

RISK ASSESSMENT / CHECKLIST FOR FULL OPENING OF ALL SCHOOLS IN SEPTEMBER 2020

ADDENDUM AND UPDATE – Updated 31st December 2020 (changes in red)

This document is an addition to previous assessments and checklists that you have undertaken to ensure the safety, health and wellbeing of pupils, staff and visitors during the Coronavirus pandemic. It details updated Government advice and requirements as of 28 August 2020. The table below should be completed in exactly the same way as before. You can refer to previous assessments which provide general notes and completion guidance. Weblinks to can be found at the end of the table. Please ensure you communicate this additional part of your risk assessment to all staff.

What are the hazards or where are the dangers?	Control Measure/Standards checklist These are things which are needed to control the spread of the virus as far as reasonably practicable. This is Public Health advice which schools MUST follow.	Yes the y are in pla ce	No they are not in place /NA	Our school needs to add these following control measures to reduce the risk as far as possible, OR this is why we cannot meet this standard:	Action by when and by who?	Additional Action Completed (initials and date)
1.0 Incorrect management of C19 cases within the school	We have thoroughly reviewed our previous risk assessments using the acknowledged system of controls to minimise the risk of transmission.	Y				<p>Email sent to remind staff about social distancing, anti bac pen when sign in, limited people in spaces that are becoming over populated at certain times during the day and a no through way for adults protocol in place for the ICT room 6.10.20</p> <p>In response to national lockdown new measures in place from 5.11.20</p> <ol style="list-style-type: none"> All siblings are dropped off at the earliest start time and picked up at the latest finish time for the

						<p>family. This will eliminate the congestion at the gate. If you have siblings that come in with you please send them to the school office where they will then go to their own classrooms. LJ, FL, EB, LW will be on the playground to support. Teachers will need to be in their classrooms to receive these children. At the end of the day you may have siblings in your classroom whilst they wait for the latest pick up. Please ensure they are safely handed over to parents at the latest pick up time for the family.</p> <ol style="list-style-type: none">2. All parents asked to wear masks when picking up and dropping off3. All staff to wear visors (and masks if wanted) when collecting children and handing over children at the end of the day4. All staff to wear visors/masks at all times in communal areas. There will be certain staff that will need to wear masks on a regular basis. We will speak to these staff individually.
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						<ol style="list-style-type: none"> 5. Staff to be vigilant about social distancing and crossing of bubbles during lunchtimes and breaktimes and to use additional spaces in the school - staff room, ICT room, dining room, hall, classroom (not ideal) 6. Staff to be vigilant about using anti-bac after being in communal areas including using the gate keys, hot water machine, toilet doors 7. SLT meetings will take place via Microsoft teams on Tuesdays. CPD to take place on Microsoft teams in classrooms. 8. All staff to leave the site as soon as possible at the end of the day. We will monitor the times people are leaving the school and review the situation. After school, limit your contact with other staff and stay in your classrooms as much as possible. 9. A reminder that we have a limit on staff numbers in certain areas of the school and that the ICT room is not to be used a "cut through" to the staff room. Also a reminder that staff are not to go into
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						<p>the main office as the space isn't big enough to social distance.</p> <p>Letter sent to parents regarding the information above on 4.11.20</p> <p>Email sent to staff (24.11.20) reminding off 5.11.20 expectations. Summary below</p> <ul style="list-style-type: none"> • wearing face coverings in all communal areas and when crossing bubbles, which is unavoidable in some peoples' roles • limiting numbers in key areas of the school • not entering the school office • wiping down toilet door handles • using antibac after touching communal resources in the staff room e.g. kettle • wiping down resources, tables and chairs at the end of the day • keeping classrooms well ventilated • regularly using antibac on your hands • socially distancing at ALL times outside of your bubble.
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						<ul style="list-style-type: none"> Limiting movement around the site. <p>w/c 24.11.20 – parents informed that sibling drop off would remain the same as we come out of national lockdown.</p> <p><u>TIER 4 CLARIFICATION & MEASURES:</u></p> <p>Response to new strain which is 70% more infectious – email this RA so that all actions are in place:</p> <ol style="list-style-type: none"> 1) Ensure clear & consistent health & safety signage in grounds and in the school. Hands, Face, Space (Caretaker/Admin staff) 2) Signage to indicate Isolation Room and wearing of PPE & undressing safely from PPE after use. (Admin staff) 3) Ensure all staff have someone they can talk to (staff or governor) to support their mental health in a covid safe way. (FL) 4) Ensure all pupils know and can demonstrate best practice hand washing in an age appropriate manner. This must be re-taught in Jan 2021. (All staff) 5) Clear signage in classroom as to where tissue lidded
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						<p>bins are and where tissues and other hygiene resources are in the classroom – especially important in Holly Class where they have no handwashing facilities in the classroom itself. (Class based staff)</p> <p>6) All seating arrangements meet national criteria of front facing. Seating plans for KS1 & KS2 classes to be drawn up and shared with office by Friday 8th Jan 2021. (All class teachers)</p> <p>7) Class Bubble timetables which include details of any adult who works in that class and when, to be given to the office by Friday 8th Jan 2021. (All class teachers)</p> <p>8) Staff to continue to keep 2m distance where possible from pupils and from one another. (All staff)</p> <p>9) Staff to take special care when using communal spaces and obey the rule of 5 in any designated staff break space. Staff must wipe down all touched surfaces in communal spaces after every use. (All staff)</p>
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						<p>10) SBM to check cleaning staff's PPE equipment and cleaning Risk Assessments. All other staff to leave the school site as soon as possible daily.</p> <p>11) Communication to parents/care givers about expectations on site by all means – Twitter, website, newsletter etc. (DS/School office/LJ)</p> <p>12) Communication to governors – sending out via email revised RA prior to Jan 2021 opening. (LJ/LA)</p>
	We engage with the NHS Test and Trace process	Y				<p>SR in the office SBM re-send information to all parents/carers week beginning 04-01-2021.</p>
	We engage with and adhere to the suspected and confirmed case notification system via Suffolk County Council	Y				SR in the office
	We are clear on our own procedures where any member of the school presents with C19 symptoms including enhanced cleaning.	Y				Meetings room is our isolation room. Instructions for use of room and wearing and disposing of PPE to be in the room 05-01-2021.(Admin team)
	We always refer to the most recent Gov.UK guidance for detailed information on the management of cases within schools.	Y				Guidance consulted Schools and childcare settings: Return in January 2021 (Gov.uk 17/12/2020)
2.0 Inadequate support regarding transport to and from school	We follow the guidance set out in the Transport to school and other places of Education: Autumn term 2020	Y				Parents/carers to be reminded about coming to and going home from school Jan 2021. (Admin team)
	We liaise with transport providers with regards to school bubbles / pods / constant groups, to ascertain matching them on school transport.	NA				

	We support the use of face coverings by students over 11 when on school transport, and actively encourage this.	NA				
	We support the mandatory wearing of face coverings on public transport and actively encourage this amongst the school population.	NA				
	We encourage parents, staff and students to walk or cycle to school if possible.	Y				Repeat in communication w/b 04-01-2021 (Admin team)
3.0 Inadequate or incorrect support for pupils and staff who are vulnerable* / self-isolating <i>*to include clinically, and clinically extremely vulnerable, pregnant women and those from the BAME community</i>	We acknowledge that there will still be pupils and staff who are concerned about the return to school and offer the appropriate wellbeing advice to them all. In addition, we share the measures we have put into place at school to reduce the risk.	Y				Well being team in place from Sept 2020. Well Being first aiders trained. Ensure all staff have someone they can talk to (of their choice - staff or governor) to support their mental health in a covid safe way. (FL) Keep in touch in place from 5 th Jan 2021 for colleagues absent from work – up to twice weekly when required. (DS) Keep in touch in place for all absent children/families due to Covid – at least weekly from 5 th Jan 2021 due to Covid (EB)
	We continue to consider what is feasible and appropriate for those administrative staff who wish to continue to work from home, by conducting a risk assessment in conjunction with clinical advice.	Y				
	We support all staff members who have previously been “ clinically extremely vulnerable ” and understand we should follow the “clinically vulnerable” guidance for those staff. This is centred around the system of controls as above.	Y				21.12.20 Review any new guidance that comes out from the government EL has reviewed individual RAs of most vulnerable staff. New HT and Chair of Gobs have reviewed these and Chair completed new HT’s RA. HR advice sought on CEV member/s of staff by EL and followed up by new HT.

	We support those who live with people who are clinically extremely / clinically vulnerable as they return to the workplace.	Y				Advice to CEV/CV staff especially, but all staff may, wear a face mask/visor where they cannot socially distance from other adults and children in their classes. Staff to explain to children why this may have changed from Dec 2020 protocols. Email staff 31-12-2020 with new RA.
4.0 Incorrect management of visitors to the school	We only accept visitors to the school where the appointment is essential. All visits are recorded.	Y				Only ESSENTIAL visitors allowed into school
	We use the ‘COVID-19 Visitor Questions’ document and have amended it where and if necessary to fit our school’s business.	Y				
	We ensure that all hand hygiene measures are available for visitors and that all visitors understand the school’s system of controls (as above).	Y				Ensure all pupils know and can demonstrate best practice hand washing in an age appropriate manner. This must be re-taught in Jan 2021. (All staff) Clear signage in classroom as to where tissue lidded bins are and where tissues and other hygiene resources are in the classroom – especially important in Holly Class where they have no handwashing facilities in the classroom itself. (Class based staff)
	Where the use of supply / peripatetic teachers or coaches are necessary, we ensure that they comply with our school’s arrangements for minimising risk.	Y				Music and PE – subject leaders to check for any changes and inform all staff w/b 04-01-2021
5.0 Incorrect use or disposal of face	We adhere to the latest Government Guidance on face coverings in education .	Y				All staff may wear a face mask/visor where they cannot socially distance from other adults and children in their classes.

coverings in school	We acknowledge that the government is not recommending the universal use of face coverings in all schools.	Y				All staff may wear a face mask/visor where they cannot socially distance from other adults and children in their classes.
	We understand that we have the discretion to require face coverings for Year 7 and above, and for staff / visitors in areas where social distancing cannot be maintained.	Y				
	We understand that as a primary school , our pupils are not required to wear a face covering on site but that we have the discretion to ask adults to do so where social distancing is not possible.	Y				In place - see section 1
	We understand that this discretion for Years 7 and above (and adults) will change if a local lockdown is imposed. We will seek appropriate advice when advised.	NA				
	We understand that some individuals are exempt from wearing a face covering and are sensitive to their needs. We are especially considerate with regards to the systems of controls in this respect.	Y				
	We instruct all pupils to wash their hands before and after donning and doffing their face coverings.	NA				
	We ensure that a process for the safe disposal (in the black bag bin), for face coverings is in place.	Y				
	We have a supply of face coverings for those staff or students whose coverings have been damaged or lost during the course of the day.	Y				Visors for staff in office and HT office. Staff to provide their own face masks and are responsible for making sure they are worn correctly, disposed of correctly and/or washed appropriately.
6.0 Potential for increased risk of infection during music,	We acknowledge that there may be an additional risk of C19 spread in the following activities – singing, chanting, playing wind and brass instruments, dance and drama, due to the aerosol transmission, especially with combined numbers of people in a confined space.	Y				Curriculum has been remodelled which means music taught in a block. Enables school to focus on risk assessment and most update to date guidance. Taught w/c 14.12.20

dance and drama						Subject leaders to ensure all staff have latest guidance r.e. music and PE w/b 04-01-2021.
	We adhere to the Government Guidance ' Working safely during coronavirus: Performing Arts ' for specific curriculum subjects (i.e., singing / drama / instrument playing etc).	Y				
	Special care is taken to social distance at 2 metres, all the participants of performing arts classes.	Y				
	Where possible microphones are used to reduce the need for the raising of voices within the class setting. Microphones are not shared.	Y				
	We avoid using large groups for singing, wind and brass playing unless we can adhere to the natural airflow requirements (10l/s/person for everyone in the area).	Y				
	We consider holding some performing arts classes outside where appropriate, and if indoors, we use the largest room possible. The positioning of seats are never face to face and wind instruments' flow of air does not blow onto another player.	Y				
7.0 Mismanaging wraparound provision and extra-curricular activity (incl trips)	We are aware that the reopening of breakfast and after-school provision is encouraged and liaise, where possible, with providers to maintain bubbles throughout the day.	Y				Limited numbers and sit at own desk in dining hall
	Where the maintenance of bubbles is not possible, we liaise with providers to encourage small and consistent groups in an attempt to match the school bubbles.	Y				Class Bubble timetables which include details of any adult who works in that class and when, to be given to the office by Friday 8 th Jan 2021. (All class teachers) LJ to analyse these and make decisions about lessening adults crossing class bubbles as much as possible, and those staff who are CEV/CV do not cross bubbles at all.
	We are aware of the guidance ' Protective measures for holiday and after school clubs, and out of school settings ' which may support our ongoing provision and planning.	Y				

	We understand that domestic and overseas overnight visits are advised against and will not be planning those until guidance is changed.	Y				
	We will request information from our Educational Visit Advice provider where visits are pending or being planned.	Y				Bought into EVOLVE Sept 2020 to support this No visits planned in Tier 4.
8.0 Potential for increased risk of infection during physical activity (PE etc)	Our school only participates in physical activities that are on the ' return to recreational team sport framework '.	Y				PE lead ensure all PE coaches from Maxim Sport are given this RA w/b 04-01-2021 and weekly going forward in the Spring Term 2021.
	We adhere to the following set of guidelines for all PE activities: <ul style="list-style-type: none"> Grassroot sport: Sport England Gov.UK guidance on the phased return of sport The Association for Physical Education The Youth Sport Trust For swimming: returning to pools guidance documents (Swim England) 	Y				
	We have incorporated all additional risks and controls into our PE risk assessments (as relevant).	Y				
9.0 Not providing appropriate wellbeing support for pupils – mental ill-health.	We acknowledge that the current national situation has given many pupils a great deal of concern, and will continue to offer appropriate support. This will be both in-house, and general signposting to national organisations. We understand there are further resources within the ' Guidance for full opening: schools ' which are available (under 'Pupil wellbeing and support').	Y				Tier 4 additions in red in this RA. Thrive practitioner (MS) to check in on all classes w/b 04-01-2021 for any children who may be experiencing high levels of anxiety. EB & FL to co-ordinate any further support required for mental well-being in consultation with LW (SENDCo)
	We acknowledge the existence of the DfE, PHE and NHS webinar, which sets out how to support pupils and students We make this available to all staff: https://youtu.be/MYmBLnSQh3M	Y				

10.0 Not planning for local / national tier restrictions	We have planned for the possibility of local tiered restrictions either via our Business Continuity Plan or as part of our Covid-19 risk assessments. We understand that specific tier 2 guidance is available to us.	Y				Tier 4 additions in red in this RA. SBM to check all supply lines are effective in the light of Brexit and Tier 4 w/b 04-01-2021.
	These plans have been communicated to all staff.	Y				Regularly reviewed (see section 1) Emailed to all staff 31-01-2020
	Where relevant and appropriate we have sought guidance from the Government Guidance ' Covid-19 contain framework: a guide for local decision makers ' to ensure our plans are robust.	Y				Emailed out 31-12-2021 to all staff & governors.

HELPFUL LINKS:

Information for schools on reporting suspected / confirmed cases:

<http://www.suffolklearning.co.uk/covid-forms>

Full guidance including the updates on 28 August 2020:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Mental health support for pupils and teachers: <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

How schools can plan for tier 2 local restrictions:

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Planning for local restrictions: <https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>

Health and safety on educational visits: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Protective measures for holiday / after school clubs (etc):

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Return to team sport framework: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on the phased return of sport and recreation:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Guidance on shielding and protecting people who are clinically extremely vulnerable:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Coronavirus: Getting tested: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Transport to school: Autumn Term 2020: <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

If you have a concern or query about your risk assessment, please contact the LA's Safety, Health and Wellbeing Advisor at nina.bickerton@suffolk.gov.uk .

You should contact your SEO or call 01473 263942 if you would like to discuss your planning.

For leaders' wellbeing support: **01473 265656 (new phone number)** or email:

leadershipwellbeingsupport@suffolk.gov.uk

Any queries on premises issues should be directed to your Property Advisor.