

RISK ASSESSMENT / CHECKLIST FOR WIDER OPENING – JUNE 2020

General notes:

- This form is intended to support schools in their decision-making process with regards to their ability to facilitate the wider opening of schools as suggested by Central Government.
- In addition to the statements within the assessment there is a list of further planning considerations available on Suffolk Learning (C-19 H&S pages) at https://www.suffolklearning.co.uk/leadershipstaff-development/health-safety-wellbeing/coronavirus:-covid-19 – please note, not all these are strictly 'H&S' but may assist when thinking about general risk.
- This Risk Assessment / checklist should be used, added to, and modified to suit your school or setting. As many points as possible have been included, but you will 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.
- During this evolving situation please monitor and follow government guidance given in the web links provided at the end of the document.
- Further guidance on risk assessments in general can be found on Suffolk Learning and at the HSE (links below).

Notes on completion:

- The form is a series of **positive** statements reflecting the safety of personnel in a school where 'wider opening' is planned. 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.
- Work your way through the risk assessment checklist and judge at the end whether you are able to facilitate increased numbers of children and staff at this point in time.
- 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 further writing.
- 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.
- The first set of statements relate to the practices you have already been following **IF** you have been open to certain pupil categories. Ensure you fill these areas in, in any case. If you have been closed, then these are the more 'basic' areas of consideration and therefore are vital to the embedding of safe practice.
- Each main section is numbered 1.0 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.
- There are a number of areas which point to Government, Public Health England or NHS guidance and those links are available at the end documents are embedded if available. Sources are cited.
- Once completed it is expected of you to consult with your staff on your decision to facilitate wider opening.
- You must share your completed assessment with all staff and ensure that you make the assessment readily available to Union representatives and parents / carers.
- The decision to facilitate wider opening is down to your individual school and should be made in liaison with all staff, as far as is possible, and your Governing Body / Management Committee. Ensure your Premises Responsible Person assists with this assessment. Ensure you liaise with the Local Authority when decisions are made.

RISK ASSESSMENT / CHECKLIST FOR WIDER OPENING

Date of assessment:	<mark>3.7.2020</mark>	Assessed by (job title / name):	Lorna Rourke and April Grimes/ Head teachers			
Local reference number:	V4	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:	Wider opening of the school to more pupils and staff on 2nd June 2020, during the COVID- 19 situation. (Reviewed to an increased number returning; 46 chn (53%)			
Identification of those at risk:	 Pupils Their family groups Staff Their family groups Contractors and esser Their family groups 	itial visitors				
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, those who have come into contact with a confirmed case of COVID-19 and those who have been notified by a Public Health Agency that due to 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 should be shielded or self-isolating. ALL personnel should be consistently adherent to the social distancing rules.					
	he statements can be directed to nould be directed to your Property a		iffolk.gov.uk . Any queries on			
The risk assessme protective measu	nt help you in your planning: ent must guide your decisions and n res and keeping adults and childrer building layout and staffing capacit	two metres apart w	vhere possible.			

children in a classroom to operate in as safe a way as possible, your risk assessment will drive this decision. If capacity remains impaired even after reducing year groups, a part time offer may be the only way you can safely respond to expanded numbers of children in your schools.

Please talk to the LA if you reach this stage before making final decisions.

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.	Yes they are in place	No they are not in place / NA	Our school needs to continue 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 Catching and spreading the	 We provide welfare facilities for staff and pupils which contain suitable amounts of handwash and the correct temperature of water 	Yes		Handwash provided in all toilets, water checks carried out regularly by caretaker. Hand sanitisers installed and in use.		
virus with the numbers of staff and	 We ask that everyone washes their hands thoroughly for at least 20 seconds, and as frequently as advised by PHE 	Yes		All staff briefed on this and will remind children in their group throughout the		
pupils we currently have (pre wider	3. As far as possible, we monitor younger children's hand hygiene after they use the toilet in line with usual hygiene practice	Yes		day. All staff briefed on this and will remind children in their group throughout the		
opening and at all times)	 We provide hand sanitiser for when soap and water is not readily available We maintain, as far as possible, two metre 	Yes Yes		day. We do not have sinks in every class but all groups have access to sinks in toilets		
	social distancing in line with PHE guidance and educate our pupils and staff on this consistently			and hand sanitisers in class. Tape and visual cues to remind children to social distance i.e. coloured		
	 Where social distancing is not possible in school settings (such as intimate care) we provide PPE in line with PHE advice and 'donning and doffing' advice 	Yes		spots in EYFS, child friendly signs. Intimate care policy updated and PPE available.		
	 We provide hand cleaning facilities or hand sanitiser at the entrance and exit which everyone is encouraged to use via pupil / staff awareness or via notices for essential visitors. 	Yes		Hand sanitiser available on entrance and exit points-machines to be installed over half term with appropriate signage.		
	 We provide (or ask staff and pupils to provide their own) tissues for those suffering from hay fever / common cold etc. 	Yes		Tissues purchased ready for reopening.		

Everyone is instructed to use their tissues			
when coughing or sneezing and then place			
the used tissue in the bin before washing			
their hands.			
9. We provide lidded bins with pedals where	Yes	We have bins with lids and have	
reasonably practical.		purchased new bins where needed.	
10. Anyone either suspected or confirmed as	Yes	These do not have pedals but lids will	
having caught COVID-19 will be isolated and		be cleaned throughout the school day.	
the appropriate measures followed in line		Isolation measures in place and COVID	
with Government / PHE advice.		testing set up with dedicated email	
11. PHE / DfE advice is followed when cases are	Yes	contact.	
brought to light and the individual has been		Flow chart shared with staff	
in school.			
12. Everyone is reminded to not touch their	Yes		
eyes, nose or mouth and to wash hands			
afterwards if this occurs.		Whole school staff briefing to go	
13. Any existing individual staff risk assessments	Yes	through DFE guidelines and latest	
(to include those with disabilities, new /		updated advice.	
expectant mothers etc) have been reviewed		All extremely, clinical vulnerable staff	
in light of the potential wider-opening, and		are working from home. All clinically	
we work with that staff member to ensure		vulnerable staff are also working from	
they are not further compromised.		home at the current time.	
14. We seek appropriate guidance about the	Yes		
need for Personal Protective Equipment		Staff have been sent links to	
(PPE) and all staff have access to this		government advice and were asked to	
guidance. This includes the sharing of		read latest guidance on 3.7.2020	
Suffolk Headlines newsletters, and the PHE /			
DfE / Gov.UK information.			
15. We access and provide appropriate PPE	Yes	We have a supply of PPE (aprons,	
where it is needed.		gloves, masks) if required.	
16. Staff are aware of what to do if anyone on	Yes	All staff briefed and will refer to LR.	
the premises finds they have a new,			
persistent cough and/or a high temperature.			
persistent cough and/or a night temperature.			

	17. All staff are aware of what action to take if	Yes	Regular staff briefings
	members of their household need to self-		
	isolate OR are confirmed as having the virus.		
	18. We regularly remind parents / carers of	Yes	Facebook and parent mail
	what to do if members of their household		communications.
	need to self-isolate OR are confirmed as		
	having the virus.	Yes	Children have their own resources on
	19. We will try to avoid working with	res	
	paper/other materials that are shared in a		their desks and everything is cleaned
	way that may aid transmission, i.e. consideration to be given to marking work		after each group and deep cleaned on Wed and Fri-we now have groups
	(done electronically), photocopying, etc.		every day and are at capacity.
	20. We will continue to wipe down any items	Yes	every day and are at capacity.
	which children have used, in between users,	103	Phone calls made to all parents
	to include books, pens and computers.		wanting their children to return to RA
	21. We will continue to ensure extremely	Yes	each situation.
	vulnerable people are shielding themselves,		
	following their specific medical advice and		All staff have been briefed on this and
	are not at work		how this must be done effectively.
	22. We will continue to ensure that all surfaces	Yes	Appropriate signage to remind all.
	are frequently wiped clean with the advised		
	solutions or wipes.		
	23. We have ensured that all staff understand	Yes	
	the responsibility of cleaning down in their		
	own areas.		
2.0	1. We have been able to arrange part time or	Yes	Staff will be in on a rota system.
	staggered time schooling and therefore the		Staggered start and end to the day
Catching and	numbers of staff and pupils on site at one		Staggered breaks and lunches as
spreading the	time is still minimised as far as reasonably		necessary
virus – with	practicable.		Bubble groups so groups do not mix,
more	2. We have communicated with parents and	Yes	with assigned member of staff that will
personnel in	carers to make them aware of the times		not teach other groups.

school		their child(ren) are allocated for attendance		Updated letters sent to all parents so
school	2	We have reviewed the total space available	Yes	they understand the new expectations.
(Note: These	5.	for teaching activities beyond classrooms	Tes	We have spaced desks apart and
are all		(i.e., external areas for PE etc) and have		children are seated forward facing. We
considerations		deemed the areas 'controllable' and safe		
			Vee	can accommodate 8 desks per room
for minimising	4.	We are able to ensure that pupils sit at	Yes	(up to 15 pupils if some are siblings)
the potential		separate tables / desks and that these are		
spread – each		two metres apart – where desks do not		
school needs		apply, then alternative seating will be at the		
to work out		advised distances.	N	
how best this	5.	We have moved classroom furniture and	Yes	
can be		equipment so that safe movement (i.e., 2m		Rooms have been cleared of all soft
facilitated).	~	apart) is possible.	Maria	furnishings and non-essential
	6.	We have ensured that fire exits and routes	Yes	equipment.
	_	are not compromised.	Maria	All fire exits are easily accessible and
	1.	We have considered the manual handling	Yes	the usual fire evacuation procedure
		issues surrounding these tasks and will refer		would be followed. Frequent fire
		to our separate manual handling risk		evacuations have taken place with all
		assessment so it can be done safely.	Maria	groups to ensure all adults and children
	8.	We are able to ensure a clear and safe route	Yes	know the correct procedure wherever
		around the premises and have included		they are. Fire evacuation is planned
		either one way systems or staggered use of		and adjusted as numbers
		corridors which are clearly marked or		Use of corridors is to be avoided unless
		supervised.		accessing toilets. Children will enter
		We will not be holding assemblies as usual	Yes	and exit via outside classroom doors.
	10	. We are clear with our parents and carers	Yes	Assemblies will be held in own classes
		regarding pupils' ongoing attendance during		or virtually
		this situation if maintaining social distancing		
		is not possible.		
	11	. We have contacted our cleaning company /	Yes	Cleaners are working additional hours
		cleaners to ensure their availability and		to meet the needs of the school.
		potential requirements for more thorough		MDSAs are going to work additional
		cleaning as needed – a deep or thorough		hours to clean toilets before and after

clean may be required before more pupils			lunch as numbers increase.	
return, depending on the previous cohort's				
risk (which relates to any cases found during			All staff and cleaners have been	
minimal opening).			briefed .	
12. We have scheduled a more frequent	Yes		Thorough cleaning throughout the day	
cleaning procedure throughout the school			and cleaning every evening of key	
particularly in communal areas and at touch			surface areas.	
points including:				
 Taps and washing facilities 			If a child or adult displays any	
 Floors and walls where required 			symptoms they are sent home and the	
 Classroom desks / tables and chairs 			room is evacuated immediately and	
 Toilet flush handles and seats 			thoroughly cleaned.	
 Door handles and push plates 				
 Fire call points and extinguishers 				
• Handrails on staircases and corridors				
 Lift and hoist controls 				
 Machinery and equipment controls 				
 Eating areas, including chairs, door 				
handles, vending machines and				
payment devices (at the end of each				
break period)				
 Keyboards, photocopiers and other 				
office equipment				
 Telephone equipment 				
 Staff kitchenette areas – dishwasher, 				
kettle, cupboards, microwaves				
13. We are encouraging staff to bring in their		No	We have a good supply of mugs that go	
own mugs etc for their own use each day,			in dishwasher after use.	
and to take them home after washing.				
14. We have a system in place to monitor how	Yes		Appropriate signage and registers	
many people are on site at one time and			completed.	
where they 'should' be.				

	 15. We have a system in place to ensure visitors to the school are only those making essential visits (e.g., pre-planned maintenance / social care emergencies etc) 16. Personal Emergency Evacuation Plans (PEEPs) already in place will continue and we have reviewed these in light of changing the school space. 17. We have reminded pupils and staff that if a school evacuation is needed (e.g., fire alarm) then the social distancing rules will still apply as far as reasonably practicable 18. We recently a staft where needed fire doors 	Yes Yes	au wi ace N/A We eva 55 ma	Ily essential visitors on site, thorised by SLT. All post/deliveries Il leave at bottom of ramp in cordance with social distancing. e have carried out first fire acuation which was completed in sec. All children were able to aintain social distancing and leave	
	18. We recognise that where needed, fire doors can be propped open to reduce the need for touch and will adhere to fire protection measures by ensuring that they are closed after general use		All con Ou	om allocated exit points. classroom doors to be open into rridors to avoid touching of handles. itside doors to be open as much as ssible, weather permitting.	
	 We have given parents / carers / pupil transport contractors allocated drop off and collection times. 	Yes	Co	mmunicated via letter.	
	20. We will stagger breaks / lunchtimes to achieve social distancing as far as reasonably practicable.	Yes	cla	netable in place. Lunch eaten in Issrooms with allocated MDSA that Il stay with the same groups.	
3.0 Catching and spreading the virus when	 We have reviewed the assessments for all our staff and pupils who have medical needs with them or their parents / carers, and have made any adjustments necessary Our staff have been trained to administer 	Yes	ad wi co	ult overseeing bubble will minister medication as needed. They II wear full PPE and parents must mplete the permission form in the imate care policy beforehand.	

giving or		medications or provide intimate care and		
receiving first		are aware of the need for increased		
aid and / or		controls in each child's situation, to include		
supporting		the use of PPE if required.		
pupils and	3.	,	Yes	
staff with		pupil that is within the <u>Clinically extremely</u>		
medical needs		vulnerable group must not attend school as		
		per the Government guidelines until clinical		
		professionals (NHS / PHE) confirm it is safe		
		 this also includes those who live with 		We have liaised with Schools choice HR
		extremely vulnerable people.		and staff. Currently, pregnant staff are
	4.		Yes	working remotely and those in the
		have staff or pupils who meet the criteria of		vulnerable group returned from 17th
		being at a 'moderate' risk of infection. This		June (after 12 weeks advised by NHS).
		identifies any suitable control measures		These staff members have their own
		that must be in place before returning to		RA and are working following strict
		work/school. If their safety cannot be		social distancing measures.
		assured, they will not be required to attend		
		and they will be consulted with.		CE has updated the policy for both
	5.		Yes	schools. We have spoken to staff about
		considered the risk of infection of Covid-19.		administering first aid and PPE must be
		Where the giving or receiving of first aid		worn in all cases. This is available in
		would put either party at risk, having		each classroom along with class first
		followed infection control procedures, we		aid kit.
		determine whether it is safe for the		
		individual to be in school.		All staff have completed online
	6.	We have risk assessed the situation of	Yes	paediatric first aid but we have
		having limited or appropriately qualified		ensured that our staff on site have this
		staff (with regards to paediatric first aid)		qualification.
		available to administer first aid.		
	7.	, , , , , , , , , , , , , , , , , , , ,	Yes	
		and appropriately qualified first aiders for		
		our cohort.		

	8. 9.	we are concerned about our first aid provision. We have ensured that access to first aid facilities is maintained and our school is	Yes Yes		Fully stocked for First aid supplies and this will be regularly checked.	
	10	suitably stocked with first aid equipment. . We have ensured that all our equipment for moving and handling of pupils has been inspected before use. This includes the	Yes			
	11	statutory 6-month checks (under LOLER). . We have ensured that relevant cleaning materials to include wipes are provided wherever the equipment is and that staff are aware of cleaning protocols surrounding lifting equipment.	Yes		Anti bac dispensers and spray/wipes in school and fully stocked	
4.0 Catching and spreading the virus whilst	1. 2.	If we have contractors on site, we have asked that they must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19. We ensure that all planned or reactive	Yes	N/A	LG/BG to know which contractors are due and to provide school RA. All non- emergency work to be carried out when no children in school.	
maintaining premises management controls	3.	provision etc) we have ensured that we are working together and sharing our risk assessments to provide a safe area for		N/A	PAT testing completed in half term	
		everyone. There is a system of communication between us and any other setting which shares our site and we ensure regular discussion of this topic.		N/A		
	5.	The school has ensured that relevant property statutory compliance checks have	Yes			

reinstated and we are up to date with all premises checks. 7. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to: i. all fire precaution checks as per the Fire Logbook ii. safety of gas supplies iii. visual checks on electrical services and equipment	Yes Yes			
 iv. inspection of lifts and lifting equipment v. water temperatures and flushing of systems vi. perimeter fencing vii. noting any damage to the fabric of the building 8. Our playground and PE equipment is still out of use until we are told by the Government (as advised by PHE or the NHS) that it can be used. We have cordoned it off until then so that it cannot be used. 9. We have relocated all external waste bins if they are difficult to access without maintaining the 2m rule. 10. We have ensured that the external waste bins are still safe from being an arson or 	Yes	N/A	All play equipment has been taped off and is out of use. This has been communicated to parents via parent mail letter and facebook photos.	
climbing risk. 11. We ensure that all internal waste bins in every room and welfare facility are emptied daily and that the bin liners are fully	Yes			

	secured before disposing of them. 12. All science, DT and art areas have been pre- checked as per CLEAPPS guidance and are ready for use.		N/A		
5.0 The impact on staffing, and staff welfare due to the risk of catching and spreading the virus	 We recognise that these times are incredibly stressful for staff, pupils and parents / carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies. We are aware of the Leadership Wellbeing assistance from the LA. 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. 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. We are aware of the LA's signposting for the mental wellbeing of all pupils and ensure that this is cascaded. We ensure that all staff are informed in a timely way of any changes at the school and of any risks to their health and wellbeing. 	Yes Yes Yes Yes Yes		ZM/TW have ensured that regular communication goes out to staff and pupils via email, parentmail and facebook. Wellbeing is an agenda item at staff briefings and TW/ZM will attend Gov meeting to discuss wellbeing moving forward. It is also evident on our whole school development plan.	
	 to their health and wellbeing. We ensure that all staff are listened to, and their concerns taken on board. We have ensured that a staff shift rota is in place so as to keep social distancing maintained. We have arranged the rota so that the staffroom is not overcrowded so that social distancing can be maintained. We have designed an induction session (or sessions) for those staff and pupils who have not been present at the school until now, so they are clearly aware of any changes to the day to day 	Yes Yes Yes		Staff rota for Elveden now that site is fully open so that staff are only on site when necessary and social distancing is maintained. Staff room has moved to the hall so staff can socially distance and we can still look after wellbeing. No more than 3 in staffroom at any one time to heat food, make drinks or PPA. Induction virtual assembly.	

	parents and carers how we are conducting all practices and activities during this current situation (e.g., perhaps by video, etc).	Yes	Facebook photos and written communication. Regular staff briefings.	
6.0 Administration and the continual knowledge of the risks of catching and spreading the	 Public Health England, the NHS and the Education related pages on GOV.UK – changes are apparently each day. We receive and read Suffolk Headlines and disseminate this to all staff which details further support and information. 	Yes Yes	Daily updates received via email from DFE, Suffolk, Schools choice etc. Regular communication with Suffolk HR, SEO and Suffolk LA. Although we are an academy, we are following Suffolk advice and guidance and communicating this to parents.	
virus	 We are aware of how to get further advice from the Education and Learning team at the LA if required. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them. 	Yes Yes		

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Decision to remain partially open to the same restricted numbers / or to remain closed explained below:

Areas we cannot meet	Standard	Why we cannot meet this standard at	Review date:
(number reference)		present	

Please ensure a copy of this risk assessment is sent to the LA – Suffolk Headlines will advertise the email address and date for completion.

Sources and information:

Public Health England COVID-19 resources: <u>https://coronavirusresources.phe.gov.uk/</u>

Cambridge and Peterborough Council's / LA: Wider opening risk assessment

Barbour Guide: Reopening work premises after Covid-19

Clinically vulnerable groups: <u>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</u>

Coronavirus: implementing protective measures in education and childcare settings: <u>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</u>

Actions for educational and childcare settings to prepare for wider opening from 1 June 2020: https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020

NASUWT – checklist on preparation for the reopening of schools: https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf

Details on phased wider opening of schools, colleges and nurseries: <u>https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries</u>

Planning guide for primary schools: <u>https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools</u>

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

https://industrialstrategy.frontify.com/d/55EzeVU6rhza/covid-19-business-support#/keeping-yourbusiness-safe/working-safely-guidance Suffolk Learning H&S 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/

CLEAPSS: guidance for science departments doing practical work in a partially reopened school: <u>https://public.huddle.com/a/IrVPERK/index.html</u>

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

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