




## The Albany Covid-19 Risk Assessment

Updated January 2021 in response to Lockdown and increased prevalence of new virus strain locally

<b>Date of assessment:</b>	4/1/2021	<b>Assessed by</b>	Jane Reason, Headteacher
<b>Name and address of school:</b>	The Albany Beard Road Bury St Edmunds IP32 6SA	<b>Reason for assessment:</b>	The increase in prevalence of the virus locally (Tier 4) and subsequent National Lockdown. Increased transmissibility of a new strain of the virus
<b>Identification of those at risk:</b>	Students Their family groups Staff Their family groups Contractors and essential visitors Their family groups		
<b>Harm which could occur:</b>	Catching or spreading the COVID-19 virus. This is a virus that 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. 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. <b>ALL personnel should consistently adhere to the current national social distancing rules.</b>		
<b>Headteacher name and signature:</b>	Jane Reason 		
<b>Chair of LGB:</b>	Dr Viv Hughes		
<p>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> .</p> <p>You should contact your SEO or call 01473 263942 if you would like to discuss your planning.</p> <p>For leaders' wellbeing support: 01473 265656 (new phone number) or email: <a href="mailto:leadershipwellbeingsupport@suffolk.gov.uk">leadershipwellbeingsupport@suffolk.gov.uk</a></p> <p>Any queries on premises issues should be directed to your Property Advisor.</p> <p><b>This Risk Assessment will be displayed on our website and be available to the LA should they request it</b></p>			

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	<ul style="list-style-type: none"> <li>Our school needs to add these following control measures to reduce the risk as far as possible, <b>OR</b></li> <li>this is why we cannot meet this standard</li> </ul>	Action by when and by who?	Additional Action Completed (initials and date)
1.0 Missing a COVID-19 risk assessment review or not continuing with advised control measures	<p>We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19.</p> <p>We have acted on any outstanding actions and completed them.</p> <p>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.</p> <p>We communicate any changes of <i>current practice</i> as a result of any COVID-19 related risk assessment, to staff, students and parents alike.</p> <p>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>We have reviewed our child protection policy (DSL) to reflect the return of more students.</p>	Y		<p>Effective signage in place to remind staff about toilet lid seats, social distancing and hand sanitising.</p> <p><b>ADD:</b> signage about need for face mask to be worn</p> <p><b>ADD:</b> requirement for face coverings to be worn in all common areas (staff room, hall, kitchen, corridors) and when visiting others office/ classroom space</p> <p><b>Remind</b> all staff and students of the importance of our one-way system, regular hand sanitising and social distancing.</p> <p><b>Remind staff regularly</b> about need to sanitise spaces and frequently used surfaces regularly with wipes and sprays (once arrived).</p> <p><b>Remove</b> additional seats on the hall tables so that staff and students cannot sit next to or opposite each other</p> <p>Email to staff and parents with new guidance has gone out (3/1/21)</p> <p>Teachers and LSAs to discuss new guidance with students and explain the need.</p>	<p>HW to check signage and update/ replace as necessary</p> <p>Communicated to all staff and students via letter (JR done 3/1/21)</p> <p>Regularly in briefings (SLT)</p> <p>Done</p> <p>Done</p> <p>Ongoing as students in school</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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2.0 Catching and spreading the virus	<ol style="list-style-type: none"> <li>We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus and get tested for the virus.</li> <li>Where a staff member or student has a member of their family who has Coronavirus symptoms, we ask that they do not attend school. The individual should get tested and if positive follow national guidance.</li> <li>We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic.</li> <li>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>We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately.</li> <li>We have protocols in place for gathering track and trace information, and ensuring symptomatic individuals are tested for Covid -19</li> </ol>	Y		<ol style="list-style-type: none"> <li>Staff and students should not attend school until 10 days after contracting the illness, or until they have no symptoms, in accordance with National Guidelines, whichever is the longer period.</li> <li>Staff and students should follow National Guidelines and isolate for 10 days at home</li> <li><a href="#">See 'questions for visitors' guidance.</a> Notice on the door.</li> <li>Notices, email, website, regular reminders</li> <li>All staff reminded about the need to be vigilant if a student is not themselves or reports feeling unwell.</li> <li>See Albany Flow chart, Suffolk LA Flow chart, DfE posters (what to do if ...) and Albany staff and student Track and Trace forms. Displayed guidance and tray in HT Office</li> </ol>	SLT - Staff and students to be regularly reminded of the risk mitigation factors and their responsibility in following them. Question prompt for reception – JR HW/SU to ensure guidance followed for all visitors.	Ongoing

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	<p>7. We understand the process for reporting instances of those who have tested positive for Coronavirus.</p> <p>8. We engage with the NHS Test and Trace process and understand how to contact our local health protection team.</p> <p>9. In addition we understand that we must report to the LA when positive cases are confirmed.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>13. We continue to request all personnel on our school site cleans their hands thoroughly for 20 seconds, and more often than usual.</p> <p>14. We have increased ventilation in school to improve airflow and reduce viral load build up from asymptomatic persons.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>7. Sharon Ungless is our link for this. (See <b>flow chart</b> and need to inform PHE and LA)</p> <p>8. See 7. above</p> <p>9. See 7. Above</p> <p>10. See 7. Above</p> <p>11. Due to the nature of our school buildings, our school is a single bubble. <b>The school is now engaged in a regular testing programme with all staff participating, Most parents have also confirmed their child's engagement with the process. However, we are unlikely to be able to do daily testing for members of the school community who have been in contact with a positive case in school other than for our staff and most vulnerable learners. This would mean all other members of the school community would be required to self-isolate at home and engage in learning remotely</b></p> <p>12. Requirement. Sharon Ungless (staff) and class teacher (students) to chase if we haven't heard within 36 hours of test being taken.</p> <p>13. Hand sanitiser stations throughout school due to limited hand washing facilities.</p>		

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	15. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. 16. We understand and adhere to the wearing of PPE only where necessary and advised. 17. 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. 18. We have put in place regular (weekly) LFD Covid -19 testing for staff and return from holiday/ remote learning testing for students.	Y		14. <a href="#">At least two windows and all external doors (except our front door) to be open throughout the school</a> 15. <a href="#">Posters. Foot pedal bins. Increased number to purchase as hall bins used in testing bay.</a> 16. <a href="#">Staff involved in LFD testing to wear as advised. (See LFD risk assessment). Staff supporting symptomatic children awaiting transport home.</a> 17. We cannot mitigate for students shouting given the nature of our students. We have no wind/ brass instruments. We will encourage singing safely where students feel the need to sing. 18. <a href="#">See LFD Testing Risk Assessment</a>		
3.0 The risk of not being able to maintain appropriate social distancing and not being able	1. We have designed a system for our school premises whereby we can minimise contact between individuals to maintain current social distancing requirements, wherever possible. 2. For the above system, we have reduced the number of contacts between children and staff.		No  N/A	Whole school bubble with one way system and social distancing in place. Classrooms organised with students facing forwards and good distance between desks where possible (not all classrooms are big enough).	<a href="#">2 &amp; 3. Limit movement between classrooms and reduce numbers</a>	

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to create appropriate bubbles or consistent groups of students ALL AREAS	<p>3. We have devised a feasible and effective way of operating consistent groups of staff and students in bubbles and have a strict protocol on how this works in practice.</p> <p>4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable.</p> <p>5. As an AP or PRU we take steps to minimise social contact as far as is practicable.</p> <p>6. As an AP or PRU we have considered whether smaller groups, or whole school grouping / bubble is more appropriate.</p> <p>7. We have implemented an in-house strategy to ensure that consistent groups or bubbles do not mix.</p> <p>8. We understand that maintaining social distancing may be difficult for younger children, and therefore we are enhancing the concept of bubble groups.</p> <p>9. We encourage and teach social distancing at all times for both students and staff.</p> <p>10. 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>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Reduced numbers in kitchen (4) and advised to keep windows in rooms open (and doors where appropriate). Hall doors to outside and corridor doors to outside to remain open. Traffic management doors to remain closed.</p> <p><b>January 2021 Lockdown update:</b> Reduction in capacity of classrooms as a direct result of increased transmissibility of the new variant and the small size of most classrooms (plus 2 adults):</p> <ul style="list-style-type: none"> <li>Purple &amp; Amber – 2 students</li> <li>Thrive – 2 students</li> <li>Green, Yellow and Pink – 3 students</li> <li>Silver and Blue – 4 students</li> </ul> <p>This reduces our onsite capacity necessitating a blended learning offer for all students. All rooms must have windows and external doors open to increase ventilation despite the cold. Staff and students to wear layers of warm clothing.</p> <p>We recognise that our students may struggle with social distancing and face coverings and will adapt as appropriate for each student.</p>	<p>of students on site.</p> <p><b>SB, EO</b> Timetable to be organised around these limits alongside RAG rating of vulnerability of students</p> <p>Remind staff of importance of</p>	

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	<p>11. 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>12. 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>13. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups.</p> <p>14. 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>15. We have made our staff aware that Public Health England strongly advises that <b>secondary school</b> staff should:</p> <ol style="list-style-type: none"> <li>stay at the front of the class</li> <li>stay away from colleagues where possible – and if not, at 2-metres where appropriate</li> </ol>	<p></p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>N/A</p>	<p>Regular hygiene of hands and surfaces recommended for each classroom and resources in place to support this. Each student has their own pencil case and space within the classroom.</p> <p>No amendments made to rules and behaviour policy. Staff to use a person centred approach to managing student behaviour on COVID 19 linked actions. Teachers to discuss any concerns arising with parents to try and address the issues.</p> <p>Where a student poses a risk to others health due to their behaviour there will be a staff meeting to identify successful strategies followed by a parental meeting. If this is not successful, LGB will be informed and the student may be temporarily asked to learn from home.</p> <p>Where possible as we are a specialist setting (distancing from students may be a challenge but advised to distance from each other and of the 1m rule). Our students require emotional support and close contact at times to help manage</p>	<p>students not sharing equipment. Where it is shared it should be sanitised between use and hand gel used.</p>	



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	<p>c. stay away from students – again, at 2-metres where possible</p> <p>d. avoid face to face contact</p> <p>e. minimise time spent within 1 metre of anyone.</p> <p>16. In classrooms, we have ensured that students are all facing forwards rather than face to face or side on.</p> <p>17. We will not conduct assemblies with more than one consistent group.</p> <p>18. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes</p> <p>19. We ensure the avoidance of busy corridors, entrances and exits.</p> <p>20. Where possible we have laid out a one-way system to minimise the chance of face to face contact.</p> <p>21. We have enabled staggered break times (including lunch breaks).</p> <p>22. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance.</p> <p>23. We have where necessary inhibited large numbers of staff in one area (e.g., staff rooms) at one time by staggering breaks.</p>	<p>Y</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>No</p> <p>No</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>No</p> <p>No</p> <p>N/A</p>	<p>their emotions. <a href="#">We recognise that these are guidelines and may make the smooth operation of learning and support at The Albany extremely difficult if we required strict adherence to this.</a></p> <p>Where physical space allows. Each student has a double desk to himself or herself.</p> <p>We do not have assemblies. Furniture in the hall is socially distanced. Staff meetings more spread out and windows open. Capacity to hold full staff in the hall. Sport and other, normally mixed class activities restricted to two classes at a time on the timetable. Hub students advised to spend most of their time away from the main building.</p> <p>Classes and site are flexible</p> <p>We don't use our staff room in this way (mainly reprographics/ fridges etc). Staff work in rooms and hall. <a href="#">Staff can work from home at the end of the day.</a></p> <p><a href="#">Current reduction in numbers on site limits this concern. Will review arrival and</a></p>		



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	<p>24. 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>25. We have reminded parents of the processes for drop off and collection.</p> <p>26. 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>27. We have a clear process for hygiene control when entering the school premises.</p> <p>28. 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>29. 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>30. 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></p> <p></p> <p></p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>• Our school needs to add these following control measures to reduce the risk as far as possible, <b>OR</b></p> <p>• this is why we cannot meet this standard</p> <p>departure times for classes at end of lockdown. Students mostly come in taxis. Taxi companies aware of our requirements.</p> <p>Students need regular reminders about the need to sanitise hands. Advice to all staff (to share with students) on removal of face coverings.</p> <p>This applies to all our students so teachers have contacted all families prior to the start of the student term to ensure they know what to expect.</p> <p>Applies for all reintegrating students. Students reintegrating who are mostly at the mainstream school are being supported by them during lockdown Posters on entry and around the school to support this. Advised not to visit during</p>	<p>SB to follow up with schools</p>	



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	38. We will not allow the participation of contact sports within PESSPA allocated time. 39. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students. 40. We understand that we can work with external coaches or clubs where we are satisfied that it is safe to do so and ensure all our protective measures are adhered to throughout.	Y		Martial arts activities should not include physical contact and where possible not be face to face. Football to be strictly no contact. We have no indoor space for sport. <a href="#">Windy to work with students in the outside hut on site.</a> <a href="#">Bury Rugby Club sessions temporarily ceased during lockdown.</a>		
4.0 The risk of spread of infection by using school transport and public transport	<b>1. Dedicated school transport:</b> We have worked with relevant Council personnel / private providers to ensure that as far as possible: <ol style="list-style-type: none"> <li>pupils sit in bubbles that reflect their groups within school</li> <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 the seats available to students maintain distancing where possible</li> <li>that secondary school students should wear face coverings if the risk of being in</li> </ol>	Y		All students will come via taxis or parental transport initially and be grouped according to social needs and location. (Whole school bubble eliminates need for grouping in classes). Taxis have the appropriate hand sanitiser and facemask requirements (where our students can wear them) in place. <a href="#">A review of when it is safe to encourage public transport use will be put in place as the risks diminish.</a> <a href="#">Transport home for students who have tested positive via the LFD test should,</a>		

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	<p>close contact with those from different bubbles / groups is likely</p> <p>2. <b>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>	Y		<p>where at all possible, be via the parents/carers. If this is not possible volunteer staff may be asked to take the student home in a minibus (windows open and masks on).</p> <p>Staff travel in own transport.</p> <p>Students may gradually transition back to public transport as and when we feel this is appropriate for them. This will be organised with the individual and family and travel times can be altered to coincide with less busy times.</p>		
5.0 The risk of not ensuring robust cleaning throughout the school premises	<p>1. We have procedures for cleaning outdoor playground and PE equipment.</p> <p>2. All frequently touched surfaces inside and outside the school premises are cleaned regularly.</p> <p>3. Science, art and sports equipment is cleaned frequently and meticulously, and always between different groups using them.</p> <p>4. If we are unable to ensure cleaning of resources between groups, we will rotate the equipment to allow it to be left unused</p>	Y		<p>Staff using equipment to clean it afterwards.</p> <p>Staff advised to maintain cleaning regime in classrooms and when using equipment (before putting it away).</p> <p>Staff have been asked to be extra vigilant and ensure excellent hand hygiene and cleaning of surfaces in the kitchen.</p>		

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	<p>and out of reach for 48 hours, or 72 hours for plastics.</p> <p>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.</p> <p>6. We have introduced enhanced protocols and unambiguous procedures to ensure cleaning of the premises and all touched surfaces, is effective.</p> <p>7. We understand that there will be revised guidance for cleaning non-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 (<i>current last update is 15 May 2020</i>).</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>	Y	Y	<p>Caretaker is ensuring a deep clean of all spaces daily. Bubble cleaner used.</p> <p>Contracted out cleaning and caretaking so additional advice and guidance is provided to our caretaker through his employer.</p> <p>We have no dining area. Students will eat in classroom bases or the hall. We are a single bubble.</p>		

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6.0  The risk of being unaware of when PPE is required (or not)	1. We understand that staff may not require PPE within our setting and recognise the following scenarios are those that will require it: <ol style="list-style-type: none"> <li>where a young person becomes ill with COVID-19 whilst at school and we are unable to maintain a distance of 2 metres.</li> <li>where a child requires intimate care and we use PPE in all cases</li> <li><a href="#">In conducting the LFD tests</a></li> </ol> 2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.	Y		Staff have been informed of the requirements if we have a suspected Covid case in school.  <a href="#">See LFD testing Risk Assessment for use in testing students and staff for Covid-19.</a>		
7.0  Catching and spreading the virus when giving or receiving first aid and/or supporting students and staff with medical needs	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. 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. 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.	Yes  Yes	N/A	Students who require medication self-administer this medication.		

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	<ul style="list-style-type: none"> <li>Our school needs to add these following control measures to reduce the risk as far as possible, <b>OR</b></li> <li>this is why we cannot meet this standard</li> </ul>	Action by when and by who?	Additional Action Completed (initials and date)
	<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>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</p>	Yes		<p>Line manager alongside SU to consider the need for an individual staff member to have a risk assessment. Student risk assessments to be completed by the class teacher with the support of the SENDCo (VP). (Applies to 4 – 6 below)</p> <p><a href="#">Shielding currently reinstated during lockdown (5/1/21)</a></p>		
		Yes		<p><a href="#">Current advice for Lockdown (January) is that those living with CEV should still attend work. To be reviewed if guidance changes.</a></p>		
		Yes		<p><a href="#">Current risk is high and shielding has been reinstated.</a></p>		
		Yes				

<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>









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	<ul style="list-style-type: none"> <li>Our school needs to add these following control measures to reduce the risk as far as possible, <b>OR</b></li> <li>this is why we cannot meet this standard</li> </ul>	Action by when and by who?	Additional Action Completed (initials and date)
	<p>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>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	N/A	<p>Science – adhere to 1 m rule and have windows open</p> <p>However, student cooking and shared eating needs to include rigorous hygiene protocols.</p> <p>Staff <b>required</b> to have windows open. Hall doors to outside to be left open (<del>while</del> <b>outdoor temp allows!</b>)</p>		
9.0 The impact on staffing, and staff welfare, and also the mental wellbeing of students, due to the risk of catching and	<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</p>	Yes	N/A	Schools’ Advisory Service promoted to all staff. OH links in place.		

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

<b>What are the hazards or where are the dangers?</b>	<b>Control Measure/Standards checklist</b> 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>	<b>Yes they are in place</b>	<b>No they are not in place /NA</b>	<ul style="list-style-type: none"> <li>Our school needs to add these following control measures to reduce the risk as far as possible, <b>OR</b></li> <li>this is why we cannot meet this standard</li> </ul>	<b>Action by when and by who?</b>	<b>Additional Action Completed (initials and date)</b>
spreading the virus now that a full complement of staff and students are present	<p>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 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</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>We have introduced Motion assessments that all teachers are expected to complete on their students. All staff are trained to monitor mental health and wellbeing of each other and students and respond appropriately.</p> <p><a href="#">New Tier 4 and Lockdown 3 protocols shared with staff</a></p>		

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	<ul style="list-style-type: none"> <li>Our school needs to add these following control measures to reduce the risk as far as possible, <b>OR</b></li> <li>this is why we cannot meet this standard</li> </ul>	Action by when and by who?	Additional Action Completed (initials and date)
	protocols, especially if they are returning to work.					
10.0 Administration and the continual knowledge of the risks of catching and spreading the virus	<ol style="list-style-type: none"> <li>We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – changes are apparently each day.</li> <li>We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information.</li> <li>We know where to find Suffolk Schools' health and safety advice on Suffolk Learning</li> <li>We are aware of how to get further advice from the Education and Learning team at the LA if required.</li> <li>We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them.</li> <li>We actively seek guidance from our HR provider as required.</li> <li>We have displayed the Public Health 'COVID-19 SECURE' poster in a way that all students, staff and visitors can see it.</li> <li>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.</li> </ol>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Headteacher</p> <p>SLT</p> <p>Headteacher and Business Manager</p> <p>Nina Bickerton is H&amp;S link</p> <p>No reps but keep in mind LA and Trust liaison with the Union. Staff are actively encouraged to be a member of a Union. Shelly Cornish</p> <p>Online learning structure being used to support blended learning offer throughout this new lockdown</p>		

Outstanding Control Measures / Standards Action Plan

Control measure / standard we cannot meet (reference number and outline)	Why can't we currently meet this standard?	What are we going to do about it?	Who is going to do it, and by when?	Have we done it? What date did we do it?	Review date if needed:
None					



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.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/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>

**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>