

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
20/10/2020	New Document

Setting/Premises:	BUXTON PRIMARY SCHOOL		
Location:	BUXTON		
Date:	23/2/2021	Review Date:	SPRING TERM 2021
Checklist completed by:	KELLY HALL / IMRAN KHAN		

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. Use of visors / face covering in classes and around school. • 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	<p>Separate documents created by SLT with detailed information have been shared with staff and parents. Documents are linked to this risk assessment</p>	<p>July 2020 and September 2020 March 2021</p>



	The risk assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).	Yes	Has been discussed in detail. Updates have been communicated via email and inset training days.	July 2020, September 2020 and October 2020 inset March 2021
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Yes	Caretaker still undertaking routine checks and recording as usual. Annual external checks undertaken through NPS – these occur out of school hours	Ongoing
	HSW information provided on Infospace or Norfolk School is followed and communicated	Yes	Check relevant and regular updates	Ongoing
	Staff information, instruction and training arrangements including refreshers have been put in place for all staff and pupils.	Yes	Regularly review and discuss as situation evolves as SLT taking on all staff concerns requiring adaptations. Updates to information emailed to all staff. March updates in line with how the school was operating in December. Updates to staff via email. Any changes are communicated by class adults to the pupils.	Ongoing – reviewed September and October 2020 March 2021
	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	HT, DHT or SBM always on site	September 2020 March 2021
	COVID-19 Case Management Guidance is implemented.	Yes	Management guidance followed and available in the school office for reference	Ongoing



	COVID-19 Cleaning and Disinfection supplementary information for Educational Settings is completed and implemented	Yes	See attached document	November 2020 March 2021
	COVID-19 Autumn Exams Checklist is complete and implemented	N/A	N/A as a primary school	N/A
	COVID-19 Educational Settings Risk assessment is completed and controls implemented	Yes	Risk assessment implemented and regularly reviewed	July 2020, September 2020, November 2020 March 2021
	COVID Secure Commitments is signed and displayed	Yes	Certificate displayed in school office	July 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		Ongoing
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Yes	All works are via NPS and contractors have to confirm they are following all guidelines	Ongoing
	Contractors are aware of the schools expectations and arrangements are in place to discuss their activities in advance of making a site visit.	Yes	Contractors are clear that they have to have an appointment in order to visit the site, works to be completed out of school hours and have to comply with school procedures (wearing face mask, gloves and giving information for track & trace)	Ongoing
	Where possible visits that are not essential to education and safeguarding happen out of hours.	Yes	All non-essential works are to be completed out of school hours	Ongoing
	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.	Yes	Only emergency works to be conducted during school day	Ongoing
	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	Chartwells are the school's caterer. They have confirmed they are adhering to all procedures and guidance	September 2020 and ongoing

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	Regular contact with Chair. Governor meetings via Zoom regularly taking place. Risk assessment agreed by Governors July 2020	Ongoing
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	All safeguarding requirements are being met	Ongoing
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	Goods being ordered via ESPO and other approved suppliers. Goods ordered so far meet all requirements. No supply issues at present	Ongoing
Premises adaptations	Small adaptations 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.	Partly	Appropriate fire doors which are regularly used will be kept open. Other fire doors will remain closed as per the fire risk assessment information and guidance. Hand driers in school are all working and paper towels in all classes to ensure thorough hand drying	July 2020 March 2021

Transport and travel

General	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises. Parents/Carers have been informed they must wear a face covering when dropping off/collecting their child from school	Yes	Clear communication to parents in September and November 2020	Ongoing
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Car journeys	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Yes	As above	Ongoing
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	Clear communication to parents in September, November 2020 and Feb/March 2021	Ongoing
	Pupils and parents have been advised that they should not walk together in large groups	Yes	As above	Ongoing

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	Updated for September 2020	September 2020
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Yes		Ongoing

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> .	No	All staff are expected to have the same regard to cleanliness and hygiene	N/A
	Pupils and staff have contributed towards how these new roles will support the schools aims	N/A		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	N/A		
Pupil information	All information is provided to pupils in an honest, age-appropriate manager.	Yes		September 2020 and Ongoing

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		September 2020 and Ongoing
	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. 	Where appropriate	These will be used alongside other resources deemed appropriate.	September 2020 and Ongoing
	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	Multiple sources	September 2020 and Ongoing

Planning for emergencies

Fire evacuation	The Fire Risk Assessment has been reviewed to take account of any changes in the way of working	Yes		July 2020
	Fire drills have resumed as normal	Yes		Ongoing
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 	N/A	All staff first aid certificates in date	N/A



	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code	Yes	All staff are up-to-date with first aid qualifications	Ongoing
	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	N/A at present	

Review of existing assessments

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

Any other actions that are not listed above

Signed on behalf of Senior management team: I Khan / K Hall
Position: Headteacher / Business Manager
Signature: