their PE kits into school on Fridays
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Practical Activity	
Control measures	Notes and further information
Practical activity and experiments will be planned to ensure that pupils are kept distant from each other.	Practical activities will include 2 children only at each station. Where close contact activity is required this will be for the shortest duration that is safe and practical. all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction.
	Science experiments will be led by the class teacher where possible – with the children watching from their desks or presented on screen via Oak Academy or Developing Experts.
Music lessons are restricted to using recorded music and singing is avoided if possible.	Lessons are for smaller groups not exceeding 10 people If singing is necessary, it takes place outside or in well-ventilated space Participants are positioned to maintain at least 2m distance (3 metres is preferable) with no-one directly facing another person. The teacher will stand 3 metres away where they need to face the group.
Drama activities take place in large, ventilated spaces where social distancing can be maintained.	Outside drama is planned as a first consideration . Activities that involve raised voices do not take place. Smaller groups will operate where possible Back to back and side to side positioning is planned as much as possible

Lunch and Playtimes	
Control measures	Notes and further information
Children bring in their own packed lunch where possible.	For children entitled to a free school meal, Norse services has ensured the school that it is COVID-19 secure.
Food deliveries from Norse will arrive into the servery and be managed by the servery assistant only.	

Children will wash their hands on leaving the classroom and before entering the hall. They will also wash their hands before going out to play.	
Tables and chairs will be disinfected after use.	
Hand sanitiser stations are positioned near to outdoor equipment and users instructed to perform hand hygiene before and after use.	
Bins are installed to encourage use of tissues and appropriate disposal	
Children will be seated in the hall at separate tables for each bubble. Each table will be socially distanced.	
Midday supervisors will wear face coverings at all times whilst indoors, serving lunch.	
If hot meals are provided, they will served to the children by the midday supervisors (a screen has been provided between the servery and the kitchen).	
Children will play separately outside, maintaining a social distance between themselves and other bubbles.	
Equipment use is supervised, and time limited to enable other users to take their turn	
Time is allocated for play equipment for each group/bubble	
Multiple groups do not use outdoor play equipment at the same time.	

Behaviour	
Control measures	Notes and further information
The behaviour policy will continue to be implemented 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.	
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Wrap-around care	
Control measures	Notes and further information
No formal wrap-around care is offered but school day is extended from 8:30a.m to 4:00p.m for those who need it.	

External Visits	
Control measures	Notes and further information
External visits will be discouraged. Children will remain on the school premises during the school day unless a risk assessment has been submitted.	Due the small number of children attending school, visits to the church have been organised and approved.

Health & Hygiene	
Control measures	Notes and further information
Cleaning	
Continue with their enhanced cleaning and disinfection arrangements that have already been put in place.	Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.
	There are hand sanitiser stations outside for visitor use
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.	Additional cleaning arrangements are in place with all touch points and used surfaces disinfected at least twice a day. If a surface is visibly dirty it is always cleaned prior to disinfection.
	Equipment that is to be used by others is cleaned before being passed on e.g PE / play equipment.
	Water fountains will not be used. Staff will re-fill water bottles for children. All children to bring their own water bottles to school.
	Staff alerted to this.

Hand hygiene	
Hand sanitiser points are provided at key locations around the school including: entrance doors and at points of high contact such staffroom. Each class has hand sanitiser to use appropriately through the day.	Hand sanitiser is stored appropriately.
Pupils have been informed of how to use toilet and handwashing facilities appropriately. Children advised on how to wash hands. Only 2 children in toilet areas at one time. Social distancing rules apply for lining up.	Staff are ensuring that handwashing is carried out more frequently than normal Supervision arrangements are in place to support pupils with handwashing where it is needed. Hand washing 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.
Entrances are supervised on arrival in the morning to support hand sanitising where appropriate. Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home	
Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	
Staff have appropriate PPE equipment to use during intimate care needs.	Staff are aware of the required infection control measures and understanding that PPE must be worn when supporting a symptomatic child or when dealing with an intimate care issue.
Respiratory Health	
Windows and doors are open to increase ventilation where it is safe and appropriate	
All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements.	
Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. Waste bins are provided in classroom and other key locations such as dining areas.	Bins are emptied regularly throughout the day. Bins and tissues are provided in the same place. Waste bags for tissues are double bagged for disposal.
Arrangements are in place for the safe removal of face coverings on arrival at the setting which has been communicated to pupils and staff including: <ul style="list-style-type: none"> • The wearer must not touch the front of their face during use or when removing the face covering. • They must bring a bag or other suitable receptacle with them to place the covering in or dispose of it in a bin. 	They must perform hand hygiene on arrival at the setting and after removing their face covering.

Mental Health	
Individual risk assessments will be undertaken / reviewed.	
Norfolk Support Line information is readily available in the staff room.	To ease workload, Staff have been advised to take additional non-contact time in order to prepare, plan and assess online learning. A rota system will be put in place to limit contact.
JE will ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home is supported.	
Support will be provided for those showing signs or more severe anxiety and depression. If these children become 'vulnerable' and there is space in school, they may be offered a place.	
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.	Available resources are used to identify and support students and staff who exhibit signs of distress.
Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	
First Aid	
Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	
Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting can: <ul style="list-style-type: none"> • Explain why requalification hasn't been possible • Demonstrate the steps taken to access training. 	
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.	
To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	
Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	
Case Management	
Staff will go home as soon as possible if they develop symptoms.	
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	
Staff are encouraged to have testing when they or a member of their household develop	

symptoms, this will reduce the need to self-isolate in the event of a negative test.	
Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	
Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day. Temperatures to be taken.	
Symptomatic children to be taken to the end of the main corridor, door to be opened and temperature to be taken every 10 minutes for ½ hour. Parent to be phoned if the temperature does not decrease and parents asked for the child to be tested.	
Safeguarding	
The school Covid arrangements have been reviewed by the Safeguarding Team to ensure that they do not impact on safeguarding requirements in the setting.	(see additional checklist on Norfolk Schools).

Visitors	
Control measures	Notes and further information
Contact records of visitors are maintained in line with Case Management Guidance. Records to be kept for 21 days.	
Where possible visits that are not essential to education and safeguarding happen out of hours. The number of visitors is minimised as much as possible Visitor times are planned and by appointment only.	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.
JP will remain behind the screen between the office and foyer when dealing with visitors. Visitors will use their own pen or will be provided with a pen that they take with them.	On arrival visitors will be: <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild
Visitors are advised of the following in advance: <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the school immediately if they develop symptoms, not matter how mild. 	

Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Deliveries are left in the main foyer where possible. Heavier items can be brought into the school but courier must follow school protocols (sanitise, wear face coverings etc)
Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.
Parents and carers should only attend the setting where they have a pre-arranged appointment Parents / carers drop off and pick children from small gate on 'The Street.' No parents to enter site.	Parents must phone the office for late arrivals and a member of staff will collect the child. Parents may enter the site and collect a sick child from outside the school building by the office. Only one parent may enter the premises.
No events will take place, including celebration assemblies so parents will not be invited into school for any other purpose other than mentioned in this risk assessment	

Meetings

Control measures	Notes and further information
Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Meetings only take place in person where: <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
Meetings are undertaken by telephone or internet, including parents' evenings.	
The following measures have been implemented for in person meetings: <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 • 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. 	

<ul style="list-style-type: none"> • 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>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • 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. • 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 • 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 where possible • 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. • Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. • Training items are not shared between delegates, unless essential, for example, the practical use of equipment. Where equipment is shared, items are disinfected between users. • Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 	

Premises Management	
Control measures	Notes and further information
Premises management practices will continue as per schedule including fire, asbestos and legionella	HSW information provided on Infospace or Norfolk School is followed and communicated
A fire drill will be planned for before half term and will encourage social distancing.	<p>Children will leave the building by their designated doors and congregate on the field.</p> <p>Staff and pupils understand that in an emergency they must leave without delay</p>
Business management teams will ensure that arrangements are in place to ensure the continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance.	Equipment purchased is fit for purpose e.g. meets with required standards

Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	
COVID Secure Commitments is signed and displayed	On front door to school

Review of existing assessments

The setting regularly reviews their arrangements in line with compliance code updates	Yes	KJ to maintain updates and share with staff.	ongoing ✓
Review arrangements ensure that the control measures are effective and working as planned.	Yes		Ongoing ✓

Assessor's Name: Kathryn Jackson
Position: Head teacher
Signature: 
Date: 10/01/21