

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

### ADDENDUM AND UPDATE

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<br>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) |
|--|--|-----------------------|------------------------------|--|----------------------------|---|
| <b>1.0 Incorrect management of C19 cases within the school</b> | We have thoroughly reviewed our previous risk assessments using the acknowledged <a href="#">system of controls</a> to minimise the risk of transmission.  | y                     |                              |  |                            |   |
|  | We engage with the <a href="#">NHS Test and Trace</a> process  | y                     |                              |  |                            |   |
|  | We engage with and adhere to the <a href="#">suspected and confirmed case notification system</a> via Suffolk County Council   | y                     |                              |  |                            |   |
|  | We are clear on our own procedures where any member of the school presents with C19 symptoms including enhanced cleaning.  | y                     |                              |  |                            |   |
|  | We always refer to the most recent <a href="#">Gov.UK guidance</a> for detailed information on the management of cases within schools.   | y                     |                              |  |                            |   |
| <b>2.0 Inadequate support regarding transport to</b>           | We follow the guidance set out in the <a href="#">Transport to school and other places of Education: Autumn term 2020</a>  | y                     |                              |  |                            |   |
|  | We liaise with transport providers with regards to school bubbles / pods / constant groups, to ascertain matching them on school transport.  |                       | N/A                          | We organise our own transport and try to reduce sharing of taxis between different classes during current lockdown (Jan 2021)                |                            |   |

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| <b>and from school</b>   | We support the use of face coverings by students over 11 when on school transport, and actively encourage this.   | Y                            |                                     | Students who are unable to wear a face mask are provided with an exemption lanyard   |  |  |
|  | We support the mandatory wearing of face coverings on public transport and actively encourage this amongst the school population.   |                              | N/A                                 | Currently all students are taxied in. this will change once the risk level decreases   |  |  |
|  | We encourage parents, staff and students to walk or cycle to school if possible.  |                              | N/A                                 | Most students are travelling more than 3 miles to school.  |  |  |
| <b>3.0 Inadequate or incorrect support for pupils and staff who are vulnerable* / self-isolating</b><br><br><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 <a href="#">wellbeing advice</a> to them all. In addition, we share the measures we have put into place at school to reduce the risk. | Y                            |                                     | Lock Down 3 (January 2021) means that there is a heightened anxiety of many of my clinically vulnerable staff and those living with CEV adults, and where possible, we have adjusted their timetable and working conditions to reflect this. | SB on going as we adjust our timetable to lockdown situation |  |
|  | 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                            |                                     | Staff isolating and who feel uncomfortable in school due to increased prevalence of the virus in our community are provided with alternative duties as appropriate (e.g. leading online learning, welfare checks, home visits)               |  |  |
|  | We support all staff members who have previously been “ <a href="#">clinically extremely vulnerable</a> ” and understand we should follow the “clinically vulnerable” guidance for those staff. This is centred around the system of controls as above.               | y                            |                                     | Jan 21 – CEV have now been advised to shield but those within households of CEV have not.  |  |  |
|  | We support those who live with people who are clinically extremely / clinically vulnerable as they return to the workplace.   | Y                            |                                     | Jan -21 lockdown – adjustments can be made to support staff living with shielding individuals  |  |  |

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| <b>4.0 Incorrect management of visitors to the school</b>        | We only accept visitors to the school where the appointment is essential. All visits are recorded.  | y                     |                              | We have currently reduced the number of visits to site in accordance with Lockdown 3, January 2021.   |                            |   |
|  | We use the <a href="#">‘COVID-19 Visitor Questions’</a> 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                     |                              | Signage and readily available hand sanitiser stations throughout school   |                            |   |
|  | Where the use of supply / peripatetic teachers or coaches are necessary, we ensure that they comply with our school’s arrangements for minimising risk. Contractors (eg Blue Wave, Push Forward)                    | y                     |                              |   |                            |   |
| <b>5.0 Incorrect use or disposal of face coverings in school</b> | We adhere to the latest <a href="#">Government Guidance on face coverings in education</a> .  | y                     |                              | From 4/1/21 face coverings must be worn in all common spaces (eg staff room, kitchen, hall and corridors) and when visiting others work spaces and classrooms.      |                            |   |
|  | We acknowledge that the government is not recommending the universal use of face coverings in all schools.  | y                     |                              | We are mindful the guidance on face coverings may well change and will adapt as circumstances change  |                            |   |
|  | 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                     |                              | From January 2021 there will be an expectation on adults and students working in close proximity other than in their own class/ office group to wear face coverings |                            |   |
|  | 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.   | y                     |                              | Lock down in place so face coverings are required   |                            |   |

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|  | 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                     |                              | Sunflower lanyards and cards available to students and staff who require them to identify this need   |                            |   |  |
|  | We instruct all pupils to wash their hands before and after donning and doffing their face coverings.  | Y                     |                              | Hand sanitiser is available. There is insufficient hand washing facilities for this. All staff and students have been advised on the safe use of face coverings   |                            |   |  |
|  | We ensure that a process for the safe disposal (in the black bag bin), for face coverings is in place.   | Y                     |                              | Lidded bins available around the school   |                            |   |  |
|  | 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                     |                              | In the office   |                            |   |  |
| <b>6.0 Potential for increased risk of infection during music, dance and drama</b> | 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. |                       | N/A                          | Staff advised about the higher risk of these activities for the production of aerosols. These activities do not appear within our current curriculum offer and SSSF has been postponed so we are not engaged in a drama production. |                            |   |  |
|  | We adhere to the Government Guidance <a href="#">‘Working safely during coronavirus: Performing Arts’</a> for specific curriculum subjects (i.e., singing / drama / instrument playing etc).   |                       |                              | N/A   | See above                  |   |  |
|  | Special care is taken to social distance at 2 metres, all the participants of performing arts classes.   |                       |                              | N/A   |                            |   |  |
|  | Where possible microphones are used to reduce the need for the raising of voices within the class setting. Microphones are not shared.   |                       |                              | N/A   |                            |   |  |

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|  | 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).  |                       | N/A                          |  |   |   |
|  | 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. |                       | N/A                          |  |   |   |
| <b>7.0 Mismanaging wraparound provision and extra-curricular activity (incl trips)</b> | 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.   |                       | N/A                          |  |   |   |
|  | 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.   |                       | N/A                          |  |   |   |
|  | We are aware of the guidance ' <a href="#">Protective measures for holiday and after school clubs, and out of school settings</a> ' which may support our ongoing provision and planning.  |                       | N/A                          |  |   |   |
|  | 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                     |                              |  |   |   |
| <b>8.0 Potential for increased risk of infection during physical</b>                   | Our school only participates in physical activities that are on the ' <a href="#">return to recreational team sport framework</a> '.   | Y                     |                              | Where use sporting activities such as football, basket ball, bleep testing, table tennis, students are advised to wash hands/ use sanitiser before and after. Shared equipment (eg when playing table tennis) is cleaned with Milton liquid after use. | All staff when engaged in sporting activities |   |

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| activity (PE etc)  | We adhere to the following set of guidelines for all PE activities: <ul style="list-style-type: none"> <li>Grassroot sport: <a href="#">Sport England</a></li> <li>Gov.UK guidance on the <a href="#">phased return of sport</a></li> <li>The <a href="#">Association for Physical Education</a></li> <li>The <a href="#">Youth Sport Trust</a></li> <li>For swimming: <a href="#">returning to pools guidance documents</a> (Swim England)</li> </ul> | Y                     |                              |  |                            |   |
|  | We have incorporated all additional risks and controls into our PE risk assessments (as relevant).   |                       | N/A                          | Included in core risk assessment   |                            |   |
| <b>9.0 Not providing appropriate wellbeing support for pupils – mental ill-health.</b> | 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 <a href="#">‘Guidance for full opening: schools’</a> which are available (under ‘Pupil wellbeing and support’).  | Y                     |                              | Mental health and wellbeing support is a significant element of our school approaches and curriculum   |                            |   |
|  | 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: <a href="https://youtu.be/MYmBLnSQh3M">https://youtu.be/MYmBLnSQh3M</a>   | Y                     |                              |  |                            |   |
| <b>10.0 Not planning for local / national tier restrictions</b>                        | 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 <a href="#">tier 2 guidance</a> is available to us.  | Y                     |                              | Currently in Lock Down 3 (January 2021) so higher restrictions in place. This has impacted whole school risk assessment impacting curriculum offer, mechanism of delivery and engagement in sport as well as expectations of testing, hand sanitising and masks within school. (See testing RA and updated whole school risk assessment) |                            |   |

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|  | These plans have been communicated to all staff.  | y                     |                              |  |                            |   |
|  | Where relevant and appropriate we have sought guidance from the Government Guidance <a href="#">‘Covid-19 contain framework: a guide for local decision makers’</a> to ensure our plans are robust.   | y                     |                              |  |                            |   |

## 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](mailto: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](mailto:leadershipwellbeingsupport@suffolk.gov.uk)

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