
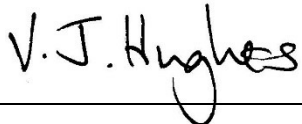


<b>Date of assessment:</b>	November 2021 <b>Updates in red</b>	<b>Assessed by (job title / name):</b>	Jane Reason Headteacher
<b>Local reference number:</b>		<b>Other people involved with this assessment:</b>	
<b>Name and address of school / setting:</b>	The Albany Beard Road Bury St Edmunds IP32 6SA	<b>Reason for assessment:</b>	Review in line of local guidance due to heightened risk in Suffolk (high levels of COVID infection in schools)
<b>Identification of those at risk:</b>	<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>		
<b>Harm which could occur:</b>	<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>. <b><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></b></p>		
<b>Headteacher name and signature:</b>	Jane Reason		
<b>Chair of Governors / Trust name and signature:</b>	Dr Viv Hughes		
<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>• For leaders' wellbeing support: <b>01473 265656 (new phone number)</b> or email: <a href="mailto:leadershipwellbeingsupport@suffolk.gov.uk">leadershipwellbeingsupport@suffolk.gov.uk</a></li> </ul>			



	<p>3. We will continue the practice <a href="#">of reporting positive cases</a> from our school / setting to the <a href="#">appropriate body</a><sup>1</sup></p> <p>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.</p> <p>5. Parents and staff will be asked to notify us immediately of any tested positive cases.</p> <p>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.</p> <p>7. We ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p><b>household as per Government Guidelines</b></p> <p><b>Please note:</b> <a href="#">Face coverings</a> may be re-introduced if there is an outbreak within the school or local cases increased considerably to reduce the chain of infection.</p> <p><a href="#">Explore purchasing transparent face coverings for use in school.</a></p> <p><b>The child should not be sent to school until confirmation of a negative PCR test is received and they have no symptoms.</b></p> <p>Hand gel remains available throughout the school and staff and students should use this regularly.</p> <p><a href="#">Face Mask signs to be put up again!</a></p> <p><b>Local Public Health advice now requires the <b>wearing of facemasks</b> in all communal areas such as corridors, the hall, kitchen, toilets etc</b></p> <p>When conducting or supervising PCR tests and LFD tests.</p>	<p>TR</p> <p>HW</p>	
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<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)

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



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>3.0 Social distancing and bubbles – Non-adherence to Government guidance for the workplace vs local requirements.</b>	<ol style="list-style-type: none"> <li>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 of notification, we will seek advice from our SHaW Advisor, our HR consultant and / or Occupational Health.</li> <li>2. Where a risk assessment for individual students or staff is either required or requested, this will be carried out without delay.</li> <li>3. We understand that our outbreak / contingency plan should cover the possibility that bubbles may have to be reintroduced for a temporary period.</li> <li>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.</li> <li>5. We have worked collaboratively with placements where our students are dual registered, to ensure we address the</li> </ol>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No</p> <p>No</p>	<p>We are unable to secure social distancing within classrooms due to physical room size and the commissioned size of the student cohort. All available space is being utilised. Staff should consider social distancing when where appropriate and possible and reduce unnecessary contact.</p> <p>Our student cohort generally struggle with social distancing and are unable to maintain it consistently.</p> <p>Bubbles are not possible in this building so would not be employed.</p> <p>The behaviour policy has been reviewed for September 2021 Governors meeting. It is not impacted by Covid restrictions.</p> <p>For Albany commissioned placements (eg Push Forward, Wood Monkey – we provide LFD testing).</p>		



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5.0 <b>The risk of not ensuring robust cleaning throughout the school premises</b>	<ol style="list-style-type: none"> <li>1. All frequently touched surfaces inside and outside the school are cleaned via an appropriate cleaning schedule.</li> <li>2. We have ensured that relevant cleaning materials to include wipes are provided wherever required.</li> <li>3. We will follow the PHE guidance named <a href="#">‘Cleaning of non-healthcare settings’</a>.</li> <li>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.</li> </ol>	Yes  Yes  Yes  Yes				
6.0 <b>Understanding correct PPE requirements</b>	<ol style="list-style-type: none"> <li>1. We understand that additional PPE for COVID-19 is only required in a very limited number of scenarios: <ol style="list-style-type: none"> <li>a) where a young person <a href="#">becomes ill with COVID-19 whilst at school and we have to have close contact</a>, or</li> <li>b) when performing <a href="#">aerosol generating procedures (AGPs)</a></li> </ol> </li> <li>2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.</li> </ol>	Yes          Yes		NH to monitor and update when required.		

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7.0 First aid and/or supporting students and staff with medical needs	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. Our staff have been trained to administer medications or provide 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.</li> <li>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></li> <li>6. We have ensured that all our equipment for moving and handling of students has been inspected before use. This includes the statutory</li> </ol>	Yes				
		Yes				
		Yes				
			N/A	<i>SU to meet with clinically extremely vulnerable staff regularly to review their feelings around COVID risk factors.</i>		
		Yes				
			N/A			

<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>

	6-month checks under Lifting Operations and Lifting Equipment Regulations (LOLER) and it shall be cleaned appropriately.					
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8.0 Premises management controls	<ol style="list-style-type: none"> <li>We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.</li> <li>We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</li> <li>Where we have a shared site (e.g. pre-school / sports centre provision etc) we have ensured that we are working together and sharing our risk assessments to provide a safe area for everyone.</li> <li>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>.</li> <li>We ensure that all <a href="#">waste</a> from potentially infected persons is disposed of as per current <a href="#">Government Guidelines</a>.</li> <li>All science, DT and art areas have been pre-checked as per (CLEAPSS) guidance and are ready for use.</li> <li>We understand the importance of good ventilation and follow professional guidance<sup>5</sup> on air conditioning and ventilation.</li> </ol>	Yes	N/A	NH to manage on a daily basis	NH	
		Yes		<b>Additional Premises Controls</b> <ul style="list-style-type: none"> <li>No use of fans. Fan heaters only to be used when the temperature of the room is way too cold to function effectively. Windows must be open and fans only used for short bursts.</li> <li>Toilet seats must always be closed before flushing.</li> </ul>		
		Yes		CO monitors to be rotated around the school in high risk areas as per Government guidelines to assess levels of ventilation and address where necessary.		
		Yes	DT room currently out of use and will need full safety check when reinstalled.			
		Yes	Staff are required to <a href="#">leave all windows open on ventilation</a> at all times. Outside			

<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



				doors also to be left open except in reception and the Hub.		
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9.0 The impact of the pandemic on staffing, and staff welfare, and also <a href="#">the mental wellbeing</a> of students	<ol style="list-style-type: none"> <li>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 wellbeing and signpost to relevant professional bodies.</li> <li>2. We are aware of the Leadership Wellbeing assistance from the LA.</li> <li>3. We are actively promoting our Schools Advisory Service wellbeing service and the Occupational Health Service to all staff via notice boards, email communication and word of mouth.</li> <li>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.</li> <li>5. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded.</li> <li>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.</li> </ol>	Yes		<b>Please note:</b> Teachers, SLT and some other individuals have access to professional supervision. All staff have access to our wellbeing support and our drop ins on Wednesdays. <b>Professional Supervision group sessions now in place for LSA staff.</b>		

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<b>10.0 Administration and the continual knowledge of the risks of catching and spreading the virus</b>	<ol style="list-style-type: none"> <li>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK</li> <li>2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information.</li> <li>3. We know where to find Suffolk Schools' Safety, Health and Wellbeing advice on Suffolk Learning</li> <li>4. We are aware of how to get further advice from the Education, Skills and Learning team at the LA if required.</li> <li>5. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them.</li> <li>6. We actively seek guidance from our HR provider as required.</li> <li>7. We have laid out structured and robust outbreak management / contingency plans for action should a local outbreak occur.</li> </ol>	Yes		<b>Please note:</b> The Albany has no union reps on the staff but works with other Trust schools who do to ensure our practices are in line with union expectations.		



### REDUCING THE LIKELIHOOD OF AN OUTBREAK

We help to keep the virus out of school by following the following steps:

1. All staff should regularly (twice weekly) carry out LFD testing to identify whether they are symptomless carriers of coronavirus. This should, preferably, be done at home.
  - a. If your **LFD test is positive** remain at home and notify school. You should arrange for a PCR test as soon as possible.
    - i. If the **PCR test is positive** you should remain at home for 10 days, or until you are not displaying symptoms of the disease, whichever is the longer.
    - ii. If the **PCR test is negative**, you can return to work unless you are unwell with symptoms.
  - b. If your **LFD test is negative**, come to school as normal and hand the postcard to the office for recording.
2. Staff should encourage students to complete LFD testing once weekly at home and once a week in school. Kits are provided in each classroom for this purpose.
  - a. If the **LFD test is positive** the student should remain at home. If in school, home should be notified and asked to collect their child. If they are in school a PCR test can be done and posted from school. If the child is at home, parents must arrange for a PCR to be completed.
    - i. If the **PCR test is positive** you the student should remain at home for 10 days, or until they are not displaying symptoms of the disease, whichever is the longer.
    - ii. If the **PCR test is negative**, the student can return to school unless they are unwell with symptoms.
  - b. If the student's **LFD test is negative** they can remain in school/ attend school as normal.
3. **Anyone displaying the known symptoms** of the virus should remain at home/ be sent home and **have a PCR test** to test for the virus. If this is positive they should remain at home for 10 days from onset of symptoms or until the symptoms ease, whichever is the longer.
4. **For anyone who has a positive LFD test or has suspected COVID symptoms** it is important to identify close contacts for future use if necessary. We will not do our own [contact tracing](#), but may need this information when working with PHE.
5. Students who are close contacts of a positive case and adults who are fully vaccinated are not required to self-isolate, even if they live with someone who has tested positive for the virus. They will be encouraged to complete a PCR test and regularly test with an LFD test in school. **Unvaccinated staff, or those who have only had one vaccine should isolate in accordance with Government guidance.**

### INCREASED CASES

In the event of all positive cases in school we will follow the [flow chart](#) published by the Suffolk County Council, completing [Part 2 of the Local Authority Form](#).

In the event of a number of related cases reaching a threshold for an outbreak, we will work closely with CYP and Public Health to ensure all possible control strategies are implemented, including reintroducing face masks, one way systems, and an element of groups working in bubbles as much as possible. This will be led by the headteacher and senior leadership team.

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## VIRTUAL LEARNING

We will continue to develop our Virtual Education Offer to be able to move to this for some or all groups where an outbreak would make this necessary. Teachers should ensure a virtual thread is available in each Scheme of Work as they are developed, making good use of Oak Academy and other virtual resources already in existence to support this.

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## ROLES AND RESPONSIBILITIES

**It is the responsibility of all staff to ensure they follow the health and safety requirements within this risk assessment to reduce the risk of a Covid outbreak within the school.**

The Headteacher and Senior Team will

- Keep the Covid Risk assessment under review
- Ensure systems and protocols are in line with the latest government guidance
- Liaise with CYP and Public Health as necessary with regards to positive cases

The Office Team will

- Record LFD tests on the Government Website
- Complete [Part 2 of the Local Authority Form](#) to notify CYP of positive cases within the school during term time.
- Support staff to enable suspected positive and LFD positive cases to go home.

Teachers and Instructors will

- Ensure all students in their class are encouraged to complete 1 LFD test a week in school
- Work with parents/carers to ensure they know the school expectations with regards to Covid 19.

All staff will

- Follow all of the risk control measures in place to reduce the risk of spread of any infection, including Covid 19.
- Complete regular (twice weekly) LFD tests at home and notify the school of the outcome.
- Be vigilant for signs of ill health in students, acting as soon as possible if a child is suspected of being unwell, particularly if displaying Covid 19 symptoms.