

**RISK ASSESSMENT / CHECKLIST FOR FULL OPENING OF ALL SCHOOLS IN SEPTEMBER 2020****(Revised May 2021)****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 5<sup>th</sup> November**, 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 FOR FULL OPENING – May 2021


Date of assessment:	13 <sup>th</sup> May 2021	Assessed by (job title / name):	Headteacher: Lorna Rourke
Local reference number:	Version 15	Other people involved with this assessment:	SLT
Name and address of school:	Elveden C of E Primary Academy London road Thetford Norfolk IP24 3TN	Reason for assessment:	The Government's requirement that there is a full opening of the school in March 2021 during the COVID-19 situation. Easing of restrictions from 17 <sup>th</sup> May 2021.
Identification of those at risk:	<ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Their family groups</li> <li>▪ Staff</li> <li>▪ Their family groups</li> <li>▪ Contractors and essential visitors</li> <li>▪ Their family groups</li> </ul>		
Harm which could occur:	<p>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.</p> <p>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.</p> <p>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.</p> <p><b>ALL personnel should consistently adhere to the current national social distancing rules.</b></p>		
Headteacher name and signature:	Lorna Rourke		
Chair of Governors / Trust / Management Committee name and signature:	Lynne Proudlock and Claire Goldstone (Co-Chairs) Rev. Paul Tams, Natasha Morgan, Nicola Douglas (Premises)		
<ul style="list-style-type: none"> <li>● If you have a concern or query about your risk assessment, please contact the LA's Safety, Health and Wellbeing Advisor at <a href="mailto:nina.bickerton@suffolk.gov.uk">nina.bickerton@suffolk.gov.uk</a> .</li> <li>● You should contact your SEO or call 01473 263942 if you would like to discuss your planning.</li> <li>● For leaders' wellbeing support: <b>01473 265656</b> (new phone number) or email: <a href="mailto:leadershipwellbeingsupport@suffolk.gov.uk">leadershipwellbeingsupport@suffolk.gov.uk</a></li> <li>● Any queries on premises issues should be directed to your Property Advisor.</li> <li>● <b>Please ensure that your most recent risk assessment is available to the local authority should you be</b></li> </ul>			

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. <b>This is Public Health advice which schools MUST follow.</b>	Yes they are in place	No they are not in place /NA	Our school needs to add these following control measures to reduce the risk as far as possible, OR this is why we cannot meet this standard:	Action by when and by who?	Additional Action Completed (initials and date)
1.0 Missing a COVID-19 risk assessment review or not continuing with advised control measures	<ol style="list-style-type: none"> <li>1. <b>We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19.</b></li> <li>2. <b>We have acted on any outstanding actions and completed them.</b></li> <li>3. <b>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.</b></li> <li>4. We communicate any changes of <b>current practice</b> as a result of any COVID-19 related risk assessment, to staff, students and parents alike.</li> <li>5. We have communicated the findings of all our revised risk assessments, to all staff and offer this to parents and our young people.</li> <li>6. We have reviewed our child protection policy (DSL) to reflect the return of more students.</li> </ol>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>SLT/DSLs reviewing daily as guidance changes. Risk assessment talked through with staff (May 2021)</p> <p>Signage has been reviewed but may need further changes to reflect guidance and to adapt if needed.</p> <p>Letters and Home school Agreements are adjusted and went out in September with any further changes. Staff to revisit these with children on their return. Emails and Zoom meetings on going.</p> <p>This has been shared with staff in line with updates and children returning to school.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>SLT 5/3/21 12/4/21 2/5/21 <b>13/5/21</b></p>

<p><b>2.0 Catching and spreading the virus with a full complement of students and staff in school</b></p> <p><i>(Note: These are all considerations for minimising the potential spread – each school needs to work out how best this can be facilitated).</i></p>	<ol style="list-style-type: none"> <li>1. From Sunday 24<sup>th</sup> January, all staff are asked to carry out a Lateral Flow test, twice a week to identify those who are asymptomatic.</li> <li>2. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus.</li> <li>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.</li> <li>4. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic.</li> <li>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.</li> <li>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.</li> </ol>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p><b>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 (Sun/Wed as a minimum). A separate risk assessment has been completed which relates to the actual testing process. See page 28 Appendix 1 Clarify with all parents as appropriate, reflecting the most current advice.</b></p> <p><b>Children must self-isolate if they have been in close contact with a positive case for 10 days, irrespective of their own negative test result.</b></p> <p><b>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</b></p>	   	

	<p>7. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately. ✓</p> <p>8. We understand the process for reporting instances of those who have tested positive for Coronavirus. ✓</p> <p>9. We engage with the NHS Test and Trace process and understand how to contact our local health protection team. ✓</p> <p>10. In addition we understand that we must report to the LA when positive cases are confirmed. ✓</p> <p>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. ✓</p> <p>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. ✓</p> <p>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. ✓</p> <p>14. We continue to request all personnel on our school site clean their hands thoroughly for 20 seconds, and more ✓</p>			<p>further days before returning to school.</p> <p>Following a positive Covid result the HT speaks to SCC and PHE and completes the separate Suffolk RA and provides names of close contacts to them and informs them they must self- isolate via letter with all information and guidance.</p> <p>RA provided to all parties before coming to school. Keep company, contact details and provide visitor agreement which must be signed. Contractors on site must read and agree their specific RA, visitor agreement and COVID procedures before coming onto site. They will work outside or in school when unoccupied by children and staff. They will use the toilet, washing facilities at the lunch hall which is currently unoccupied.</p> <p><b>All visitors to site must carry out a lateral flow test the day beforehand and show NHS confirmation text on arrival.</b></p> <p>School will provide testing kit if their own organisation are not able to facilitate this.</p>	<p>■</p> <p>■</p> <p>■</p>	
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	<p>often than usual.</p> <p>15. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>16. We understand and adhere to the wearing of PPE only where necessary and advised.</p> <p>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.</p>	<p>✓</p> <p>✓</p>		<p><b>Staff to communicate with HTs so they are aware of any COVID 19 issues.</b></p> <p><b>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 medical masks (Type 2R/EN) to protect themselves and others if necessary. Masks will no longer be worn as standard, in line with most recent advice unless staff members choose to or where social distancing with adults cannot be maintained (corridors, zoom meetings-sharing devices etc).</b></p> <ul style="list-style-type: none"> <li>● <b>For First Aid, intimate care, and when cleaning after a suspected case, staff must wear Type 2R/EN Standard face masks. They will also wear gloves and a plastic apron.</b></li> <li>● <b>When working inside with children staff no longer need to wear masks unless they choose to.</b></li> </ul>		
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				<ul style="list-style-type: none"><li>● <b>Used masks must be disposed of in the PPE bins in staffroom and EYFS.</b></li></ul> <p><b>The outside play apparatus will be used on a weekly rota; only one class on equipment. Children to wash hands after playing on the equipment. Nobody uses it on Friday to allow 72 hours before next class. Parents not on site before and after school.</b></p> <p><b>Ensure we have a full stock of PPE should it be needed.</b></p> <p><b>PE and Music subject leaders to keep up to date with changing guidance and communicate clearly to ALL staff.</b></p> <p><b>Flute lessons to continue for UKS2 as per Suffolk County Music Service Risk Assessments.</b></p> <p><b>Charanga have updated schemes of work to reflect COVID guidance.</b></p> <p><b>Singing is permitted in well ventilated rooms with children forward facing and well spaced.</b></p> <p><b>PE can take place in the hall so long</b></p>		
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<p><b>bubbles or consistent groups of students</b> <b>ALL AREAS</b></p>	<p>effective way of operating consistent groups of staff and students in bubbles and have a strict protocol on how this works in practice.</p> <p>4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable.</p> <p>5. As an AP or PRU we take steps to minimise social contact as far as is practicable.</p> <p>6. As an AP or PRU we have considered whether smaller groups, or whole school grouping / bubble is more appropriate.</p> <p>7. We have implemented an in-house strategy to ensure that consistent groups or bubbles do not mix.</p> <p>8. We understand that maintaining social distancing may be difficult for younger children, and therefore we are enhancing the concept of bubble groups.</p> <p>9. We encourage and teach social distancing at all times for both students and staff.</p> <p>10. We understand that older students will be more able to social distance, and we will support them to keep to this. We will also maintain consistent grouped bubbles, and will assist all</p>	<p>✓</p> <p>N/A</p> <p>N/A</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>strict social distancing. Each class knows which area of the school is theirs and each key stage bubble has its own toilet block. Each bubble has own dedicated outside space.</p> <p>All Parents and Carers asked to wear face coverings when coming to drop off/collect children if social distancing cannot be maintained.</p> <p>School to regular remind them via email and by displaying signs on gates.</p> <p>Any parents and carers that are asked to come onto site for appointments, will be required to social distance. If this is not possible, they will be issued with a Type 2R/EN standard face mask. Visitors may be asked to wear masks if member of staff is vulnerable.</p> <p>Classes keep to own room and if using hall or library this is cleaned thoroughly before being used by another group.</p> <p>Staff to revisit both the Golden Rules and the new Stay Alert COVID rules.</p>	<p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p>	
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	<p>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.</p> <p>16. In classrooms, we have ensured that students are all facing forwards rather than face to face or side on.</p> <p>17. We will not conduct assemblies with more than one consistent group.</p> <p>18. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes</p> <p>19. We ensure the avoidance of busy corridors, entrances and exits.</p> <p>20. Where possible we have laid out a one-way system to minimise the chance of face to face contact.</p> <p>21. We have enabled staggered break times (including lunch breaks).</p> <p>22. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance.</p> <p>23. We have where necessary inhibited</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p><b>different bubbles in certain circumstances, e.g. TAs/ /SENDCO, must keep a record of who they have worked with on a daily basis. They should also be extra vigilant with social distancing and creating a clean working space. This has been kept to a minimum to reduce the knock on impact of a confirmed COVID 19 outbreak.</b></p> <p><b>N/A to EYFS and KS1 due to the detrimental effect on children and limited space in classrooms. Children are kept in consistent groups within the class at desks and on carpet. Collective worship will take place daily in the hall in key stage bubbles only (1pm EYFS/KS1 bubble and 2.50pm KS2 bubble). We will use plans provided by Gemma Kingston/Diocese. These follow the liturgical structure (Gathering, engaging, responding, sending). All staff have webcams for any whole school virtual worship. We have staggered break time and staff will use allocated zones. This will be rotated weekly.</b></p>	<p>■</p> <p>■</p> <p>■</p>	
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	<p>arrangements.</p> <p>30. We have worked collaboratively with placements where our students are dual registered, to ensure we address the risks inherent in moving from setting to setting.</p> <p>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.</p> <p>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.</p> <p>33. Only essential items owned by pupils as per the guidance are allowed on the premises.</p> <p>34. We ensure that classroom resources are not shared outside the consistent group and even then continue to clean surfaces after use.</p> <p>35. We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently.</p> <p>36. We understand that we are able to consider resuming breakfast and</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p><b>All visitors to be directed to website for RA and to read and agree to the statement when signing in.</b></p> <p><b>Children bring in own pencil cases to be kept in school.</b></p> <p><b>Breakfast club has ceased to run as it was no longer viable due to numbers. After school club is also not needed after parental surveys. This will be reviewed for September.</b></p> <p><b>PE will run for the Spring/Summer</b></p>	<p>■</p> <p>■</p>	
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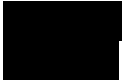
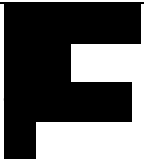

	<p>after school provision from September 2020. This will be planned carefully, considering bubbles within the school and by using small consistent groups. We understand that guidance from the DfE is available.</p> <p>37. PE lessons will be conducted in consistent groups.</p> <p>38. We will not allow the participation of contact sports within PESSPA allocated time.</p> <p>39. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students.</p> <p>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.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p><b>term in line with government guidance (outside when possible but inside PE can take place if necessary). Subject leader to continuously review guidance and practice and advise staff.</b></p> <p><b>PE Risk assessment shared with all staff.</b></p> <p><b>After school clubs will commence in summer term in line with government advice, these will be run in bubbles and by coaches/staff already in school with these groups. Coaches must have lateral flow tests and test negative every week before coming onto site.</b></p>	<p>■</p> <p>■</p>	
<p><b>4.0</b> <b>The risk of spread of infection by using school</b></p>	<p><b>1. Dedicated school transport:</b> We have worked with relevant Council personnel / private providers to ensure that as far as possible: <b>a) pupils sit in bubbles that reflect</b></p>	<p>✓</p>		<p><b>Revise guidance for EVOLVE RA and all staff and providers to be made aware.</b></p> <p><b>Swimming to resume in summer term for LKS2 following previous</b></p>	<p>■</p> <p>■</p>	



<p><b>transport and public transport</b></p>	<p>their groups within school</p> <p><b>b)</b> that hand sanitiser is available for use upon boarding and disembarking</p> <p><b>c)</b> that vehicles are cleaned more frequently</p> <p><b>d)</b> that queuing and boarding is organised and controlled</p> <p><b>e)</b> that the seats available to students maintain distancing where possible</p> <p><b>f)</b> that secondary school students should wear face coverings if the risk of being in close contact with those from different bubbles / groups is likely</p> <p><b>2. Wider public transport:</b> We will work with relevant personnel to consider staggered start times to enable more journeys to take place outside of peak hours.</p> <p>3. We have encouraged parents, staff and pupils to walk or cycle to school where it is safe to do so and is appropriate.</p> <p>4. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>N/A</p>		<p><b>restrictions and RA.</b> <b>Ensure that children always wear seatbelts on alternative transport. Hand sanitiser and PPE to be taken along with first aid kit.</b></p> <p><b>Due to remote location of the school, most children are driven to school by parents. They do not access public transport.</b></p>		
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	<p>7. We understand that there will be revised guidance for cleaning non-healthcare settings published by Public Health England by the end of the summer term. We will access this guidance <a href="#">HERE</a> and follow the requirements <i>(current last update is 15 July 2020)</i>.</p> <p>8. We use required cleaning products including standard detergents and ensure that if a contracted cleaning company is used, that we liaise with them to understand what their products are and their efficacy.</p> <p>9. We will ensure that extra time is given for cleaning surfaces in the dining area(s) after use.</p>	<p>√</p> <p>√</p>		<p><b>Access the guidance, print, email to all staff. Meet with Premises staff to ensure they understand.</b></p> <p><b>Allocated MDSAs will clean before and after lunch. Steam mop has been purchased to facilitate cleaning of hall, this must be cleaned every day that it is in use.</b></p> <p><b>Additional morning and afternoon cleaning of toilets each day. Sign off when areas have been visited, displayed outside toilets.</b></p> <p><b>Dining room must be cleaned between each bubble use, wiping down tables and cleaning toilet before next bubble enters.</b></p> <p><b>Equipment at lunch hall is not in use for any bubble.</b></p> <p><b>Ensure lunch hall is fully stocked with necessary cleaning equipment, hand gel, masks etc.</b></p>	<p>████</p> <p>████</p> <p>████</p> <p>████</p> <p>████</p>	
<p><b>6.0</b> <b>The risk of being</b></p>	<p>1. We understand that staff may not require PPE within our setting and recognise the following scenarios are</p>	<p>√</p>		<p><b>SLT regularly monitor use of PPE and remind staff of correct procedure.</b></p> <p><b>All staff provided with information</b></p>	<p>████</p>	

<p><b>unaware of when PPE is required (or not)</b></p>	<p>those that will require it:  <b>a)</b> where a young person becomes ill with COVID-19 whilst at school and we are unable to maintain a distance of 2 metres.  <b>b)</b> where a child requires intimate care and we use PPE in all cases</p> <p>2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.</p>	<p>√</p>		<p>(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.                  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.</p>	          	
<p><b>7.0 Catching and spreading the virus when giving or receiving first aid and/or supporting students and staff with medical needs</b></p>	<p>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.</p> <p>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.</p>	<p>√</p>          <p>√</p>          <p>√</p>		<p>Adults involved to ensure other staff are aware.                  Risk assessments for staff updated on PD Day, ongoing.</p> <p>AM has updated all records and will ensure information is passed on.</p> <p>Additional medical/diabetes training for new staff on PD Day and training</p>	          	

	<p>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.</p> <p>4. With the relaxing of the shielding advice on 1 August, we will ensure that we consult appropriately with any member of staff or parents/carers of a pupil who are within the <a href="#">clinically extremely vulnerable group</a>, as they return to work or school, and that individual risk assessments will be undertaken.<sup>1</sup> We will use the Schools’ Choice flowchart to help us in our decisions.</p> <p>5. We understand that staff may have clinically extremely vulnerable people in their households who have been shielding, and we follow <a href="#">current Government guidance</a> when discussing individual cases of staff returning to work, or pupils back to school.</p> <p>6. We risk assess on an individual basis</p>	<p>√</p> <p>√</p> <p>√</p>		<p>for new intake.</p> <p><b>Class teachers to flag up who this will involve and to take appropriate action and discuss implications with SLT.</b></p> <p><b>HR advice is that staff are able to return to school. Discuss individual concerns with HTs</b></p> <p><b>Individual Risk assessments in place</b></p> <p><b>All staff to let SLT know of any existing or new medical conditions to enable us to respond appropriately.</b></p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	
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<sup>1</sup> Individual risk assessments for staff (called ‘Individual Risk Assessment RTW – C 19’) can be found here: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>





<p><b>8.0 Catching and spreading the virus whilst maintaining premises management controls with a full complement of staff and students</b></p>	<ol style="list-style-type: none"> <li>1. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency.</li> <li>2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.</li> <li>3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</li> <li>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.</li> <li>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.</li> <li>6. The school has ensured that relevant property statutory compliance checks have been completed and records updated.</li> <li>7. Daily and weekly checks have been reinstated and we are up to date</li> </ol>	<p>√</p> <p>√</p> <p>√</p> <p>N/A</p> <p>N/A</p> <p>√</p> <p>√</p>		<p><b>All contractors to be requested to come when children are not on site if at all possible.</b></p> <p><b>RA sent out prior to visit</b> <b>Visitor agreement signed on arrival</b></p> <p><b>Visitors may wear any fabric mask outside however, we will provide Type 2R /EN standard for their use inside the building if social distancing with adults cannot be adhered to.</b></p> <p><b>Visiting Speech and Language Therapist may work with the child wearing a shield to be effective (as set out in guidance above).</b> <b>Premises staff must wear plastic, aprons, gloves at all times.</b> <b>MDSAs to wear aprons to deliver meals and while moving around inside the building.</b></p> <p><b>Obtain the Risk Assessments from pool. Check regularly as things change and this must be uploaded onto EVOLVE.</b></p>	<p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p> <p>██████████</p>	
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	<p>with all premises checks in all areas of the school (i.e., those that were closed off for a period of time).</p> <p>8. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to:</p> <ul style="list-style-type: none"> <li>a) all fire precaution checks as per the Fire Logbook</li> <li>b) safety of gas supplies</li> <li>c) visual checks on electrical services and equipment</li> <li>d) inspection of lifts and lifting equipment</li> <li>e) water temperatures and flushing of systems (Legionella risk)</li> <li>f) ventilation systems</li> <li>g) perimeter fencing</li> <li>h) noting any damage to the fabric of the building</li> </ul> <p>9. We have ensured that the external waste bins are <b>still</b> safe from being an arson or climbing risk and can be accessed under social distancing rules.</p> <p>10. We ensure that all internal flip top</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>			<p>■</p> <p>■</p> <p>■</p>	
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	<p>waste bins in every room and welfare facility are emptied daily and that the bin liners are fully secured before disposing of them.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>14. If we are not members of CLEAPSS we ensure that we seek alternative guidance from the relevant Health and Safety source (maintained schools via LA).</p>	<p>N/A</p> <p>✓</p> <p>N/A</p> <p>✓</p> <p>✓</p>		<p><b>Hot dinners are provided in boxes option as before and children will eat in lunch hall.</b></p> <p><b>This will need close monitoring with children sitting in classes, within key stage bubble.</b></p> <p><b>Thermals/skins to be worn under school uniform/PE kit if needed.</b></p> <p><b>Staff to ensure doors are closed in areas that are unoccupied for</b></p>	<p>██████████</p> <p>██████████</p>	
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	<p>15. We ensure that our catering facilities continue to be run in the usual safe way whilst also considering COVID-19 – Government guidance is followed.</p> <p>16. We understand the importance of good ventilation and follow the HSE’s guidance<sup>2</sup> on air conditioning and ventilation.</p>			<p><b>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 flow of air. If necessary external opening doors may also be used and where safe to do so.</b></p> <p><b>In warmer weather, doors and windows to be open to maximise ventilation throughout the building.</b></p>		
<p><b>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</b></p>	<p>1. We recognise that these times are incredibly stressful for staff, students and parents/carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies.</p> <p>2. We are aware of the Leadership Wellbeing assistance from the LA.</p> <p>3. We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all</p>	<p>√</p> <p>√</p> <p>√</p>		<p><b>A vast range of resources are being accessed across the school for pupils, parents and staff.</b></p> <p><b>Regular communication with parents via email and facebook to signpost support.</b></p> <p><b>Regular communication with parents, outside agencies and SEN support to ensure early help offer is effective.</b></p>		

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



	<p>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.</p>					
<p><b>10.0 Administration and the continual knowledge of the risks of catching and spreading the virus</b></p>	<ol style="list-style-type: none"> <li>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – changes are apparently each day.</li> <li>2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information.</li> <li>3. We know where to find Suffolk Schools’ health and safety advice on Suffolk Learning</li> <li>4. We are aware of how to get further advice from the Education and Learning team at the LA if required.</li> <li>5. We actively promote the role of Union representatives in this current situation and acknowledge the LA’s work with them.</li> <li>6. We actively seek guidance from our HR provider as required.</li> <li>7. We have displayed the Public Health ‘COVID-19 SECURE’ poster in a way that all students, staff and visitors</li> </ol>	<p>√ √ √ √ √ √ √</p>		<p>Ongoing</p> <p>Shared</p> <p>HT and staff regularly review union advice and consider this in our plans.</p> <p>Displayed in front reception area Only essential visitors will be admitted with prior invitation from SLT.</p> <p>Remote learning is planned making</p>	<p>■ ■ ■ ■ ■ ■ ■</p>	

	<p>can see it.</p> <p>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.</p>			<p><b>use of Oak National Academy and a wealth of other online learning opportunities should a bubble have to close or a child needs to self-isolate. In this instance google classroom will be used as the remote learning platform. Staff are aware that some children will need hard copies or laptops due to limited access to ICT.</b></p>		
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**Appendix 1: Mass Testing at Elveden C of E Primary Academy Risk Assessment**

Potential risk or hazard	Calculation of Risk			Risks to staff members	Risk management strategy
	See Calculation Table				
	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.	<p>Distribution staff to frequently wash their hands. Distribution staff will stand behind a desk, 2 metres away from the person.</p> <p>Staff will sign the kit log for themselves. Distribution staff to monitor.</p> <p>All staff collecting their kits will be required to maintain 2 metres distance from the distributor.</p> <p>All staff must use hand sanitiser upon arrival at the collection point.</p> <p>Staff will be allotted a collection time for their academic year phase/ sector.</p> <p>Staff will be expected to stand back 2 metres if someone is present at the collection point.</p> <p>Cleaning controls in place with disinfectant spray and waste disposal bin in between collection slots.</p>
Damaged kit	2	2	4	<p>Staff will not have the sufficient equipment to complete the LFT.</p> <p>Asymptomatic staff may receive a false negative and spread the virus.</p> <p>May lead to hospitalisation, life long disabilities or death.</p>	<p>Staff have been briefed on the contents of their kits</p> <p>Staff have been provided with guidance leaflet v.1.3.2</p> <p>Staff are to repeat a void result</p> <p>Staff to notify admin by email <a href="mailto:office@elvedenacademy.co.uk">office@elvedenacademy.co.uk</a> who will issue a new kit.</p>
Tests incorrectly stored	1	1	1	<p>The tests will be rendered faulty</p> <p>The tests will be accessed by unauthorised staff or members of the public or children.</p>	<p>Tests stored in the Heads office and locked away.</p> <p>Tests stored at room temperature (between 15-25 degree) where central heating is set to low and constant temperature maintained by radiator thermostat.</p> <p>Tests stored in a dry place.</p>
Injury through swabbing	1	1	1	<p>Staff will injure themselves through the use of the swab.</p> <p>The swab may snap and cut or graze the skin</p>	<p>Staff have been briefed on how to administer the test</p> <p>Staff have been provided with guidance leaflet v.1.3.2</p>

				within the nostril or the mouth.	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 Elveden 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	<p>Asymptomatic staff may receive a false negative and spread the virus at school.</p> <p>Contraction of the virus by a second party may lead to hospitalisation, life long disabilities or death.</p>	<p>Staff have been briefed on how to administer the test.</p> <p>Staff have been provided with guidance leaflet v.1.3.2</p> <p>Staff have been shown a video for how to administer the test.</p> <p>Staff have been advised not to eat 30 minutes prior to administering the test.</p> <p>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.</p> <p>Staff have been advised that the contents of a kit can only be used once.</p> <p>Staff have been advised to repeat the test should they receive a 'void' result.</p> <p>Staff have been told to self isolate and book a PCR test in the event of a 'double void'</p> <p>Staff will need to report the double void both to the school using the google form link provided and <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or 119.</p>
Staff test positive through the lateral flow self test kit	3	2	6	Staff will test positive for the virus.	<p>Staff have been briefed on how to administer the test and report and action the results.</p> <p>Staff will need to immediately self isolate along with their family/ household/care bubble.</p> <p>Staff will need to notify the head teacher by no later than 6pm that evening.</p> <p>Staff will need to report the positive result to both the school using the google form link provided and <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or 119.</p>



					<p>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 <a href="mailto:office@elvedenacademy.co.uk">office@elvedenacademy.co.uk</a></p> <p>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.</p>
Break down of communication of results	3	2	6	<p>Staff will have not notified the correct people of their result.</p> <p>Staff will spread the virus further.</p> <p>Contraction of the virus by a second party may lead to hospitalisation, life long disabilities or death.</p>	<p>Staff have been briefed on how to administer the test and report and action the results.</p> <p>All members of staff have a phone that they can use to notify the head teacher of a positive or double void result.</p> <p>Staff have been told to contact the head teacher directly by 6pm that evening by phone if they test positive or receive a double void.</p> <p>A google form has been set up. The responses will be monitored daily by the administrative team.</p> <p>The administrative team will keep a log of all results.</p>

**Outstanding Control Measures / Standards Action Plan**

Control measure / standard we cannot meet (reference number and outline)	Why can't we currently meet this standard?	What are we going to do about it?	Who is going to do it, and by when?	Have we done it? What date did we do it?	Review date if needed:



## 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.nasuwat.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf>

**HM Government and NHS 'Coronavirus – Stay Alert, Stay Safe at Work':**

<https://industrialstrategy.frontify.com/d/55EzeVU6rhza/covid-19-business-support#/keeping-your-business-safe/working-safely-guidance>

**CLEAPSS: guidance for science departments returning to school after extended closure**

<https://public.huddle.com/a/VdRjYeV/index.html>

**Conducting a SEND risk assessment during the coronavirus outbreak guidance can be**

**found here:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

**CLEAPSS – school support for DT, ART and Science:** <https://www.cleapss.org.uk/>

**Guidance for food businesses on coronavirus (COVID-19):**

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> (it may look as though this wouldn't apply to schools, but the Full Opening Guidance points to this PHE document)

**Premises safety in terms of Legionella throughout the C-19 outbreak:**

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

**Coronavirus: travel guidance for educational settings:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (Breakfast and after school clubs):**

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

**Sport England: Grassroot Sport:** <https://www.sportengland.org/how-we-can-help/coronavirus>

**Guidance on the phased return of sport and recreation:**

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

**Association for Physical Education:** [www.afpe.org.uk](http://www.afpe.org.uk) (general) and <https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf> for risk assessment assistance

**Youth Sport Trust:** <https://www.youthsporttrust.org/coronavirus-support-schools>