



**ASTLEY PRIMARY SCHOOL – MANAGEMENT PLANNING CHECKLIST
VERSION FIFTEEN 23.02.2021**

COVID-19 Management Planning Checklist C646d

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This management planning checklist has been provided to support senior managers to ensure they have identified and implemented all of the control measures identified in the compliance code and risk assessment along with providing the guidance from the government relating to community transmission.

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

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

Date of change	Section, Page and Change
04/11/2020	New Management Planning Checklist separated out from the main risk assessment in line with NCC Guidance
18/12/2020	V12
02-12-2020	V13
05-1-2021	V14
23-2-2021	V15 – FULL REOPENING



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Setting/Premises:	Astley Primary School		
Location:	North Norfolk		
Assessment Date:	23.02.2021	Review Date:	22.03.2021
Assessment completed by:	Jen Goakes		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> The number of contacts that pupils and staff have during the school day are minimised The distance between people in the setting is maximised as much as possible, Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying Enhanced cleaning arrangements are in place There is a plan in place to manage the first day back to reduce the risk of groups gathering together The whole setting community are engaged with and support the national effort to reduce the spread of the virus 	Yes	<ul style="list-style-type: none"> Children are organised into class year group bubbles; have separate break times and distanced lunchtimes. There is no scheduled HLTA cover across bubbles unless operational needs prevail. Separate break out / social zones allocated per staff team. There will be a ‘keep to the left’ system in place in all corridors and walkways of the school. Each classroom and communal areas have sanitising stations and regular handwashing is in place. Additional cleaning takes place throughout the day of the 	Feb 2021



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	The risk assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).		whole school, plus intermittent class cleaning.	
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes	Follow health and safety advice from county and additional checks as necessary.	June 2020
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes	SLT reviewed and circulate as appropriate	June 2020
	Staff information, instruction and training arrangements including refreshers have been put in place for all staff and pupils.	Yes	Meeting with staff and training as needed	July/Sept 2020
	Senior colleagues will be present at the site in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Yes	Always at least one member of SLT on site and at drop off and pick up times.	Sept 2020
	COVID-19 Case Management Guidance is implemented.	Yes		Sept 2020
	COVID-19 Cleaning and Disinfection supplementary information for Educational Settings is completed and implemented	Yes		Sept 2020
	COVID-19 Autumn Exams Checklist is complete and implemented	N/A		
	COVID-19 Educational Settings Risk assessment is completed and controls implemented	Yes		Sept 2020
	COVID Secure Commitments is signed and displayed	Yes		Sept 2020
	Arrangements have been put in place to undertake a regular review of the assessments in place taking feedback, suggestions, concerns and updates to NCC guidance into account.	Yes	HT reviews fortnightly and as necessary if sooner in line with NCC guidance	Sept 2020
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	Confirmed on arrival at school	Sept 2020
	Contractors are aware of the schools expectations and arrangements are in place to discuss their activities in advance of making a site visit.	Yes		Sept 2020
	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes		Sept 2020



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	Where visits cannot take place outside of school hours, 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.	Yes		Sept 2020
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure and complies with guidance for food businesses on coronavirus (COVID-19) .	Yes		Sept 2020
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Yes	County template used and LGB approval	July 2020
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Yes	COVID19 safeguarding and child protection policy addendum, approved by LGB	July 2020
Supply chain	Business management teams will ensure that arrangements are in place to ensure: <ul style="list-style-type: none"> 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. that equipment purchased is fit for purpose e.g. meets with required standards 	Yes	First aid, PPE and cleaning materials purchased on an ongoing basis and managed by the office	Ongoing
Premises adaptions	Small adaptions identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Yes	Doorstops purchased and hand driers available Outdoor markings to indicate no waiting area	July 2020

Transport and travel

General	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Yes		Sept 2020
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Car journeys	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes		Sept 2020
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Yes		Sept 2020
	Pupils and parents have been advised that they should not walk together in large groups	Yes		Sept 2020

Communication and Involvement

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Yes		Sept 2020
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes	Managed by SLT	Sept 2020

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	Yes	Considered but currently managed by SLT	Sept 2020
	Pupils and staff have contributed towards how these new roles will support the schools aims	Yes		Sept 2020
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	N/A	See above	
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Yes		Sept 2020



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Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	Yes		Sept 2020
	The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Yes		Sept 2020
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England .	Yes		Sept 2020

Planning for emergencies

Fire evacuation	The Fire Risk Assessment has been reviewed to take account of any changes in the way of working	Yes	As normal	Sept 2020
	Fire drills have resumed as normal	Yes	Half termly	Sept 2020
First aid – all settings	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 has reviewed the first aid risk assessment and arrangements and is able to: <ul style="list-style-type: none"> Explain why requalification hasn't been possible Demonstrate the steps taken to access training. Demonstrate that the first aid cover in place is adequate for all foreseeable needs 	Yes		Sept 2020



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	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code	Yes		Sept 2020
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Yes		Sept 2020

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Yes	Fortnightly	Sept 2020
	Review arrangements ensure that the control measures are effective and working as planned.	Yes	Fortnightly	Sept 2020

Signed on behalf of Senior management team: Jen Goakes

Position: Headteacher

Signature: