

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

ADDENDUM AND UPDATE

This document is an addition to previous assessments and checklists that you have undertaken to ensure the safety, health and wellbeing of pupils, staff and visitors during the Coronavirus pandemic. It details updated Government advice and requirements as of 28 August 2020. The table below should be completed in exactly the same way as before. You can refer to previous assessments which provide general notes and completion guidance. Weblinks to can be found at the end of the table. Please ensure you communicate this additional part of your risk assessment to all staff.

What are the hazards or where are the dangers?	Control Measure/Standards checklist 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 Incorrect management of C19 cases within the school	We have thoroughly reviewed our previous risk assessments using the acknowledged system of controls to minimise the risk of transmission.					
	We engage with the NHS Test and Trace process					
	We engage with and adhere to the suspected and confirmed case notification system via Suffolk County Council					
	We are clear on our own procedures where any member of the school presents with C19 symptoms including enhanced cleaning.					
	We always refer to the most recent Gov.UK guidance for detailed information on the management of cases within schools.			The most up to date flow chart and action cards have now been shared with staff		8.9.2020
2.0 Inadequate support regarding transport to and from school	We follow the guidance set out in the Transport to school and other places of Education: Autumn term 2020					
	We liaise with transport providers with regards to school bubbles / pods / constant groups, to ascertain matching them on school transport.			Children stay in bubble when travelling by coach e.g. to swimming.		7.9.2020
	We support the use of face coverings by students over 11 when on school transport, and actively encourage this.	N/A				

	We support the mandatory wearing of face coverings on public transport and actively encourage this amongst the school population.			Staff wear face covering on coach to swimming.		7.9.2020
	We encourage parents, staff and students to walk or cycle to school if possible.					
3.0 Inadequate or incorrect support for pupils and staff who are vulnerable* / self-isolating	We acknowledge that there will still be pupils and staff who are concerned about the return to school and offer the appropriate wellbeing advice to them all. In addition, we share the measures we have put into place at school to reduce the risk.			Continue to share wellbeing support on Facebook and school website		Ongoing
	We continue to consider what is feasible and appropriate for those administrative staff who wish to continue to work from home, by conducting a risk assessment in conjunction with clinical advice.	N/A				
	We support all staff members who have previously been “ clinically extremely vulnerable ” and understand we should follow the “clinically vulnerable” guidance for those staff. This is centred around the system of controls as above.			Risk assessments reviewed regularly		Nov 2020
	We support those who live with people who are clinically extremely / clinically vulnerable as they return to the workplace.	N/A				
4.0 Incorrect management of visitors to the school	We only accept visitors to the school where the appointment is essential. All visits are recorded.			Track and Trace system in place		1/9/2020
	We use the ‘ COVID-19 Visitor Questions ’ document and have amended it where and if necessary to fit our school’s business.					
	We ensure that all hand hygiene measures are available for visitors and that all visitors understand the school’s system of controls (as above).			Visitor agreement provided and signed on arrival		1/9/2020 - ongoing
	Where the use of supply / peripatetic teachers or coaches are necessary, we ensure that they comply with our school’s arrangements for minimising risk.			RA in place and school RA shared in advance and discussed		8/9/2020
5.0 Incorrect	We adhere to the latest Government Guidance on face					

use or disposal of face coverings in school	coverings in education.					
	We acknowledge that the government is not recommending the universal use of face coverings in all schools.					
	We understand that we have the discretion to require face coverings for Year 7 and above, and for staff / visitors in areas where social distancing cannot be maintained.	N/A				
	We understand that as a primary school , our pupils are not required to wear a face covering on site but that we have the discretion to ask adults to do so where social distancing is not possible.			Use of masks when speaking to parents at drop off/collection time. Visors used in class as social distancing is difficult due to size of rooms.		7//9/2020
	We understand that this discretion for Years 7 and above (and adults) will change if a local lockdown is imposed. We will seek appropriate advice when advised.	N/A				
	We understand that some individuals are exempt from wearing a face covering and are sensitive to their needs. We are especially considerate with regards to the systems of controls in this respect.					
	We instruct all pupils to wash their hands before and after donning and doffing their face coverings.					
	We ensure that a process for the safe disposal (in the black bag bin), for face coverings is in place.					
	We have a supply of face coverings for those staff or students whose coverings have been damaged or lost during the course of the day.					
6.0 Potential for increased risk of infection during music, dance and drama	We acknowledge that there may be an additional risk of C19 spread in the following activities – singing, chanting, playing wind and brass instruments, dance and drama, due to the aerosol transmission, especially with combined numbers of people in a confined space.			Staff have been provided with information and we follow the Charanga adapted units, avoiding singing		8/9/2020
	We adhere to the Government Guidance ‘Working safely during coronavirus: Performing Arts’ for specific curriculum subjects (i.e., singing / drama / instrument playing etc).					

	Special care is taken to social distance at 2 metres, all the participants of performing arts classes.					
	Where possible microphones are used to reduce the need for the raising of voices within the class setting. Microphones are not shared.					
	We avoid using large groups for singing, wind and brass playing unless we can adhere to the natural airflow requirements (10l/s/person for everyone in the area).			We do not sing as a class inside. Staff have been given guidance . Brandon Brass band will play outside and have baffles. They have their own RA.		1/9/2020 ■
	We consider holding some performing arts classes outside where appropriate, and if indoors, we use the largest room possible. The positioning of seats are never face to face and wind instruments' flow of air does not blow onto another player.					
7.0 Mismanaging wraparound provision and extra-curricular activity (incl trips)	We are aware that the reopening of breakfast and after-school provision is encouraged and liaise, where possible, with providers to maintain bubbles throughout the day.			Children attend breakfast club in their age phase bubbles and sit on class tables.		7/9/2020
	Where the maintenance of bubbles is not possible, we liaise with providers to encourage small and consistent groups in an attempt to match the school bubbles.			The SENDCO has liaised with Riverwalk to enable the dual placement to continue. Parent is aware of RA.		1/9/2020
	We are aware of the guidance ‘Protective measures for holiday and after school clubs, and out of school settings’ which may support our ongoing provision and planning.			After school clubs will not run until further notice. After school intervention with online learning will be within bubbles. (this was suspended during the 4 week lockdown up to 2nd Dec.)		1/9/2020
	We understand that domestic and overseas overnight visits are advised against and will not be planning those until guidance is changed.			We will not discuss residential trip with children until guidance changes		1/9/2020
	We will request information from our Educational Visit Advice provider where visits are pending or being planned.					

8.0 Potential for increased risk of infection during physical activity (PE etc)	Our school only participates in physical activities that are on the 'return to recreational team sport framework' .			Suffolk COVID PE RA shared with all staff		1/9/2020
	<p>We adhere to the following set of guidelines for all PE activities:</p> <ul style="list-style-type: none"> Grassroot sport: Sport England Gov.UK guidance on the phased return of sport The Association for Physical Education The Youth Sport Trust For swimming: returning to pools guidance documents (Swim England) 			Swimming was suspended during the 4 week lockdown up to 2nd December 2020.		
	We have incorporated all additional risks and controls into our PE risk assessments (as relevant).					
9.0 Not providing appropriate wellbeing support for pupils – mental ill-health.	We acknowledge that the current national situation has given many pupils a great deal of concern, and will continue to offer appropriate support. This will be both in-house, and general signposting to national organisations. We understand there are further resources within the 'Guidance for full opening: schools' which are available (under 'Pupil wellbeing and support').					
	<p>We acknowledge the existence of the DfE, PHE and NHS webinar, which sets out how to support pupils and students We make this available to all staff:</p> <p>https://youtu.be/MYmBLnSQh3M</p>					
10.0 Not planning for local / national tier restrictions	We have planned for the possibility of local tiered restrictions either via our Business Continuity Plan or as part of our Covid-19 risk assessments. We understand that specific tier 2 guidance is available to us.					
	These plans have been communicated to all staff.					
	Where relevant and appropriate we have sought guidance from the Government Guidance 'Covid-19 contain framework: a guide for local decision makers' to ensure our plans are robust.			Close liaison with Suffolk county Council regularly to ensure we are following most up to date guidance		Ongoing

HELPFUL LINKS:

Information for schools on reporting suspected / confirmed cases:

<http://www.suffolklearning.co.uk/covid-forms>

Full guidance including the updates on 28 August 2020:

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

Mental health support for pupils and teachers: <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

How schools can plan for tier 2 local restrictions:

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Planning for local restrictions: <https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>

Health and safety on educational visits: <https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

Protective measures for holiday / after school clubs (etc):

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Return to team sport framework: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on the phased return of sport and recreation:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Guidance on shielding and protecting people who are clinically extremely vulnerable:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Coronavirus: Getting tested: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Transport to school: Autumn Term 2020: <https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Safer travel guidance for passengers: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

If you have a concern or query about your risk assessment, please contact the LA's Safety, Health and Wellbeing Advisor at nina.bickerton@suffolk.gov.uk.

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.