RISK ASSESSMENT / CHECKLIST FOR FULL OPENING OF ALL SCHOOLS IN SEPTEMBER 2020 (Adapted January 2021 due to increasing COVID cases. Following communications with unions, staff and governors, Forest Academy has made the decision to open to keyworker and vulnerable children only. This will be reviewed with the expectation to take all children from the 18th January.)

General notes including completion guidance:

- This form is intended to support all schools (including Alternative Provision, Pupil Referral Units and Special Schools) **to prepare for their full opening in September 2020 with amendments made as guidance changes.** This is in relation to the Government's plan for all pupils to return in the autumn term.
- This Risk Assessment / checklist should **be used, added to, and modified to suit your school or setting.** You may need to adapt this to your own context and school, including adding further measures and mitigations. You should fill in the blanks as appropriate and ensure any dates for action are completed. **Please do not forget that you may need to add in additional points which are specific to your setting.** The Word document will expand to enable this.
- The format of this risk assessment should be familiar to you, as it is no different to the format you will have used when thinking about re-opening for fewer pupils, or when wider-opening.
- This risk assessment will complement the previous assessment you undertook in the summer term 2020. Some items **may** be the same but now have new implications in terms of more personnel on site so your controls will have changed. Some items may qualify the work already done and new items (if relevant) may override previous Government guidance and therefore needs addressing again. The majority of the previous assessment still stands and therein lies the importance of a regular review.
- The form is a series of **positive** statements reflecting the safety of personnel in a school where full opening is planned in September 2020. Against each statement, you need to tick either 'yes' or 'no/NA'.
- If you answer 'no' to a statement, you need to either complete that point by putting in measures to meet the standard **OR** note why you cannot do that. If it is not applicable, please note why.
- The new Government guidance, **published 5th November 2020**, has been followed in terms of risk identification and each section is noted in the first column. **The actions that school leaders should take to minimise the risk of transmission in schools is Public Health advice, endorsed by Public Health England.**
- In addition to the statements within the assessment there is a list of further planning considerations available on Suffolk Learning (COVID-19 Health & Safety pages) at https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19 – please note, not all these are strictly 'H&S' but may assist when thinking about general risk.
- All efforts have been made to ensure this document is up to date (as of the date within the header) but due to this evolving situation, please do ensure you keep a watchful eye on the Gov.UK website, Suffolk Headlines and Suffolk Learning, for any new measures required.
- Further guidance on risk assessments in general can be found on Suffolk Learning and the Health and Safety Executive (HSE) website – **all weblinks are at the end of this document. Sources are cited.**
- There are some areas which point to other forms, such as your Fire Logbook, the Asbestos Management Plan, your Water Hygiene Risk Assessment, etc. It is imperative that ALL these areas are reviewed.
- Each main section has been given a header number and the standards are numbered within the section. When you note your additional controls needed **OR** note that you cannot meet the standard, you can mirror the numbers in the second column so it makes it clear for you.
- You **must** consult with your staff, your Governing Body / Management Committee during the assessment process and you **must** share the completed assessment with them. Ensure that you make the assessment readily available to Union representatives and parents / carers.
- **The Government Guidance stipulates that:**
  *"The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day **as part** of implementing the system of*

controls (outlined below) to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively." https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

RISK ASSESSMENT / CHECKLIST January 2021

Date of assessment:	**January 22nd 2021**	**Assessed by (job title / name):**	**April Grimes**
Local reference number:	**N/A**	**Other people involved with this assessment:**	**SLT** **Shelley Egan UNION rep** **Governors**
Name and address of school:	**Forest Academy** **Bury Road** **Brandon** **Suffolk** **IP27 0FP**	**Reason for assessment:**	The Government's requirement that there is a full opening of the school in September 2020 during the COVID-19 situation. On our return on January 4th, the school is in a Tier 4 area and all stakeholders must be aware of and protected of the increased risk of infection. Based on the available evidence and concern for all stakeholders, the school will open for key worker and vulnerable children only; to be reviewed by 18th January.
Identification of those at risk:	▪ Students ▪ Their family groups ▪ Staff ▪ Their family groups ▪ Contractors and essential visitors ▪ Their family groups		
Harm which could occur:	Catching or spreading the COVID-19 virus. This is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates. Infection may happen through contact with someone with a confirmed case of COVID-19, potentially through touching a contaminated surface, and those who have been notified by a Public Health Agency that due to previous contact with a diagnosed case they are open to exposure. 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. **ALL personnel should consistently adhere to the current national social distancing rules.**		
Headteacher name and signature:		April Grimes	
Chair of Governors / Trust / Management Committee name and signature:		Claire Goldstone (Chair) Mary Andrew (Premises) Jo Wilson (Safeguarding and Welfare)	

- 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 .

- 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
- Any queries on premises issues should be directed to your Property Advisor.
- **Please ensure that your most recent risk assessment is available to the local authority should you be asked to provide this in the autumn term. You may choose to place your completed risk assessment on your school web site as part of your communications around COVID19 security.**

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. **This is Public Health advice which schools MUST follow.**	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)
1.0 **Missing a COVID-19 risk assessment review or not continuing with advised control measures**	**1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19.**	√		**SLT/DSLs reviewing daily as guidance changes.**	**Ongoing SLT/DSLs**	**SLT 27/08/20** **SLT 04/01/21**
	2. We have acted on any outstanding actions and completed them.	√				
	3. We continue to practice Government and PHE hygiene advice as written into our previous C19 risk assessments, and will ensure that we actively seek updated guidance.	√		**Signage has been reviewed but may need further changes to reflect guidance and to adapt if needed.** **Tier 4 posters to replace Tier 2.**	**SE/LB**	**SLT PD Day**
	4. We communicate any changes of ***current practice*** as a result of any COVID-19 related risk assessment, to staff, students and parents alike.	√		**Letters and Home school Agreements are adjusted and will go out July and again September with any further changes.**	**HTs/NW**	**SLT/NW PD Day Sept**
	5. We have communicated the findings of all our revised risk assessments, to all staff and offer this to parents and our young people.			**Emails and Zoom meetings on going.**	**AG**	**Jan 2021**
	6. We have reviewed our child protection policy (DSL) to reflect the return of more students.				**TW**	**DSL PD Day**

2.0 Catching and spreading the virus with a full complement of students and staff in school ***(Note: These are all considerations for minimising the potential spread – each school needs to work out how best this can be facilitated).***	1. From Sunday 24th January, all staff are asked to carry out a Lateral Flow test, twice a week to identify those who are asymptomatic. 2. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus. 3. Where a staff member or student has a member of their family who has Coronavirus symptoms, we ask that they do not attend school. 4. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic. 5. 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. 6. Where a member of staff is concerned about returning to work (for medical reasons) in September, we will use the Schools' Choice 'Guidance Principles Document – September 2020' to work out the best course of action. 7. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that	**√** **√** **√** **√** **√** **√** **√**		**Key staff have had extensive training and all staff have been asked to opt in to the testing. All staff have had the necessary training. Procedures for collecting, using and reporting have been clarified and we have discussed the importance of using the test to help identify those who are asymptomatic. A separate risk assessment has been completed which relates to the actual testing process. See page 27 Appendix 1** **Clarify with all parents nearer the time reflecting the most current advice.** **Children must self-isolate if they have been in close contact with a positive case for 14 days, irrespective of their own negative test result.** **If a child displays symptoms (without being a close contact of someone else who has tested positive) and subsequently has a test, they can return to school if negative result is shown. Alternatively, without a test result they must self- isolate for 10 further days before returning to school.**	**AG/CE/NW/TW** **SLT** **AG/NW/TW** **AG/NW/TW** **NW** **All**	

	we can respond appropriately. 8. We understand the process for reporting instances of those who have tested positive for Coronavirus. 9. We engage with the NHS Test and Trace process and understand how to contact our local health protection team. 10. In addition we understand that we must report to the LA when positive cases are confirmed. 11. 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. 12. We contain any outbreak by following Public Health Suffolk's advice, and have written procedures for this which all staff have been notified of. 13. Where students and / or staff are tested for COVID-19, we will ask parents and staff to notify us immediately of the test results. 14. We continue to request all personnel on our school site cleans their hands thoroughly for 20 seconds, and more often than usual. 15. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	**√** **√** **√** **√** **√** **√** **√**		**Electronic sign in screen to be updated and RA provided to all parties before coming to school. Keep company, contact details.** **Staff to communicate through the holiday so HTs are aware of any COVID 19 issues.** **All risk assessments will be reviewed regularly in line with guidance and stakeholders asked to be involved in the process of individual RAs.** **The school will provide appropriate face masks and shields and staff are encouraged to wear masks/shields to protect themselves.** • **For First Aid, intimate care, and when cleaning after a suspected case, staff are to wear Type 2R/EN Standard face masks. They will also wear gloves and a plastic apron.** • **When working inside with children staff are to wear a visor, as a minimum, to protect themselves while still providing**	**All**	

	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.	**√** **√**		**effective interactions with the children.** • **Medical grade face masks are recommended to be worn whenever possible and always when moving around inside the school.** • **Staff may choose to wear their own fabric masks while outside.** • **Electric hand dryers can be used but it is essential that all adults and children understand the importance of thorough handwashing.** • **Used masks must be disposed of in the PPE bins.** **Staff and parents to be aware that this is essential to the safety of all.** **Have guidance ready** **All EYFS children and staff to wash hands after playtime outside as two bubbles, Nursery and Reception, use the same area.** **The outside play apparatus will be**	**ZH/AE/WM/EH** **JB/SS**	**Staff provide evidence of CPD to SS on PD Day.** **Jan 11th 2021** **Information communicated to parents. PD Day. JB**

				used on a weekly rota; only one class on each of the KS1 and KS2 pieces of equipment. Children to wash hands after playing on the equipment. Nobody uses it on Friday to allow 72 hours before next class/bubble. Caretaker to clean daily. Parents informed to keep children off before and after school. **PE and Music subject leaders to keep up to date with changing guidance and communicate clearly to ALL staff.** **Staff to use Charanga Music updated units which provided alternate activities for singing. Staff have been provided with information. Subject leader has engaged with appropriate CPD.** **Children will be asked to come into school in clothing appropriate for PE on the days they have PE lessons.**		
3.0 **The risk of not being able to maintain appropriate social distancing**	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	**√** **√**		**Staggered starts, fencing, outside doors, desks forward facing, limited numbers in staffrooms/offices. Keyworker and vulnerable children only from January 4th to reduce numbers and limit spread of**	**SLT**	From Monday 14th September Jan 2021

and not being able to create appropriate bubbles or consistent groups of students **ALL AREAS**	reduced the number of contacts between children and staff. 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. 4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable. 5. As an AP or PRU we take steps to minimise social contact as far as is practicable. 6. As an AP or PRU we have considered whether smaller groups, or whole school grouping / bubble is more appropriate. 7. We have implemented an in-house strategy to ensure that consistent groups or bubbles do not mix. 8. We understand that maintaining social distancing may be difficult for younger children, and therefore we are enhancing the concept of bubble groups. 9. We encourage and teach social distancing at all times for both students and staff. 10. We understand that older students will be more able to social distance, and we will support them to keep to	**√** **√** **N/A** **N/A** **√** **√** **√** **√**		**infection.** **EYFS will remain in their own areas as much as possible, ie. Nursery staff will remain in the Nursery rooms and Reception in their rooms. This includes break/lunchtimes. If staff need to go into the other areas they will ALWAYS wear a mask and clean hands before/after entering.** **Year 2 Parents and Carers have revised dropping off and collecting point to allow more space for social distancing.** **Year 4 Parents and Carers have revised dropping off and collecting point to allow more space for social distancing.** **Year 5 children will use the back access to the building to enter and exit at the start and end of the day to reduce the number of UKS2 children on the playground.** **Year groups will alternate playtime with their parallel class reducing the number of children outside at any time, to reduce the interaction between children.** **Nursery and Reception will have separate times outside to avoid the two bubbles interacting.**	**SLT/CTs**	Jan 11th 2021 From Monday 21st September From Monday 16th November January 4th 2021 Jan 11th 2021

	this. We will also maintain consistent grouped bubbles, and will assist all young people to keep to these arrangements.			**See revised staggered times.** **All Parents and Carers are asked to**		
	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.	**√**		**wear face masks when coming on site. If required to come inside they will be issued with a Type 2R/EN standard face mask.** **Increased signage and restrictions to prevent Parents/Carers and siblings encroaching on areas used**	**TW, ZH, CE, JN, EG, SS VB** **All**	
	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.	**√**		**by bubbles e.g. summer house and sensory garden.** **Adults stay with own class, limited interaction with parallel class, very limited mixing when unavoidable in**	**All staff**	
	13. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups.	**√**		**age phases by area. Each age phase knows which area of the school is theirs and each has its own toilet block. All children must sanitise hands before entering toilet to**	**All staff**	
	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.	**√**		**minimise risk of contamination. Each year group has own dedicated outside space. Parallel classes will alternate times to avoid being**		
	15. We have made our staff aware that Public Health England strongly advises that **secondary school** staff	**N/A**		**outside together.** **Classes keep to own room**		

	should: a) stay at the front of the class b) stay away from colleagues where possible – and if not, at 2-metres where appropriate c) stay away from students – again, at 2-metres where possible d) avoid face to face contact e) minimise time spent within 1 metre of anyone.			**whenever possible. If a shared area is used, it must be wiped before and after use.** **If it is essential, staff from the parallel class can provide cover but it is essential they wear a medical facemask at all times. We will aim to keep to our year group bubbles. Breakfast Clubs operate by age phase in the appropriate areas.**	**SLT/TW**	**January 2021**
	16. In classrooms, we have ensured that students are all facing forwards rather than face to face or side on.	**√**		**At the start of term, staff to revisit both the Golden Rules and the new Stay Alert COVID rules. Posters to be displayed and children reminded regularly.**		
	17. We will not conduct assemblies with more than one consistent group.	**√**				
	18. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes	**√**		**Ensure all staff, especially new staff, are clear and communicate consistently to all children, recognizing some will have forgotten even the most basic rules and conventions of school.**	ZH/CE/Class teachers	
	19. We ensure the avoidance of busy corridors, entrances and exits.	**√**				
	20. Where possible we have laid out a one-way system to minimise the chance of face to face contact.	**√**		**Those staff that have to work within different bubbles, e.g. TW/ELSAs/SENDCOs, must keep a record or who they have worked with on a daily basis. They should also be extra vigilant with social distancing and creating a clean working space. Reduce this as much as possible.**	**SLT**	
	21. We have enabled staggered break times (including lunch breaks).	**√**				
	22. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance.	**√**			**All**	**Jan 2021**
	23. We have where necessary inhibited large numbers of staff in one area	**√**				

	(e.g., staff rooms) at one time by staggering breaks.			**When possible, teachers to take**		
	24. We have where necessary, implemented staggered start and end times to the school day to keep groups apart as they arrive and leave.	**√**		**PPA time off site to limit the risk of spreading infection in shared work spaces.**		**Jan2021**
	25. We have reminded parents of the processes for drop off and collection.	**√**		**Remind children and adults to avoid busy corridors and to teach within**		
	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.	**√**		**classrooms/hall.** **This has been kept to a minimum to reduce the knock on impact of a confirmed COVID 19 outbreak.**		**Jan 2021**
	27. We have a clear process for hygiene control when entering the school premises.	**√**				
	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.	**√**			**All**	
	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.	**√**		**Staff will regularly and consistently reinforce the expectations to all children recognising younger children and children with**		
	30. We have worked collaboratively with placements where our students are dual registered, to ensure we address	**√**		**SEND/SEMH will have limited understanding.**		

	the risks inherent in moving from setting to setting. 31. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to strict social distancing and hygiene requirements. 32. We ask all our staff and pupils to bring their own frequently used equipment (pens etc) into school so that they are not shared. 33. Only essential items owned by pupils as per the guidance are allowed on the premises. 34. We ensure that classroom resources are not shared outside the consistent group and even then, continue to clean surfaces after use. 35. We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently. 36. We understand that we are able to consider resuming breakfast and after school provision from September 2020. This will be planned carefully, considering bubbles within the school and by using small consistent groups. We understand that guidance from the DfE is available.	**√** **√** **√** **√** **√**	 **√**	**In line with the most current guidance, communicate with parents if we are to allow masks in school and how these will be disposed of.** **SENDCOs to speak with schools and parents** **All essential visitors to be directed to website for RA and to read and agree to the statement on the electronic sign in.** **Children are given individual equipment to keep at desk. KS2 have individual easy clean pencil cases.**		

	37. PE lessons will be conducted in consistent groups. 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. 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.	**√** **√** **√** **√**		**We have surveyed parents/carers and will run age phase Breakfast bubbles with staff from the appropriate year groups. Social distancing will be maintained to keep children separate from different classes.** **Subject leader to review guidance and practice and advise staff. Children to come dressed for PE on the appropriate days.** **After school clubs, including home learning, will cease for the foreseeable future.**		**From November 5th**
4.0 The risk of spread of	**1. Dedicated school transport:** We have worked with relevant Council personnel / private providers			**Revise guidance for EVOLVE RA and all staff and providers to be made aware.**	**HM**	

infection by using school transport and public transport	to ensure that as far as possible: **a)** pupils sit in bubbles that reflect their groups within school **b)** that hand sanitiser is available for use upon boarding and disembarking **c)** that vehicles are cleaned more frequently **d)** that queuing and boarding is organised and controlled **e)** that the seats available to students maintain distancing where possible **f)** that secondary school students should wear face coverings if the risk of being in close contact with those from different bubbles / groups is likely **2. Wider public transport:** We will work with relevant personnel to consider staggered start times to enable more journeys to take place outside of peak hours. 3. We have encouraged parents, staff and pupils to walk or cycle to school where it is safe to do so and is appropriate. 4. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the Government Guidance on safe travel.	**√** **√** **√** **√** **√** **√** **√**		**Contact coach company to ask for their RA.** **Train staff and communicate expectations to children.**	**HM** **HM**	

5.0 **The risk of not ensuring robust cleaning throughout the school premises**	1. We have procedures for cleaning outdoor playground and PE equipment. 2. All frequently touched surfaces inside and outside the school premises are cleaned regularly. 3. Science, art and sports equipment is cleaned frequently and meticulously, and always between different groups using them. 4. If we are unable to ensure cleaning of resources between groups, we will rotate the equipment to allow it to be left unused and out of reach for 48 hours, or 72 hours for plastics. 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. 6. We have introduced enhanced protocols and unambiguous procedures to ensure cleaning of the premises and all touched surfaces, is effective. 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	**√** **√** **√** **√** **√** **√** **√**		**Books returned from home will be collected into a box and isolated for 72 hours and wiped before being used again.** **Home learning completed by children not in school must be left in a box in the front reception area to quarantine for 72 hours.** **Children to return home learning packs on Tuesday to allow additional isolation time before staff handle.** **Access the guidance, print, email to all staff. Meet with Premises staff to ensure they understand.**	**CTs** **CTs** **All** **HM/LB**	**Jan 2021**

	this guidance HERE and follow the requirements *(current last update is July 2020).* 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. 9. We will ensure that extra time is given for cleaning surfaces in the dining area(s) after use.	**√** **√**		**Discuss with all premises staff to check understanding.** **Additional morning and afternoon cleaning each day. Sign off when areas have been visited.**	**HM/LB** **HM/LB/Premises**	
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: **a)** where a young person becomes ill with COVID-19 whilst at school and we are unable to maintain a distance of 2 metres. **b)** where a child requires intimate care and we use PPE in all cases 2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.	**√** **√**		**SLT regularly monitor use of PPE and remind staff of correct procedure.** **All staff provided with information (posters, video from HSE) demonstrating how to don and doff PPE correctly. All staff have confirmed they have watched and understood. Guides added to first aid kits and First aid cupboard so these are accessible in the event of a suspected case of COVID. Staff have regular updates (notice board, team meeting, sharing of RA) and clarification as to the correct use of PPE.**	**All staff** **BW/LB**	

				Staff have completed 'Donning and doffing' CPD. **Monthly monitoring of stock levels and orders to be placed.** **Go through increased need to follow all guidance due to virus mutation.**	**LB**	**January 4th**
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. 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 clinically extremely vulnerable group, as they return to	**√** **√** **√** **√**		**Adults involved to ensure other staff are aware.** **SENDCO has dedicated 'Medical' time to update all records and to ensure information is passed on.** **Additional diabetes training for new staff and staff and updates for others.** **TW/SENDCo to flag up who this will involve and to take appropriate action and discuss implications with SLT.** **TW to review all staff to update or provide appropriate risk assessments to reflect changing**	**SENDCOs/ TW Class teachers** **CE/JD/KA /RC** **TW/CE** **TW**	**Ongoing**

	work or school, and that individual risk assessments will be undertaken.[1] We will use the Schools' Choice flowchart to help us in our decisions.			**needs e.g. pregnancy, new medical conditions.**		
	5. We understand that staff may have clinically extremely vulnerable people in their households who have been shielding, and we follow current Government guidance when discussing individual cases of staff returning to work, or pupils back to school.	**√**		**Get most up to date advice from HR.**	**NW/TW**	
	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.	**√**		**All staff to let SLT/TW know of any existing or new medical conditions to enable us to respond appropriately. Medical conditions questionnaire to go out to staff at start of academic year to ensure most up to date information.**	**All staff**	
	7. We understand the importance of keeping up to date with Government guidance on shielding in terms of whether the decline in the rates of community transmission of the virus remains low (as at July 2020) or raises again. Individual risk assessments will be reviewed at frequent intervals.	**√**		**More First Aid training is booked for September. Review training requirements to reflect any overall staff movement, Forest Schools Leaders, paediatric. Online first aid training is also available through the National College.**	**CE**	
	8. We have ensured that concerning our			**Staff understand that PPE must be**		

[1] 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

	bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area. 9. 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).	**√** **N/A**		**worn and that all PPE must be disposed of in the clinical bin in a safe and controlled manner as per guidance.**		

8.0 Catching and spreading the virus whilst maintaining premises management controls with a full complement of staff and students	1. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency. 2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures. 3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment. 4. Where we have a shared site (e.g. sports centre provision etc) we have ensured that we are working together and sharing our risk assessments to provide a safe area for everyone.	**√** **√** **√** **√ Pool**		All contractors to be requested to come when children are not on site if at all possible. RA sent out prior to visit **All visitors to the site must wear masks inside and outside. They may wear any fabric mask outside however, we will provide Type 2R /EN standard for their use inside the building. Visiting Speech and Language Therapist may work with the child wearing a shield to be effective.** **Cleaners must wear plastic, aprons, gloves and either a face shield or**	LB/NW LB LB/BG/ SLT LB LB	

	5. There is a system of communication between us and any other setting which shares our site and we ensure regular discussion of this topic. 6. The school has ensured that relevant property statutory compliance checks have been completed and records updated. 7. Daily and weekly checks have been reinstated and we are up to date with all premises checks in all areas of the school (i.e., those that were closed off for a period of time). 8. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to: **a)** all fire precaution checks as per the Fire Logbook **b)** safety of gas supplies **c)** visual checks on electrical services and equipment **d)** inspection of lifts and lifting equipment **e)** water temperatures and flushing of systems (Legionella risk) **f)** ventilation systems **g)** perimeter fencing **h)** noting any damage to the fabric of the building	**√**	**√** **√** **√**	**mask at all times.** **MDSAs to wear medical masks and aprons to deliver meals and while moving around inside the building.** Get the Risk Assessments from pool. Check regularly as things change and this must be uploaded onto EVOLVE. Band cannot meet up while in Tier 4. They will only use outside area once the area moves back to Tier 2. WG/LB to meet with AG on PD day to check all in place.	TW JB/HM WG/LB WG/LB	Jan 2021

	9. We have ensured that the external waste bins are **still** safe from being an arson or climbing risk and can be accessed under social distancing rules.	**√**				
	10. We ensure that all internal flip top waste bins in every room and welfare facility are emptied daily and that the bin liners are fully secured before disposing of them.	**√**		Dinner containers to be stacked to minimise space needed in bins by CTs/TAs. Bags to be tied up and placed out of the classroom for MDSA/Cleaners to collect.	Daytime cleaner or MDSA	
	11. We ensure that all waste from potentially infected persons is doubled bagged and set aside for 72 hours before disposal and that we contact the local authority for advice if we are unsure of which collection service is required.	**√**		If bins become full in the day, they must be sealed, double bagged, taken to the outside bins and the bags replaced.	All premises staff	
	12. All science, DT and art areas have been pre-checked as per Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) guidance and are ready for use.	**N/A**		Kitchen staff will seal and empty bins in the dining hall.	EATS staff	
	13. We can ensure 2m distancing within all workshops, art studios, dance studios and science labs. Where this is not possible we will adhere to the 1m plus rule, with additional mitigation arrangements.	**√**		No dancing at the moment.		
	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). 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. 16. We understand the importance of good ventilation and follow the HSE's guidance[2] on air conditioning and ventilation.	**√** **√**		Vertas communication informs us staff will be back from September 1st for CPD and wellbeing discussions. Lunches served in classrooms except for Reception who will use the hall. This will need close monitoring with more children in school and when temperatures outside drop. Parents informed to dress children appropriately. Indoor fleeces introduced. Staff to ensure doors are closed in areas that are unoccupied for security reasons and to try to keep some heat in the building. 'In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. If necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so).	VERTAS SLT All staff	

[2] https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm

				Classrooms are well ventilated and the school opens external doors at break and lunch times so that it is not too cold for the children. We keep ceiling fans, where fitted, on to prevent pockets of stagnant air and blinds open so air can flow freely through windows.		
9.0 **The impact on staffing, and staff welfare, and also the mental wellbeing of students, due to the risk of catching and spreading the virus now that a full complement of staff and students are present**	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. 2. We are aware of the Leadership Wellbeing assistance from the LA. 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. 4. We are aware of the Stress and Mental Health web pages on the H&S site on Suffolk Learning, where resources can be found for staff. 5. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded. 6. We ensure that all staff are informed	**√** **√** **√** **√** **√** **√** **√**			**TW/NW**	

	in a timely way of any changes at the school and of any risks to their health and wellbeing.	√				
	7. We ensure that all staff are listened to, and their concerns taken on board.					
	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.			**Staff have a detailed induction. All staff have the information relating to groups and staggered times. Parents informed by letter. Children will have more detailed information on return enabling teachers to explain the specific detail to each class.**	**Class teachers**	
	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).	√				
	10. We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are returning to work.	√		**RA shared regularly, opportunities to discuss, question and feed into arrangements.**	**SLT**	
10.0 Administration and the continual knowledge of the risks of catching and spreading the virus	1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – changes are apparently each day.	√		**Ongoing and relying on many different members of staff to review, not just the HT.**	**SLT**	
	2. We receive and read *Suffolk Headlines* and disseminate this to all staff which details further support and information.	√		**Shared**	**SLT**	
	3. We know where to find Suffolk Schools' health and safety advice on	√			**NW/LB/SE**	

	Suffolk Learning 4. We are aware of how to get further advice from the Education and Learning team at the LA if required. 5. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them. 6. We actively seek guidance from our HR provider as required. 7. We have displayed the Public Health 'COVID-19 SECURE' poster in a way that all students, staff and visitors can see it. 8. We have laid out structured and robust plans for action should a local outbreak occur and understand that the DfE will be involved in decisions at a local and national level.	**√** **√** **√** **√** **√**		**NEU rep works closely with HT to check RA/guidelines etc.** **Only essential visitors will be admitted with prior invitation from SLT.** **Blended learning is planned making use of Oak National Academy and a wealth of other online learning opportunities. Staff are aware that many children will need hard copies due to limited access to ICT.**	**HT/SE** **NW** **SLT**	

Appendix 1

Mass Testing at Forest Academy Risk Assessment

Potential risk or hazard	Calculation of Risk See Calculation Table			Risks to staff members	Risk management strategy
	Likelihood (1,2 or 3)	Severity (1,2 or 3)	Risk Rating (L x S = RR)		
Exposure to the virus through distribution of the kits	3	3	9	Member of staff distributing the kits will be exposed to the virus. May lead to serious illness, hospitalisation or death.	Distribution staff to wear PPE and frequently wash their hands. Distribution staff will stand behind a table, 2 metres away from the distribution table. Staff will sign the kit log for themselves. Distribution staff to monitor. All staff collecting their kits will be required to maintain 2 metres distance from the distributor. All staff must use hand sanitiser upon arrival at the collection point. Staff will be allotted a collection time for their academic year phase/ sector. Staff will be expected to stand back 2 metres if someone is present at the collection point. Cleaning controls in place with disinfectant spray and waste disposal bin in between collection slots.
Damaged kit	2	2	4	Staff will not have the sufficient equipment to complete the LFT. Asymptomatic staff may receive a false negative and spread the virus. May lead to hospitalisation, life long disabilities or death.	Staff have been briefed on the contents of their kits Staff have been provided with guidance leaflet v.1.3.2 Staff are to repeat a void result Staff to notify admin by email @ covid@forestacademu.co.uk who will issue a new kit.
Tests incorrectly stored	1	1	1	The tests will be rendered faulty The tests will be accessed by unauthorised staff or members of	Tests stored in the Indigo Room, within the badge and code secured admin area. Tests stored at room temperature (between 15-25 degree) where central heating is set to low

				the public or children.	and constant temperature maintained by radiator thermostat. Tests stored in a dry place.
Injury through swabbing	1	1	1	Staff will injure themselves through the use of the swab. The swab may snap and cut or graze the skin within the nostril or the mouth.	Staff have been briefed on how to administer the test Staff have been provided with guidance leaflet v.1.3.2 Staff have been shown a video for how to administer the test. Staff have first aid training Staff can call their GP or 111 in the event of a serious injury.
Nose bleeds	1	2	2	Staff will have caused a nosebleed through swabbing.	Where a member of staff has had a nosebleed up to 24 hours prior to the test, they are advised to use the other nostril. Staff have been briefed on how to administer the test. Staff have been provided with guidance leaflet v.1.3.2 Staff have been shown a video for how to administer the test. Staff have first aid training. Staff will call 111 if there nose bleeds significantly for more than 10-15 minutes.
Nose piercing	1	1	1	Staff may injure themselves through disrupting a nose piercing.	Staff have been advised to not use the swab in a nostril that has been pierced. Where there are piercings through both nostrils, they have been advised to remove a piercing from one nostril.
Allergic Reactions	1	2	2	A member of staff will be exposed to an allergen and present with an allergic reaction	The kits are not known to contain any allergens, specifically no latex.
Exposure to animal products	3	1	3	A vegan or vegetarian member of staff will be exposed to animal derived products.	Staff have been given training on how mass testing will be conducted at Forest Academy, inclusive of what the test kit contains. The Vegan society has yet to publish it's stance on the test kits. This will be monitored for updates by CE.

					Staff are not obliged to opt in. They may continue to attend work without completing the test.
Validity of the test compromised	2	2	4	Asymptomatic staff may receive a false negative and spread the virus at school. Contraction of the virus by a second party may lead to hospitalisation, life long disabilities or death.	Staff have been briefed on how to administer the test. Staff have been provided with guidance leaflet v.1.3.2 Staff have been shown a video for how to administer the test. Staff have been advised not to eat 30 minutes prior to administering the test. Staff have been asked to perform the test late in the evening, to avoid exposure to COVID-19 in between taking the test and attending school the next morning. Staff have been advised that the contents of a kit can only be used once. Staff have been advised to repeat the test should they receive a 'void' result. Staff have been told to self isolate and book a PCR test in the event of a 'double void' Staff will need to report the double void both to the school @ covid@forestacademy.co.uk and www.gov.uk/report-covid19-result or 119.
Staff test positive through the lateral flow self test kit	3	2	6	Staff will test positive for the virus.	Staff have been briefed on how to administer the test and report and action the results. Staff will need to immediately self isolate along with their family/ household/care bubble. Staff will need to notify the head teacher by no later than 8pm that evening. Staff will need to report the positive result to both the school @ covid@forestacademy.co.uk and www.gov.uk/report-covid19-result or 119. Staff will need to immediately book a PCR test to confirm the positive result. Staff will then need

					to share the PCR result directly to the head teacher and to covid@forestacademy.co.uk Once confirmed by PCR test, the member of staff's school bubble will be told to remain at home and self isolate, where they have been in contact 48 hours prior to the positive result.
Break down of communication of results	3	2	6	Staff will have not notified the correct people of their result. Staff will spread the virus further. Contraction of the virus by a second party may lead to hospitalisation, life long disabilities or death.	Staff have been briefed on how to administer the test and report and action the results. All members of staff have a phone that they can use to notify the head teacher of a positive or double void result. Staff have been told to contact the head teacher directly by 8pm that evening by phone if they test positive or receive a double void. A dedicated email account of covid@forestacademy.co.uk has been set up. The account will be monitored daily by the administrative team. Staff have been told to take a photograph (with their phones) of the test to verify negative result and send to covid@forestacademy.co.uk The administrative team will keep a log of all results.

Completed by Claire Edmeades 20th January 2021

Assess the <u>likelihood</u> of the hazard/ risk occuring:

Likelihood	Rate	Description
High	3	Very likely, almost certain to happen, to be expected
Medium	2	Likely, has happened and will happen again
Low	1	Unlikely, probability of hazard is close to zero

Assess the <u>severity</u> of the outcome from hazard/risk:

Severity	Rate	Description
Major	3	Death, life altering damage from the virus
Medium	2	Ambulance/A&E needed, temporary disability, time off of work
Minor	1	Mild case of the virus first aid treatments

Calculate the Risk Rating: Likelihood X Severity

		Severity of the outcome		
		Major (3)	Medium (2)	Minor (1)
Likelihood Of event occurring	High (3)	9	6	3
	Medium (2)	6	4	2
	Low (1)	3	2	1

Translate the Level of Risk:

	Risk Rating	Description
High	6-9	Requires immediate action in terms of effective controls, personal protective equipment and staff training
Medium	3-5	Requires effective controls to be in place or further action
Minor	1-1	Requires no further H&S action

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:

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 (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