

**RISK ASSESSMENT / CHECKLIST FOR FULL OPENING OF ALL SCHOOLS IN JANUARY 2020- For National lockdown starting 5-1-2021**

**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.**

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| **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](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc)  to minimise the risk of transmission. |  |  |  |  |  |
| We engage with the [NHS Test and Trace](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) process |  |  | **We have forms for visitors to fill in and the questions for visitors from the LA for them.** |  |  |
| We engage with and adhere to the [suspected and confirmed case notification system](https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/covid-19-notification-forms-for-schools) 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](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) for detailed information on the management of cases within schools. |  |  |  |  |  |
| **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](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) |  |  |  |  |  |
| We liaise with transport providers with regards to school bubbles / pods / constant groups, to ascertain matching them on school transport. |  |  | **Not applicable at present no one is coming into school on school transport.** |  |  |
| We support the use of face coverings by students over 11 when on school transport, and actively encourage this. |  |  | **If we had any at this point we would- we did until lockdown.** |  |  |
| We support the mandatory wearing of face coverings on public transport and actively encourage this amongst the school population. |  |  |  |  |  |
| We encourage parents, staff and students to walk or cycle to school if possible. |  |  | **Also for all adults to wear face coverings when dropping or picking up children.** |  |  |
| **3.0 Inadequate or incorrect support for pupils and staff who are vulnerable\* / self-isolating**  ***\*to include clinically, and clinically extremely vulnerable, pregnant women and those from the BAME community*** | We acknowledge that there will still be pupils and staff who are concerned about the return to school and offer the appropriate [wellbeing advice](https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers) to them all. In addition, we share the measures we have put into place at school to reduce the risk. |  |  | **A further email highlighting wellbeing information on the school websites will be highlighted again to parents/ carers in the coming week.** |  |  |
| 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. |  |  | **Not applicable at this time.** |  |  |
| We support all staff members who have previously been “[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)” and understand we should follow the “clinically vulnerable” guidance for those staff. This is centred around the system of controls as above. |  |  | **Yes applicable and guidance being followed. Also staff asked to not use communal areas for long period with other staff to stay at a 2m distance and to wear a mask in corridors and communal school areas. Optionally in class too. Also on entry and exit of school.** |  |  |
| We support those who live with people who are clinically extremely / clinically vulnerable as they return to the workplace. |  |  | **We have shared the guidance and the RA updates and new guidance from January 2021.** |  |  |
| **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. |  |  |  |  |  |
| We use the [‘COVID-19 Visitor Questions’](https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19) document and have amended it where and if necessary to fit our school’s business. |  |  | **We will be using them from now on.** | **Admin staff to give out from now.** |  |
| We ensure that all hand hygiene measures are available for visitors and that all visitors understand the school’s system of controls (as above). |  |  | **Messages are on the main doors into the school.** |  |  |
| Where the use of supply / peripatetic teachers or coaches are necessary, we ensure that they comply with our school’s arrangements for minimising risk. |  |  | **We are trying to use in house staff for supply needs and no peripatetic staff are coming into school at this time. Music staff are** |  |  |
| **5.0 Incorrect use or disposal of face coverings in school** | We adhere to the latest [Government Guidance on face coverings in education](https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education). |  |  | **Actually we have done the secondary guidance wearing masks in corridors and communal areas. Staff feel safer this way with the new strain of Covid.** |  |  |
| We acknowledge that the government is not recommending the universal use of face coverings in all schools. |  |  | **See above** |  |  |
| 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. |  |  | **All staff, parents and visitors to wear masks.** |  |  |
| 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. |  |  | **Asked for pick up and drop offs.** |  |  |
| 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. |  |  | **We were asking in Jan pre-lock down for staff/ parents to wear them. Now still during lockdown.** |  |  |
| 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. |  |  | **Distancing in this instance is asked for.** |  |  |
| 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. |  |  | **Not happening in the school.** |  |  |
| * We adhere to the Government Guidance [‘Working safely during coronavirus: Performing Arts’](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts) for specific curriculum subjects (i.e., singing / drama / instrument playing etc). |  |  | **When we need to** |  |  |
| * Special care is taken to social distance at 2 metres, all the participants of performing arts classes. |  |  | **As needed** |  |  |
| * Where possible microphones are used to reduce the need for the raising of voices within the class setting. Microphones are not shared. |  |  | **n/a if it was we would** |  |  |
| * 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 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. |  |  | **If we do we will** |  |  |
| **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. |  |  | **Not considering it, risks to the member of staff who leads it. Parent who uses it has changed working hours.** |  |  |
| * 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. |  |  | **See above** |  |  |
| * We are aware of the guidance ‘[Protective measures for holiday and after school clubs, and out of school settings’](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) which may support our ongoing provision and planning. |  |  | **See above** |  |  |
| * We understand that domestic and overseas overnight visits are advised against and will not be planning those until guidance is changed. |  |  | **Unless safe after lockdown** |  |  |
| * We will request information from our Educational Visit Advice provider where visits are pending or being planned. |  |  | **As needed** |  |  |
| **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'.](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework) |  |  |  |  |  |
| We adhere to the following set of guidelines for all PE activities:   * Grassroot sport: [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) * Gov.UK guidance on the [phased return of sport](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework) * The [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) * The [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools) * For swimming: [returning to pools guidance documents](https://www.swimming.org/swimengland/pool-return-guidance-documents/) (Swim England) |  |  |  |  |  |
| * 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’](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools) which are available (under ‘Pupil wellbeing and support’). |  |  | **Wellbeing reminders going out end of this week.** | **AW / ND/ KB website link** |  |
| * 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: <https://youtu.be/MYmBLnSQh3M> |  |  | **We have shared this 11/1/21** |  |  |
| **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](https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions)- tier 4 is available to us0Lockdown guidance is also 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’](https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers) to ensure our plans are robust. |  |  | **Not needed as yet. Checked via Govs, using LA proforma’s and DFE latest guidance.** |  |  |
| **School additions to the addendum pro forma from the LA:** | | | | | | |
| **Use of behaviour policy addendum for lockdown** | * We will use the zero tolerance addendum for the behaviour policy that we used in the last lockdown. This is for any behaviours endangering the safety of others during COVID- spitting, not following the strict distancing, touching rules. (Chn with SEND or alternate needs will have their own risk assessment which we will use in addition to, or instead of the addendum depending on their behaviours and with approval of Parents/ carers.) |  |  | **Staff and parents will be made aware again of the behaviour policy addendum.**  **Pupil RA will be reviewed and parents reminded of school expectations and reasonable adjustments.** | **AW**  **ND** |  |
| **DSL guidelines** | We will endeavour to have a DSL on site daily but it is worth noting that as long as one is contactable by phone we are safe to operate. A named person on the day takes over in school when needed. DFE guidance allows this. |  |  | **At present we have at least one DSL on site daily.**  **Between the two schools we have 7 DSLs trained to either be in school or at the end of the phone if no one is able to be in school.** |  |  |
| **Teaching assistant’s leading learning** | * At present we have enough teachers to lead all bubbles in any instance where this is not possible the DFE guidance states if we think the TA has the ability to they can lead/ cover the learning under the direction of a qualified teacher. |  |  | **Not needed at present but in case we have teachers no able to be in bubbles in any instance.** |  |  |
| **Direct close contact of someone with COVID** | * Staff are aware that when someone is diagnosed with COVID-19 that we will follow the LA, PHE and DFE guidance when we have to track and trace the person’s contacts and when we send people home for the 10-day isolation. * Staff will try to avoid the below criteria for track and trace ‘direct close’ or ‘extended close’ contacts with other adults and children when viable in school so they do not have to then be sent home. * face to face contact for any length of time with another adult, or child (where possible) * extended close contact within 1-2 metres for 15+ minutes with another adult, or child (where possible) * any contact by travelling in close contact in a small vehicle (car). |  |  | **We follow the LA flow diagram of actions.**  **We phone the resolutions team and report off site cases to the LA and in school cases we phone through then follow up with an online report to the LA and seek advice from them and PHE, Track and Trace guidance.**  **Staff are wearing masks around all adults outside of the classroom.**  **Staff are trying to adhere to the bullet points so there would be no need to isolate them if an adult in particular was diagnosed with COVID-19.** |  |  |

**HELPFUL LINKS:**

**Information for schools on reporting suspected / confirmed cases:** <http://www.suffolklearning.co.uk/covid-forms>

**Full guidance including the updates on 28 August 2020:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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

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

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

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

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

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

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

**Guidance on shielding and protecting people who are clinically extremely vulnerable:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

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

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

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

If you have a concern or query about your risk assessment, please contact the LA’s Safety, Health and Wellbeing Advisor at [nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk) .

You should contact your SEO or call 01473 263942 if you would like to discuss your planning.

For leaders’ wellbeing support: **01473 265656 (new phone number)**  or email: [leadershipwellbeingsupport@suffolk.gov.uk](mailto:leadershipwellbeingsupport@suffolk.gov.uk)

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