

## COVID 19 RISK ASSESSMENT / CHECKLIST FOR AUTUMN TERM 2021

Date of assessment:	16/11/2021	Assessed by (job title / name):	Tom Maltby - Headteacher
Local reference number:	V 21 / 16/11/2021	Other people involved with this assessment (and previous assessments):	Site Manager, SLT, Teaching and support staff, Union representatives, Governors  Reviewed by Stone King, Solicitors Health and Safety Audit completed by Safety Boss November 2020.
Name and address of school / setting:	HOLBROOK ACADEMY	Reason for assessment:	Review of previous risk assessments in light of the national move to Stage 4 and removal of some restrictions. Some measures are still in place.
Identification of those at risk:	<ul style="list-style-type: none"> <li>▪ Students / their family groups</li> <li>▪ Staff / their family groups</li> <li>▪ Contractors and essential visitors / their family groups</li> </ul>		
Harm which could occur:	<p>Catching or spreading the COVID-19 virus. Symptoms and health effects are well known, and further information in relation to this can be found via the <a href="#">Coronavirus-specific NHS website</a>. <i>This risk assessment is based on guidance from Public Health England, and reflects the information within the DfE's <a href="#">Schools' Covid-19 Operational Guidance</a> updated in August 2021. <a href="#">Additional Operational Guidance for SEND and Specialist Settings</a> has also been published nationally and reflected here.</i></p>		
Headteacher name and signature:	Tom Maltby		
Chair of Governors / Trust / Management Committee name and signature:	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 Vertas Account Manager.</li> </ul>			

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 and DfE advice.</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)
<b>1.0</b> <b>Missing a COVID-19 risk assessment review or not continuing with advised control measures</b>	<ol style="list-style-type: none"> <li>1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19, have acted on any outstanding actions and completed them.</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. Covid-19 is an agenda item at Senior Leadership and Governors' meetings.</li> </ol>	Yes			TMY	15/07/2021 RA reviewed in light of <a href="#">latest guidance</a> .
		Yes			TMY	updated TMY, SBY
		Yes			TMY	15/07/2021 Step 4 guidance Changes communicated - families, staff, staff reps, students, governors.
		Yes			SBY	16/11/2021 – <a href="#">Public Health Suffolk Framework for managing Covid-19 from 15/11/2021</a> shared with staff and families
<b>2.0</b>	1. We require any member of staff, and any pupil, to remain at home if they	Yes			TMY	Continued use of tracking absence,

<b>Catching and spreading the virus – including hygiene measures</b>	have symptoms of, or have tested positive for Coronavirus. Any visiting professional, contractor or parent will not be granted access if symptomatic or a known positive case.				<b>StBY for site visitors</b>	isolation, symptoms. SIMS absence notes updated to reflect this. Contact detail gathering reflects latest guidance.
	2. We have communicated the revised information on self-isolation to staff and families. This can be seen at the end of this risk assessment.	<b>Yes</b>			<b>TMY</b>	
	3. We will continue the practice of reporting positive cases from our school / setting to the appropriate body <sup>1</sup>	<b>Yes</b>			<b>TMY / SBY / MWG</b>	<a href="#">SCC Flowchart</a> to be followed
	4. We contain any outbreak by following <a href="#">Public Health Suffolk's advice</a> , and have written procedures for this which all staff have been notified of.	<b>Yes</b>			<b>TMY</b>	Control measures in latest guidance adhered to re Good hygiene, maintaining appropriate cleaning regimes, ventilation and following public health advise on testing, self-isolation and managing confirmed cases of Covid-19
	5. Parents and staff will be asked to notify us immediately of any tested positive cases.	<b>Yes</b>			<b>TMY / SBY</b>	
	6. We continue to request all personnel on our school site should clean their hands thoroughly and more often than usual, and will maintain the hand hygiene measures upon entering the school.	<b>Yes</b>			<b>TMY/SBY</b>	
	7. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	<b>Yes</b>			<b>TMY</b>	

<sup>1</sup> As national guidance changes, please seek advice from the Education Covid-19 team: [EdC19@suffolk.gov.uk](mailto:EdC19@suffolk.gov.uk)

	<p>8. We understand and adhere to the wearing of PPE only where necessary and advised.</p> <p>9. We understand that the Government no longer advises the general wearing of face coverings within the school premises, however we understand that there are circumstances where it is recommended that they are worn<sup>2</sup> or are chosen to be worn.</p> <p>10. We continue to promote and encourage lateral flow testing at home for students and staff.</p> <p>11. Visitors are requested to complete a checklist on arrival at the school to confirm they have no symptoms, have completed a lateral flow test and will follow our hygiene measures. Parents/carers coming into school for organised events will be asked to complete a lateral flow test before their visit.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>TMY</b></p> <p><b>TMY</b></p> <p><b>SBY</b></p> <p><b>SWA / SBY / Admin team</b></p>	<p>16/11/2021 – <a href="#">Public Health Suffolk Framework for managing Covid-19 from 15/11/2021</a> shared with staff and families re continued use of face coverings and essential visitors only</p>
<p><b>3.0 Social distancing and bubbles – Non-adherence to Government guidance for the</b></p>	<p>1. Whilst social distancing (and bubbles) have been removed as mandatory control measures in schools (and therefore the workplace) we understand there may be a specific need within the cohort. At this point</p>	<p><b>Yes</b></p>			<p><b>TMY</b></p>	

<sup>2</sup> See ['In circumstances where face coverings are recommended'](#) – part of Schools' Operational Guidance

<p><b>workplace vs local requirements.</b></p>	<p>of notification, we will seek advice as required from our HR consultant and / or Occupational Health.</p> <p>2. Where a risk assessment for individual students or staff is either required or requested, this will be carried out without delay.</p> <p>3. We understand that our outbreak / contingency plan should cover the possibility that bubbles may have to be reintroduced for a temporary period.</p> <p>4. We will continue to review our behaviour policies irrespective of the easing of restrictions. 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>5. We have worked collaboratively with placements where our students are dual registered, to ensure we address the potential risks in moving from setting to setting.</p> <p>6. We work with other professionals who may need to visit our school, to ensure that both we and they adhere</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>TMY / SBY</b></p> <p><b>MWG</b></p> <p><b>TMY</b></p> <p><b>TMY / FPY</b></p> <p><b>FPY</b></p> <p><b>TMY / FPY / SWA</b></p>	<p>Staff risk assessments reviewed by TMY / SWA</p> <p>Student risk assessments reviewed</p> <p>Outbreak Management Plan</p>
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	to our hygiene requirements. (2.11 above refers)					
<p><b>4.0</b></p> <p><b>Virus spreading - School and public transport</b></p>	<p><b>1. Dedicated school transport:</b> We have worked with relevant Council personnel / private providers to ensure that <i>as far as possible</i>:</p> <ul style="list-style-type: none"> <li>• that hand sanitiser is available for use upon boarding and disembarking</li> <li>• that vehicles are cleaned more frequently</li> <li>• that queuing and boarding is organised and controlled</li> <li>• that secondary school students should wear face coverings</li> </ul>	<p><b>Yes</b></p>		<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>Ipswich Buses confirm sanitiser. Norse not fitted sanitiser. Students are encouraged to bring their own sanitiser to use. Sanitiser is available for students in every classroom and students are encouraged to use it on arrival and before leaving the lesson at the end of the day. Santiser is also available in each of the holding areas where students wait at the end of the day and staff will remind students to sanitise their hands before boarding the buses.</p> <p>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’ – Students to continue 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</p>	<p><b>SCL / TMY</b></p> <p><b>StBY</b></p>	<p>Students have been advised to sanitise their hands before boarding buses, to wear face coverings (unless exempt) and to sit in year groups.</p> <p>The Academy has provided a supply of face masks for each bus driver to make available to students in the morning /afternoon. 21/10/2021 – Parents/Carers reminded that students should wear face covering on bus</p>

	<p><b>2. Wider public transport:</b> We have encouraged parents, staff and pupils to walk or cycle to school where it is possible, appropriate or safe to do so. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the Government Guidance '<a href="#">Coronavirus (Covid-19): Safer travel guidance for passengers</a>'.</p>	<b>Yes</b>		<p>tissues safely at school.</p> <p>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>		services (unless exempt)
<p><b>5.0</b> <b>The risk of not ensuring robust cleaning throughout the school premises</b></p>	<p>1. All frequently touched surfaces inside and outside the school are cleaned via an appropriate cleaning schedule.</p> <p>2. We have ensured that relevant cleaning materials to include wipes are provided wherever required.</p> <p>3. We will follow the PHE guidance named '<a href="#">Cleaning of non-healthcare settings</a>'.</p> <p>4. We use cleaning products which include 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><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<b>StBY</b>	Equipment in the fitness gym is sprayed and wiped whilst students are using it

<p><b>6.0</b></p> <p><b>Understanding correct PPE requirements</b></p>	<p>1. We understand that additional PPE for COVID-19 is only required in a very limited number of scenarios:</p> <p>a) where a young person <a href="#">becomes ill with COVID-19 whilst at school and we have to have close contact</a>, or</p> <p>b) when performing <a href="#">aerosol generating procedures (AGPs)</a></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><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>MWG</b></p> <p><b>SBY / StBY</b></p>	
<p><b>7.0</b></p> <p><b>First aid and/or supporting students and staff with medical needs</b></p>	<p>1. We are aware that additional PPE is NOT required to treat pupils or students who need first aid UNLESS they show COVID-19 symptoms.</p> <p>2. 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>3. 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>4. Our staff have been trained to administer medications or provide</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>SBY / FPY / MWG</b></p> <p><b>SBY / FPY / MWG</b></p> <p><b>SBY / SWA</b></p> <p><b>MWG</b></p>	<p>We will continue to follow latest guidance for staff and students.</p>



	<p>intimate care and are aware of the need for relevant controls in each student's situation, to include the use of PPE <i>if</i> required.</p> <p>5. We will offer confidential meetings with any member of staff or parents/carers of a pupil who are, or have been in the <a href="#">clinically extremely vulnerable group</a>, as they return to work or school, and that individual risk assessments will be undertaken as required.<sup>3</sup></p> <p>6. We have ensured that all our equipment for moving and handling of students has been inspected before use. This includes the statutory 6-month checks under Lifting Operations and Lifting Equipment Regulations (LOLER) and it shall be cleaned appropriately.</p>	<p>Yes</p> <p>Yes</p>			<p>TMY / FPY</p> <p>StBY</p>	
<p><b>8.0 Premises management controls</b></p>	<p>1. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures and complete the Covid-19 Visitor Checklist</p> <p>2. We liaise with contractors to be assured of their own measures of</p>	<p>Yes</p> <p>Yes</p>			<p>StBY</p> <p>Admin team</p> <p>StBY</p>	

<sup>3</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>

	<p>hygiene and control measures in general via their risk assessment.</p> <p>3. Where we have a shared site (sports centre provision ) we have ensured that we are working together and sharing our risk assessments to provide a safe area for everyone.</p> <p>4. The school has ensured that relevant property statutory compliance checks have been completed and records updated, alongside usual daily and weekly checks<sup>4</sup> .</p> <p>5. We ensure that all waste from potentially infected persons is disposed of as per current <a href="#">Government Guidelines</a>.</p> <p>6. All science, DT and art areas have been pre-checked as per (CLEAPSS) guidance and are ready for use.</p> <p>7. We understand the importance of good ventilation and follow professional guidance<sup>5</sup> on air conditioning and ventilation.</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>StBY</b></p> <p><b>StBY</b></p> <p><b>StBY</b></p>	
<p><b>9.0</b> <b>The impact of the pandemic on staffing, and staff welfare,</b></p>	<p>1. We recognise that the pandemic has been incredibly stressful for staff, students, and parents/carers. Therefore, we are sharing all our resources for good mental health and</p>	<p><b>Yes</b></p>			<p><b>TMY /SBY</b></p>	<p>Staff Wellbeing policy reviewed.</p> <p>Wellbeing resources are</p>

<sup>4</sup> Use your Premises Management Log Book to ensure you are carrying out all checks and inspections.

<sup>5</sup> Suffolk Learning's Safety, Health and Wellbeing's [Coronavirus page](#) hosts a precis of relevant professional advice on ventilation updated August 2021

<p><b>and also the mental wellbeing of students</b></p>	<p>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 students and ensure that this is cascaded.</p> <p>6. 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><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>SBY</b></p> <p><b>SBY</b></p> <p><b>SWA / MJN</b></p> <p><b>TMY</b></p>	<p>signposted to all staff regularly.</p>
<p><b>10.0 Administration and the continual knowledge of the risks of catching and spreading the virus</b></p>	<p>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK</p> <p>2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information.</p> <p>3. We know where to find Suffolk Schools' Safety, Health and Wellbeing advice on Suffolk Learning</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>TMY / StBY</b></p> <p><b>TMY / SLT</b></p> <p><b>TMY / SBY</b></p>	<p>Sept 2021 – All staff reminded about increased vigilance re symptoms</p> <p>July 2021 Staff representatives consulted about</p>

	<p>4. We are aware of how to get further advice from the Education, Skills 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 laid out structured and robust outbreak management / contingency plans for action should a local outbreak occur.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>			<p><b>TMY / SBY</b></p> <p><b>TMY</b></p> <p><b>SBY</b></p> <p><b>TMY</b></p>	<p>planning for September.</p>
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## Sources and further information

### **Actions for Schools during the Coronavirus outbreak (Operational Guidance)**

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

### **(COVID-19) Coronavirus restrictions: what you can and cannot do**

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

**Education, Universities and Childcare guidance:** <https://www.gov.uk/coronavirus/education-and-childcare#ooss>

### **Coronavirus: travel guidance for educational settings:**

Guidance on travel for children and young people organised by educational settings is available in:

- [actions for schools during the coronavirus outbreak](#)
- [actions for FE colleges and providers during the coronavirus outbreak](#)
- [higher education providers: coronavirus \(COVID-19\)](#)

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

### **Suffolk Learning Health and Safety (schools) pages:**

<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing>

### **Suffolk Learning Health and Safety COVID-19 page:**

<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

**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/>

**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>

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

**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>

**Clinically vulnerable groups** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-covid-19>

**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.nasuwt.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/VdRiYeV/index.html>