

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



### *General notes including completion guidance:*

- This form is intended to support all schools (including Alternative Provision, Pupil Referral Units and Special Schools) **to prepare for their full opening in September 2020**. This is in relation to the Government's plan for all pupils to return in the autumn term.
- This Risk Assessment / checklist should **be used, added to, and modified to suit your school or setting**. You may need to adapt this to your own context and school, including adding further measures and mitigations. You should fill in the blanks as appropriate and ensure any dates for action are completed. **Please do not forget that you may need to add in additional points which are specific to your setting**. The Word document will expand to enable this.
- The format of this risk assessment should be familiar to you, as it is no different to the format you will have used when thinking about re-opening for fewer pupils, or when wider-opening.
- This risk assessment will complement the previous assessment you undertook in the summer term 2020. Some items **may** be the same but now have new implications in terms of more personnel on site so your controls will have changed. Some items may qualify the work already done and new items (if relevant) may override previous Government guidance and therefore needs addressing again. The majority of the previous assessment still stands and therein lies the importance of a regular review.
- The form is a series of **positive** statements reflecting the safety of personnel in a school where full opening is planned in September 2020. Against each statement, you need to tick either 'yes' or 'no/NA'.
- If you answer 'no' to a statement, you need to either complete that point by putting in measures to meet the standard **OR** note why you cannot do that. If it is not applicable, please note why.
- The new Government guidance, **published 2 July 2020**, has been followed in terms of risk identification and each section is noted in the first column. You can see the full text of this guidance [HERE](#), and for Special Schools and other specialist settings [HERE](#). **The actions that school leaders should take to minimise the risk of transmission in schools is Public Health advice, endorsed by Public Health England.**
- In addition to the statements within the assessment there is a list of further planning considerations available on Suffolk Learning (COVID-19 Health & Safety pages) at <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19> – please note, not all these are strictly 'H&S' but may assist when thinking about general risk.
- All efforts have been made to ensure this document is up to date (as of the date within the header) but due to this evolving situation, please do ensure you keep a watchful eye on the Gov.UK website, Suffolk Headlines and Suffolk Learning, for any new measures required.
- Further guidance on risk assessments in general can be found on Suffolk Learning and the Health and Safety Executive (HSE) website – **all weblinks are at the end of this document. Sources are cited.**
- There are some areas which point to other forms, such as your Fire Logbook, the Asbestos Management Plan, your Water Hygiene Risk Assessment, etc. It is imperative that ALL these areas are reviewed.

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- Each main section has been given a header number and the standards are numbered within the section. When you note your additional controls needed **OR** note that you cannot meet the standard, you can mirror the numbers in the second column so it makes it clear for you.
- You **must** consult with your staff, your Governing Body / Management Committee during the assessment process and you **must** share the completed assessment with them. Ensure that you make the assessment readily available to Union representatives and parents / carers.
- **The Government Guidance stipulates that:**  
*“The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day **as part** of implementing the system of controls (outlined below) to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively.”*  
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>



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Date of assessment:	9/7/2020 onwards	Assessed by (job title / name):	Nicola Mayhew, Deputy Headteacher Tom Maltby, Headteacher
Local reference number:	V. 03.11.2020	Other people involved with this assessment:	Site Manager, SLT, Covid 19 team, Teaching and support staff, Union representatives, Governors, TMY Reviewed by Stone King, Solicitors Health and Safety Audit completed by Safety Boss November 2020.
Name and address of school:	Holbrook Academy Ipswich Road Holbrook IP9 2QX	Reason for assessment:	The Government’s requirement that there is a full opening of the school in September 2020 during the COVID-19 situation. This RA has been reviewed in light of changes to national restrictions and guidance for schools. Latest review - 30/11/2020 in preparation for moving from Lockdown to Tier 2.
Identification of those at risk:	<ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Their family groups</li> <li>▪ Staff</li> <li>▪ Their family groups</li> <li>▪ Contractors and essential visitors</li> <li>▪ Their family groups</li> </ul>		
Harm which could occur:	<p>Catching or spreading the COVID-19 virus. 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. Infection may happen through contact with someone with a confirmed case of COVID-19, potentially through touching a contaminated surface, and those who have been notified by a Public Health Agency that due to previous contact with a diagnosed case they are open to exposure.</p> <p>Categories of people who are especially at risk from infection are clearly described in the Government’s published guidelines (link at end) and those people may still be shielding or self-isolating.</p> <p><b>ALL personnel should consistently adhere to the current national social distancing rules.</b></p>		
Headteacher name and signature:	Tom Maltby		

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<b>Chair of Governors / Trust / Management Committee name and signature:</b>	Louise Cullen
<ul style="list-style-type: none"><li>● If you have a concern or query about your risk assessment, please contact the LA's Safety, Health and Wellbeing Advisor at <a href="mailto:nina.bickerton@suffolk.gov.uk">nina.bickerton@suffolk.gov.uk</a> .</li><li>● You should contact your SEO or call 01473 263942 if you would like to discuss your planning.</li><li>● For leaders' wellbeing support: <b>01473 265656</b> (new phone number) or email: <a href="mailto:leadershipwellbeingsupport@suffolk.gov.uk">leadershipwellbeingsupport@suffolk.gov.uk</a></li><li>● Any queries on premises issues should be directed to your Property Advisor.</li><li>● <b>Please ensure that your most recent risk assessment is available to the local authority should you be asked to provide this in the autumn term. You may choose to place your completed risk assessment on your school web site as part of your communications around COVID19 security.</b></li></ul>	

**Ongoing Review process through weekly Senior Leadership Team meetings, site walks and governors on site and reviewing.**

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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. <b>This is Public Health advice which schools MUST follow.</b>	Yes they are in place	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)
<p><b>1.0</b> Missing a COVID-19 risk assessment review or not continuing with advised control measures</p>	<p><b>1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19.</b></p> <p><b>2. We have acted on any outstanding actions and completed them.</b></p> <p><b>3. We continue to practice Government and PHE hygiene advice as written into our previous C19 risk assessments, and will ensure that we actively seek updated guidance.</b></p> <p>4. We communicate any changes of <b>current practice</b> as a result of any COVID-19 related risk assessment, to staff, students and parents alike.</p> <p>5. We have communicated the findings of all our revised risk assessments, to all staff and offer this to parents and our young people.</p> <p>6. We have reviewed our child protection policy (DSL) to reflect the return of more students.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>1. see framework for reopening Sept 2020</p> <p>November 5<sup>th</sup> Review</p> <p>November 5<sup>th</sup> Review</p>	<p>NMW</p> <p>NMW</p> <p>NMW/StBY</p> <p>NMW</p> <p>NMW</p> <p>SCE/NMW/FPY</p>	<p>5/11/2020 RA reviewed in light of <a href="#">latest guidance</a>. updated TMY, NMW, StBY 30/11/2020 <a href="#">Tier guidance</a></p> <p>Changes communicated - families, staff, staff reps, students, governors.</p> <p>Changes implemented by 9/11/2020</p>

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<p><b>2.0</b> <b>Catching and spreading the virus with a full complement of students and staff in school</b></p> <p><i>(Note: These are all considerations for minimising the potential spread – each school needs to work out how best this can be facilitated).</i></p>	<ol style="list-style-type: none"> <li>1. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus.</li> <li>2. Where a staff member or student has a member of their family who has Coronavirus symptoms, we ask that they do not attend school.</li> <li>3. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic.</li> <li>4. We communicate with each group of people as above, in a relevant format and in a timely manner, to mitigate against the risk of them attending when unwell.</li> <li>5. Where a member of staff is concerned about returning to work (for medical reasons) in September, we will use the Schools’ Choice ‘Guidance Principles Document – September 2020’ to work out the best course of action.</li> <li>6. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately.</li> </ol>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Staff returning after lockdown 2 - planned return to on site.</p>	<p><b>NMW/TMY</b></p> <p><b>NMW</b></p> <p><b>NMW</b></p> <p><b>StBY for site visitors.</b></p> <p><b>NMW</b></p> <p><b>SBY</b></p> <p><b>MWG (First Aid) TMY</b> <b>H&amp;S – StBY</b> <b>NMW</b></p>	<p>5/11/2020</p> <p>Continued use of tracking absence, isolation, symptoms. SIMS absence notes updated to reflect this. Visitors to school - essential visitors only. Contact detail gathering reflects latest guidance. Updated (Oct) ventilation guidance adhered to and communicated</p>
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	7. We understand the process for reporting instances of those who have tested positive for Coronavirus.	<b>Yes</b>			<b>SBY, MWG</b>	
	8. We engage with the NHS Test and Trace process and understand how to contact our local health protection team.	<b>Yes</b>			<b>SBY, MWG</b>	
	9. In addition we understand that we must report to the LA when positive cases are confirmed.	<b>Yes</b>			<b>SBY</b>	
	10. We use the flow chart written by Public Health England named 'Action to be taken by schools' where there are suspected or confirmed cases in either staff or young people.	<b>Yes</b>			<b>SBY, MWG</b>	
	11. We contain any outbreak by following Public Health Suffolk's advice, and have written procedures for this which all staff have been notified of.	<b>Yes</b>			<b>SBY, MWG</b>	
	12. Where students and / or staff are tested for COVID-19, we will ask parents and staff to notify us immediately of the test results.	<b>Yes</b>			<b>NMW, SBY</b>	
	13. We continue to request all personnel on our school site clean their hands thoroughly for 20 seconds, and more often than usual.	<b>Yes</b>			<b>NMW/StBY</b>	
	14. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<b>Yes</b>			<b>MWG/StBY</b>	

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	<p>15. We understand and adhere to the wearing of PPE only where necessary and advised.</p> <p>16. We note there may be additional risks of infection where students sing, shout or play wind and brass instruments even when people are at a distance. We therefore follow the current Government guidance to mitigate this risk, to include limiting group sizes, positioning students back to back or side to side and ensuring good ventilation. We understand this is not an exhaustive list of potential controls.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			<p>DSM/RLY</p>	
<p><b>3.0</b>  <b>The risk of not being able to maintain appropriate social distancing and not being able to create appropriate bubbles or consistent groups of students</b>  <b>ALL AREAS</b></p>	<p>1. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable.</p> <p>2. As an AP or PRU we take steps to minimise social contact as far as is practicable.</p> <p>3. As an AP or PRU we have considered whether smaller groups, or whole school grouping / bubble is more appropriate.</p> <p>4. We have implemented an in-house strategy to ensure that consistent groups or bubbles do not mix.</p> <p>5. We understand that maintaining social distancing may be difficult for</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>N/A</p> <p>N/A</p>	<p>NMW/StBY/ DTR/ Teachers</p> <p>NMW/DTR</p> <p>DTR</p>	



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	<p>younger children, and therefore we are enhancing the concept of bubble groups.</p> <p>6. We encourage and teach social distancing at all times for both students and staff.</p> <p>7. We understand that older students will be more able to social distance, and we will support them to keep to this. We will also maintain consistent grouped bubbles, and will assist all young people to keep to these arrangements.</p> <p>8. We have reviewed our behaviour policies with any new rules included. We will communicate these clearly and consistently to staff, students, and parents or carers with clear and reasonable expectation of student behaviour set out.</p> <p>9. We are aware of the Government guidance which stipulates that if class-sized groups are not compatible with students' education or managing the practical logistics, then year group bubbles may have to be implemented.</p> <p>10. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			<p>StBY/NMW/ Staff</p> <p>NMW/DTR/ StBY</p> <p>PHT/TMY</p> <p>NMW STAFF</p> <p>NMW</p> <p>NMW</p>	
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	<p>across different classes and year groups.</p> <p>11. In the event that teachers and other staff have to work across groups, we have made them aware that a 2-metre social distancing is ideal.</p> <p>12. We have made our staff aware that Public Health England strongly advises that <b>secondary school</b> staff should:</p> <p>a) stay at the front of the class  b) stay away from colleagues where possible – and if not, at 2-metres where appropriate  c) stay away from students – again, at 2-metres where possible  d) avoid face to face contact  e) minimise time spent within 1 metre of anyone.</p> <p>13. In classrooms, we have ensured that students are all facing forwards rather than face to face or side on.</p> <p>14. We will not conduct assemblies with more than one consistent group.</p> <p>15. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p> <p>Yes</p>		<p>13. All classrooms have forward facing work stations apart from ICT classrooms and DT workshop where alternative measures have been implemented.</p>	<p>NMW</p> <p>NMW</p> <p>NMW</p> <p>StBY/HODs</p> <p>SLT</p> <p>NMW/DTR</p>	<p>5/11/2002  Staff advice around working with students includes wearing face covering and visor where less than 2 metres.</p>
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	<p>16. We ensure the avoidance of busy corridors, entrances and exits.</p> <p>17. Where possible we have laid out a one-way system to minimise the chance of face to face contact.</p> <p>18. We have enabled staggered break times (including lunch breaks).</p> <p>19. We have reviewed the staff room(s) layout and have ensured that those areas enable staff to socially distance.</p> <p>20. We have where necessary inhibited large numbers of staff in one area (e.g., staff rooms) at one time by staggering breaks.</p> <p>21. We have where necessary, implemented staggered start and end times to the school day to keep groups apart as they arrive and leave.</p> <p>22. We have reminded parents of the processes for drop off and collection.</p> <p>23. We will consider implementing a system for vulnerable parents / carers who pick up their young people from school so that they do not have to enter school premises.</p> <p>24. We have a clear process for hygiene control when entering the school premises.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p> <p>No</p>	<p>16. Movement in corridors will be managed to avoid pinch points. Use of external space where possible. Mandatory Nov 2020 - Masks to be worn as additional precaution in between lessons.</p> <p>17. Left / Right demarcation and signage to promote 'walk on the left'</p> <p>18. Breaks are in consistent groups.</p> <p>20. Separate spaces for staff breaks and work have been created. Maximum numbers implemented.</p>	<p>NMW/DTR/StBY</p> <p>NMW/DTR/StBY</p> <p>NMW</p> <p>NMW/TBT/StBY/SRS</p> <p>NMW</p> <p>NMW</p> <p>FPY</p> <p>StBY/NMW</p>	<p>5/11/2020</p>
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	<p>25. We have a clear process for staff and students who use face coverings in public, and public transport to remove them upon entering the school.</p> <p>26. We have ensured that all changes and expectations have carefully been discussed with parents of SEND students and that if thought appropriate, they are invited into the school before term to view the arrangements.</p> <p>27. We have worked collaboratively with placements where our students are dual registered, to ensure we address the risks inherent in moving from setting to setting.</p> <p>28. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to strict social distancing and hygiene requirements.</p> <p>29. We ask all our staff and pupils to bring their own frequently used equipment (pens etc) into school so that they are not shared.</p> <p>30. Only essential items owned by pupils as per the guidance are allowed on the premises.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>PHT</b> <b>NMW</b></p> <p><b>FPY</b></p> <p><b>SCE/SSD</b></p> <p><b>NMW</b></p> <p><b>NMW</b></p> <p><b>NMW/RLY</b></p>	<p>Mandatory face coverings. Additional measures for sanitizing and putting face coverings on.</p>
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	<p>31. We ensure that classroom resources are not shared outside the consistent group and even then continue to clean surfaces after use.</p> <p>32. We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently.</p> <p>33. We understand that we are able to consider resuming breakfast and after school provision from September 2020. This will be planned carefully, considering bubbles within the school and by using small consistent groups. We understand that guidance from the DfE is available.</p> <p>34. PE lessons will be conducted in consistent groups.</p> <p>35. We will not allow the participation of contact sports within PESSPA allocated time.</p> <p>36. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students.</p> <p>37. We understand that we can work with external coaches or clubs where we are satisfied that it is safe to do so</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>NMW</b></p> <p><b>FPY</b></p> <p><b>NMW/ABW /DTR</b></p> <p><b>NMW/ABW</b></p> <p><b>NMW/ABW</b></p>	<p>5/11/2020 latest guidance for PE / Sport reflected in dept RA</p>
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	and ensure all our protective measures are adhered to throughout.					
<b>4.0</b> <b>The risk of spread of infection by using school transport and public transport</b>	<p><b>1. Dedicated school transport:</b> We have worked with relevant Council personnel / private providers to ensure that as far as possible:</p> <p>a) pupils sit in bubbles that reflect their groups within school</p> <p>b) that hand sanitiser is available for use upon boarding and disembarking</p> <p>c) that vehicles are cleaned more frequently</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>	<b>No</b>	<p>All our routes: 603, 604, 615, 616, 98 and 92 are dedicated transport. Identified risk that there may be occasional small number of members of public travelling on the 98 and 92.</p> <p>b) Ipswich Buses confirm sanitiser. Norse not fitted sanitiser. SCC A parent guide to school travel from September 2020 asks students to carry hand sanitiser.</p> <p>c) SCC instructed bus companies to clean vehicles at the end of every day and to wipe down high risk points areas on double runs.</p> <p>‘Catch it bin it, kill it’ - SCC guide to school travel asks students to carry tissues with them and used tissues to be disposed of in a covered bin. If there is not a COVERED bin on the bus students to dispose of tissues safely at school. To be communicated to parents.</p>	<b>PHT/SCL/NMW</b>	

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	<p>d) that queuing and boarding is organised and controlled</p> <p>e) that the seats available to students maintain distancing where possible</p> <p>f) that secondary school students should wear face coverings if the risk of being in close contact with those from different bubbles / groups is likely</p> <p><b>2. Wider public transport:</b> We will work with relevant personnel to consider staggered start times to enable more journeys to take place outside of peak hours.</p> <p>3. We have encouraged parents, staff and pupils to walk or cycle to school where it is safe to do so and is appropriate.</p> <p>4. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the <a href="#">Government Guidance on safe travel</a>.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>d) supervised embarking and disembarking</p> <p>e) Students are required to sit within their bubbles.</p> <p>92 and 98 services have a separate signed area for any members of the public. This area will be at the front of the bus closest to the entrance. Students must socially distance from this space</p> <p>2. SCC confirmed availability of vehicles and the bus timetables does not make this possible.</p> <p>3. We will encourage but the geography and location of our site does not make walking or cycling a realistic or safe option for significant numbers of students.</p>		<p>5/11/2020 Mandatory face coverings implemented on all buses. 30/11/2020 PHT review of face coverings on buses to ensure students continue to wear</p>
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<p><b>5.0</b></p> <p><b>The risk of not ensuring robust cleaning throughout the school premises</b></p>	<ol style="list-style-type: none"> <li>1. We have procedures for cleaning outdoor playground and PE equipment.</li> <li>2. All frequently touched surfaces inside and outside the school premises are cleaned regularly.</li> <li>3. Science, art and sports equipment is cleaned frequently and meticulously, and always between different groups using them.</li> <li>4. If we are unable to ensure cleaning of resources between groups, we will rotate the equipment to allow it to be left unused and out of reach for 48 hours, or 72 hours for plastics.</li> <li>5. We have ensured that relevant cleaning materials to include wipes are provided wherever equipment belongs, and that staff are aware of cleaning protocols surrounding person-lifting equipment.</li> <li>6. We have introduced enhanced protocols and unambiguous procedures to ensure cleaning of the premises and all touched surfaces, is effective.</li> <li>7. We understand that there will be revised guidance for cleaning non-</li> </ol>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>NMW ABW</b></p>	



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	<p>healthcare settings published by Public Health England by the end of the summer term. We will access this guidance <a href="#">HERE</a> and follow the requirements (current last update is 15 May 2020).</p> <p>8. We use required cleaning products including standard detergents and ensure that if a contracted cleaning company is used, that we liaise with them to understand what their products are and their efficacy.</p> <p>9. We will ensure that extra time is given for cleaning surfaces in the dining area(s) after use.</p>	<p>Yes</p> <p>Yes</p>				
<p><b>6.0</b></p> <p><b>The risk of being unaware of when PPE is required (or not)</b></p>	<p>1. We understand that staff may not require PPE within our setting and recognise the following scenarios are those that will require it:</p> <p><b>a)</b> where a young person becomes ill with COVID-19 whilst at school and we are unable to maintain a distance of 2 metres.</p> <p><b>b)</b> where a child requires intimate care and we use PPE in all cases</p> <p>2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			<p><b>NMW/MW</b></p> <p><b>G/StBY</b></p>	

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<p><b>7.0</b>  <b>Catching and spreading the virus when giving or receiving first aid and/or supporting students and staff with medical needs</b></p>	<p>1. We have reviewed the assessments for all our staff and returning students who have medical needs or their parents/carers, and have made any adjustments necessary.</p> <p>2. We have ensured that we are aware, as far as possible, of new students' and staff medical conditions so that we may be able to consider their needs in light of COVID-19.</p> <p>3. Our staff have been trained to administer medications or provide intimate care and are aware of the need for increased controls in each student's situation, to include the use of PPE if required.</p> <p>4. With the relaxing of the shielding advice on 1 August, we will ensure that we consult appropriately with any member of staff or parents/carers of a pupil who are within the <a href="#">clinically extremely vulnerable group</a>, as they return to work or school, and that individual risk assessments will be undertaken.<sup>1</sup> We will use the Schools' Choice flowchart to help us in our decisions.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			<p>SBY FPY/MWG</p> <p>SBY/FPY/MWG</p> <p>MWG</p> <p>SBY/NMW</p>	<p>5/11/2020  Clinically extremely vulnerable not to attend education - arrangements in place for students and staff  30/11/2020  Plans in place for ECV staff and students.</p>
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<sup>1</sup> Individual risk assessments for staff (called 'Individual Risk Assessment RTW – C 19') can be found here:  
<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

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	<p>5. We understand that staff may have clinically extremely vulnerable people in their households who have been shielding, and we follow <a href="#">current Government guidance</a> when discussing individual cases of staff returning to work, or pupils back to school.</p> <p>6. We risk assess on an individual basis if we have staff or pupils who meet the criteria of being at a specific risk of infection. This identifies any suitable control measures that must be in place before returning to work/school if that is appropriate.</p> <p>7. We understand the importance of keeping up to date with Government guidance on shielding in terms of whether the decline in the rates of community transmission of the virus remains low (as at July 2020) or raises again. Individual risk assessments will be reviewed at frequent intervals.</p> <p>8. We have ensured that concerning our bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area.</p> <p>9. We have ensured that all our equipment for moving and handling</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			<p>SBY/NMW</p> <p>SBY/NMW FPY/MWG</p> <p>SBY/NMW</p> <p>MWG</p> <p>FPY</p>	
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	of students has been inspected before use. This includes the statutory 6-month checks under Lifting Operations and Lifting Equipment Regulations (LOLER).					
<b>8.0 Catching and spreading the virus whilst maintaining premises management controls with a full complement of staff and students</b>	1. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency.	Yes			StBY	
	2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.	Yes			StBY	
	3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.	Yes			StBY	
	4. Where we have a shared site (e.g. sports centre provision etc) we have ensured that we are working together and sharing our risk assessments to provide a safe area for everyone.	Yes			SRS	
	5. There is a system of communication between us and any other setting which shares our site and we ensure regular discussion of this topic.	Yes			SRS	
	6. The school has ensured that relevant property statutory compliance	Yes			StBY	

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	<p>checks have been completed and records updated.</p> <p>7. Daily and weekly checks have been reinstated and we are up to date with all premises checks in all areas of the school (i.e., those that were closed off for a period of time).</p> <p>8. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to:</p> <ul style="list-style-type: none"> <li>a) all fire precaution checks as per the Fire Logbook</li> <li>b) safety of gas supplies</li> <li>c) visual checks on electrical services and equipment</li> <li>d) inspection of lifts and lifting equipment</li> <li>e) water temperatures and flushing of systems (Legionella risk)</li> <li>f) ventilation systems</li> <li>g) perimeter fencing</li> <li>h) noting any damage to the fabric of the building</li> </ul> <p>9. We have ensured that the external waste bins are <b>still</b> safe from being an arson or climbing risk and can be accessed under social distancing rules.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>			<p>StBY</p> <p>StBY</p> <p>StBY</p>	
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	<p>10. We ensure that all internal flip top waste bins in every room and welfare facility are emptied daily and that the bin liners are fully secured before disposing of them.</p> <p>11. We ensure that all waste from potentially infected persons is doubled bagged and set aside for 72 hours before disposal and that we contact the local authority for advice if we are unsure of which collection service is required.</p> <p>12. All science, DT and art areas have been pre-checked as per Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) guidance and are ready for use.</p> <p>13. We can ensure 2m distancing within all workshops, art studios, dance studios and science labs. Where this is not possible we will adhere to the 1m plus rule, with additional mitigation arrangements.</p> <p>14. If we are not members of CLEAPSS we ensure that we seek alternative guidance from the relevant Health and Safety source (maintained schools via LA).</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>StBY</b></p> <p><b>StBY</b></p> <p><b>SRS</b></p>	
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	<p>15. We ensure that our catering facilities continue to be run in the usual safe way whilst also considering COVID-19 – Government guidance is followed.</p> <p>16. We understand the importance of good ventilation and follow the HSE’s guidance<sup>2</sup> on air conditioning and ventilation.</p>	Yes		Windows allow ventilation whilst also ensuring students are not cold in classrooms (following legal advice – TMY Oct 2020)	StBY	
<p><b>9.0</b>  <b>The impact on staffing, and staff welfare, and also the mental wellbeing of students, due to the risk of catching and spreading the virus now that a full complement of staff and students are present</b></p>	<p>1. We recognise that these times are incredibly stressful for staff, students and parents/carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies.</p> <p>2. We are aware of the Leadership Wellbeing assistance from the LA.</p> <p>3. We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all staff via notice boards, email communication and word of mouth.</p> <p>4. We are aware of the Stress and Mental Health web pages on the H&amp;S site on Suffolk Learning, where resources can be found for staff.</p> <p>5. We are aware of the LA’s signposting for the mental wellbeing of all</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			<p>NMW/SBY</p> <p>NMW/SBY</p> <p>SBY/NMW</p> <p>NMW</p> <p>SBY/NMW</p>	<p>5/11/2020</p> <p>Updated support materials available for staff and students</p>

<sup>2</sup> <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

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	<p>students and ensure that this is cascaded.</p> <p>6. We ensure that all staff are informed in a timely way of any changes at the school and of any risks to their health and wellbeing.</p> <p>7. We ensure that all staff are listened to, and their concerns taken on board.</p> <p>8. We have designed an induction session (or sessions) for staff and students, so they are clearly aware of any changes to the day to day running of the school under the new ways of operating.</p> <p>9. We have considered alternative ways to show parents and carers how we are conducting all practices and activities during this current situation (e.g., perhaps by video, etc).</p> <p>10. We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are returning to work.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			<p>NMW</p> <p>NMW</p> <p>NMW</p> <p>NMW</p> <p>NMW</p>	
<p><b>10.0 Administration and the continual knowledge of the risks of</b></p>	<p>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – changes are apparently each day.</p> <p>2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all</p>	<p>Yes</p> <p>Yes</p>			<p>NMW/ StBY</p> <p>NMW</p>	<p>5/11/2020 Staff representatives involved in implementation</p>



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<p><b>catching and spreading the virus</b></p>	<p>staff which details further support and information.</p> <p>3. We know where to find Suffolk Schools’ health and safety advice on Suffolk Learning</p> <p>4. We are aware of how to get further advice from the Education and Learning team at the LA if required.</p> <p>5. We actively promote the role of Union representatives in this current situation and acknowledge the LA’s work with them.</p> <p>6. We actively seek guidance from our HR provider as required.</p> <p>7. We have displayed the Public Health ‘COVID-19 SECURE’ poster in a way that all students, staff and visitors can see it.</p> <p>8. We have laid out structured and robust plans for action should a local outbreak occur and understand that the DfE will be involved in decisions at a local and national level.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>NMW</b></p> <p><b>NMW</b></p> <p><b>NMW</b></p> <p><b>SBY</b></p> <p><b>StBY</b></p> <p><b>SBY/NMW</b></p>	<p>of new guidance.</p>
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## Sources and further information:

### Guidance for Full Opening: Schools:

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

Public Health England COVID-19 resources: <https://coronavirusresources.phe.gov.uk/>

Public Health England – Action to be taken by schools: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

Suffolk Learning Health and Safety (schools) pages: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing>

Suffolk County Council – general COVID-19 information: <https://www.suffolk.gov.uk/coronavirus-covid-19/>

Suffolk County Council’s school guidance on COVID-19 (includes FAQs): <https://www.suffolk.gov.uk/coronavirus-covid-19/schools-guidance/>

Clinically vulnerable groups: <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>

Schools’ Choice ‘Guidance Principles Document – September 2020’: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19> and also via Schools’ Choice directly

Staying alert and safe (social distancing): <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

Coronavirus: implementing protective measures in education and childcare settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Coronavirus: Safeguarding in schools, colleges and other providers: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>



**Guidance on supporting children and young people’s mental health and wellbeing can be found here:**

<https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

**The Education Support Partnership has a free helpline for school staff and targeted support for mental health and wellbeing:**

<https://www.educationsupport.org.uk/>

**Extra mental health support for pupils and teachers (articles with links to support networks):** <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

**Keeping children safe in education:** <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

**NASUWT – checklist on preparation for the reopening of schools:** <https://www.nasuwat.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf>

**HM Government and NHS ‘Coronavirus – Stay Alert, Stay Safe at Work’:** <https://industrialstrategy.frontify.com/d/55EzeVU6rhza/covid-19-business-support#/keeping-your-business-safe/working-safely-guidance>

**CLEAPSS: guidance for science departments returning to school after extended closure** <https://public.huddle.com/a/VdRjYeV/index.html>

**Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found here:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

**CLEAPSS – school support for DT, ART and Science:** <https://www.cleapss.org.uk/>

**Guidance for food businesses on coronavirus (COVID-19):** <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> (it may look as though this wouldn’t apply to schools, but the Full Opening Guidance points to this PHE document)

**Premises safety in terms of Legionella throughout the C-19 outbreak:** <https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

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**Coronavirus: travel guidance for educational settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (Breakfast and after school clubs):**  
<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>

**Sport England: Grassroot Sport:** <https://www.sportengland.org/how-we-can-help/coronavirus>

**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>

**Association for Physical Education:** [www.afpe.org.uk](http://www.afpe.org.uk) (general) and <https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf> for risk assessment assistance

**Youth Sport Trust:** <https://www.youthsporttrust.org/coronavirus-support-schools>

Governor walks of the Academy: w/c 24<sup>th</sup> August 2020 - L. Cullen, B. Jones

Stone King Legal review: w/c 24<sup>th</sup> August 2020 - Andrew Banks

Safety Boss H+S audit: 3<sup>rd</sup> November 2020

Updated guidance November: <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#ooss>

Tier System: <https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know> from Wednesday 2nd December.

Contingency Framework: <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>