


**ELVEDEN C OF E PRIMARY ACADEMY RISK ASSESSMENT / CHECKLIST – AUTUMN TERM 2021 –
EDUCATIONAL SETTINGS – 20th January 2022**

- This form is intended to support all schools (including Alternative Provision, Pupil Referral Units and Special Schools) in reviewing their risk controls during Stage Four of the National Roadmap. **This does NOT mean that you do not have to conduct a risk assessment, we must still manage the risk of illness from the spread of the virus.**
- 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 depending on your cohort. 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 in the last 18 months.
- The form is a series of **positive** statements reflecting the safety of personnel in a school for reopening in the Autumn term 2021. Against each statement, you need to tick either 'yes' or 'no/NA'. If you answer 'no' to a statement, you must 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. There is an action plan template on the last page.
- Each section has been given a number. 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, and also in the action plan.
- The new Government guidance has been followed in terms of risk identification or control measures. This [‘Schools COVID-19 Operational Guidance’](#) is frequently updated, alongside the guidance for [Special Schools and other specialist settings](#). **The actions that school leaders should take to continue to minimise the risk of transmission in schools is Public Health advice, endorsed by Public Health England.**
- Please ensure you keep a watchful eye on the Gov.UK website and Suffolk Headlines for any new measures required.
- Further guidance on risk assessments in general can be found on Suffolk Learning and at the Health and Safety Executive (HSE).
- 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.

Important / general points:

- **Information on self-isolating or mandatory isolation can be sought from Schools’ Choice HR who will publish FAQs and updates. This advice will be via Public Health.**
- Follow Public Health advice on testing and managing confirmed cases of COVID-19. An outline of this regime can be found in the Operational Guidance as above.
- **Whilst vaccinations for employees are not mandatory, as a County Council we encourage all staff to strongly consider completing a COVID-19 vaccination programme. Please enable staff who are eligible for a vaccination to attend appointments even during term time.**
- Contingency / outbreak management plan information can be found via the DfE document [‘Contingency Framework: Education and Childcare Settings’](#).
- **Educational visit information can be gained via ed.visits@suffolk.gov.uk or directly to EVOLVE.**

COVID 19 RISK ASSESSMENT / CHECKLIST FOR SPRING TERM 2022

Date of assessment:	20th January 2022	Assessed by (job title / name):	Headteacher Lorna Rourke
Local reference number:	URN : 139149, DfE number: 935/3312 Version 20	Other people involved with this assessment:	SLT Governors Zoe Maguire Union Rep
Name and address of school / setting:	Elveden C of E Primary Academy London road Thetford Norfolk IP24 3TN	Reason for assessment:	Review of previous risk assessments in light of updated guidance from the DfE around self isolation periods.
Identification of those at risk:	<ul style="list-style-type: none"> ▪ Students ▪ Their family groups ▪ Staff ▪ Their family groups ▪ Contractors and essential visitors ▪ Their family groups 		
Harm which could occur:	<p>Catching or spreading the COVID-19 virus. Symptoms and health effects are well known, and further information in relation to this can be found via the Coronavirus-specific NHS website. <i>This risk assessment is based on guidance from Public Health England, and reflects the information within the DfE's Schools' Covid-19 Operational Guidance updated in August 2021. Additional Operational Guidance for SEND and Specialist Settings has also been published nationally and reflected here.</i></p>		
Headteacher name and signature:	Lorna Rourke 		
Chair of Governors / Trust / Management Committee name and signature:	Lynne Proudlock (Chair) Rev. Paul Tams, Natasha Morgan, Michelle Harvey, Tamsin Minty (Premises) Rev. Paul Tams (Safeguarding)		
<ul style="list-style-type: none"> ● If you have a concern or query about your risk assessment, please contact the LA's Safety, Health and Wellbeing Advisor at nina.bickerton@suffolk.gov.uk. ● You should contact your SEO or call 01473 263942 if you would like to discuss your planning. ● For leaders' wellbeing support: 01473 265656 (new phone number) or email: leadershipwellbeingsupport@suffolk.gov.uk 			

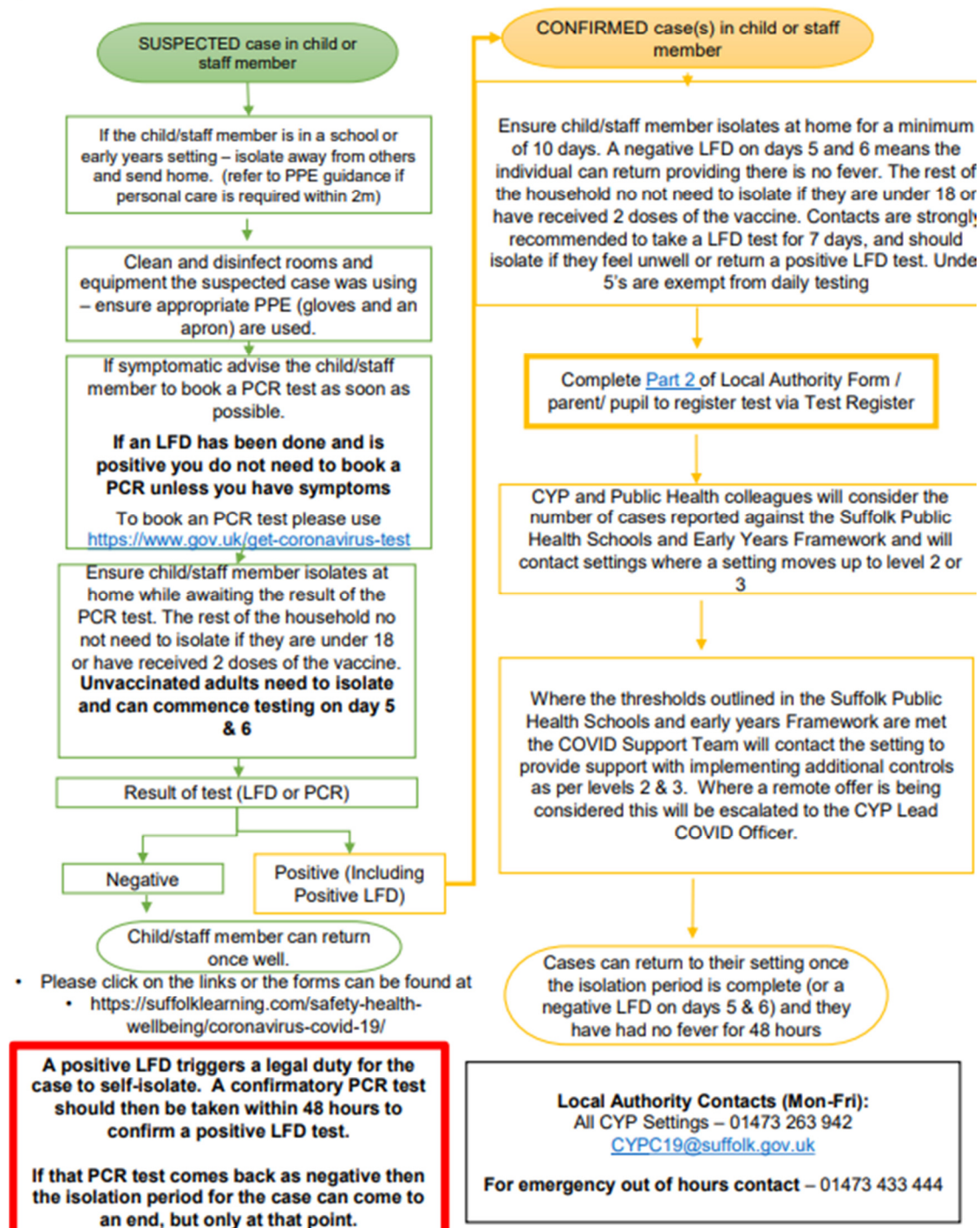
- Any queries on premises issues should be directed to your Vertas Account Manager.

Please ensure that your most recent risk assessment is available to the local authority should you be asked to provide this. You may choose to place your completed risk assessment on your school web site as part of your communications around COVID19 security.

Suffolk County Council **Action to be taken by all CYP setting (version 6: January 2022)**
(including children's homes, early years, academies and independent schools)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent Covid-19 spreading, as well as other infectious diseases.

GUIDANCE: Visit gov.uk/coronavirus for detailed guidance, including cleaning and the use of Personal Protective Equipment (PPE). The list of main COVID-19 symptoms of can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>





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	information on self-isolation to staff and families. This can be seen at the start of this risk assessment.	Yes		asymptomatic (Sun/Wed as a minimum).		
	3. We will continue the practice of reporting positive cases from our school / setting to the appropriate body ¹	Yes		Clarify with all parents as appropriate, reflecting the most current advice. Pupils will be asked to carry out a voluntary, lateral flow test when cases are increasing.		
	4. We contain any outbreak by following Public Health Suffolk's advice , and have written procedures for this which all staff have been notified of.	Yes		This will be reviewed in line with government guidance.		
	5. Parents and staff will be asked to notify us immediately of any tested positive cases.	Yes		Most recent guidance states:		
	6. We continue to request all personnel on our school site should clean their hands thoroughly and more often than usual, and will maintain the hand hygiene measures upon entering the school.	Yes		<i>'Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</i>		
	7. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Yes Yes		<ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons 		
	8. We understand and adhere to the wearing of PPE only where necessary and advised.	Yes		<i>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</i>		
	9. We understand that the Government no longer advises the general wearing			<i>Staff who do not need to isolate, and children</i>		

¹ As national guidance changes, please seek advice from the Education Covid-19 team: EdC19@suffolk.gov.uk




	<p>of face coverings within the school premises, however we understand that there are circumstances where it is recommended that they are worn² or are chosen to be worn i.e. the latest advice from SCC is for masks to be worn in communal areas by staff and essential visitors.</p>			<p><i>and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.'</i></p> <p>However, as a school, we would encourage and support adults (staff) not to come into school if a member of their household has tested positive for Covid until they have taken a PCR test. Each staff case will be assessed on a case by case basis to see what they can do in terms of working from home: zoom, CPD, virtual meetings, admin.</p> <p>Children will be supported to work remotely if there is COVID in their household after discussion with parents and a commitment to home learning. We have taken this decision as we see it as a way to reduce risk and the overall impact of bringing infection into school, which is currently working extremely well.</p> <p>If a child displays symptoms (without being a close contact of someone else who has tested positive) they will be advised to take a lateral flow test for 7 days.</p>		
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² See ['In circumstances where face coverings are recommended'](#) – part of Schools' Operational Guidance

				<p>Individuals may now take LFD tests on day 5 and day 6 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. The first test must be taken no earlier than day 5 of the self-isolation period and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you may end your self-isolation after the second negative test result and return to your education or childcare setting from day 6.</p> <p>RA provided to all parties before coming to school. Keep company, contact details and all essential visitors must carry out a lateral flow test up to 24hrs before coming onto site. This is mandatory.</p> <p>They must also wear masks if they are able to do so.</p> <p>Contractors on site must read and agree their specific RA, visitor agreement and COVID procedures</p>	 	
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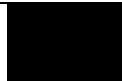





				<p>before coming onto site. All visitors to site must carry out a lateral flow test the day beforehand and show NHS confirmation text on arrival. School will provide testing kit if their own organisation are not able to facilitate this. Staff to communicate with HTs so they are aware of any COVID 19 issues.</p> <p>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 are advised to be worn in communal areas: hall, staffroom, corridors etc. in line with most recent advice by all staff and essential visitors or where social distancing with adults cannot be maintained (corridors, zoom meetings-sharing devices etc).</p> <ul style="list-style-type: none">● 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.		
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				<ul style="list-style-type: none"> • Used masks must be disposed of in the PPE bins in staffroom and EYFS. Ensure we have a full stock of PPE should it be needed. <p>PE and Music subject leaders to keep up to date with changing guidance and communicate clearly to ALL staff. Recorder lessons for LKS2 and children provide own recorders. Charanga have updated schemes of work to reflect COVID guidance. Singing is permitted in well ventilated rooms with children forward facing and well spaced. PE can take place in the hall so long as it is well ventilated and any equipment is wiped after use. Sports coaches will be allowed on site to work with classes and will social distance at all times. They will sanitise areas equipment between use and follow their detailed risk assessments which school must obtain copies of. Forest schools will take place as children are outside and risks are low. Previous volunteers can be used, however all DBS checks must be updated (if not been in school for 3</p>		
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				months) and induction must be complete so SLT can go through COVID guidelines. Children are asked to come into school in clothing appropriate for PE on the days they have PE lessons.		
3.0 Social distancing and bubbles – Non-adherence to Government guidance for the workplace vs local requirements.	1. Whilst social distancing (and bubbles) have been removed as mandatory control measures in schools (and therefore the workplace) we understand there may be a specific need within the cohort. At this point of notification, we will seek advice from our SHaW Advisor, our HR consultant and / or Occupational Health.	Yes		Use of 2 gates for families to enter school grounds, children coming into different entrances to classrooms. Teachers on playground at start and end of the day to facilitate this. School staff to wear masks on playground at start/end of school day. Parents have been advised to wear masks on the playground if they are able to in line with SCC guidance as it is difficult to social distance.		
	2. Where a risk assessment for individual students or staff is either required or requested, this will be carried out without delay.	Yes				
	3. We understand that our outbreak / contingency plan should cover the possibility that bubbles may have to be reintroduced for a temporary period.	Yes		Any parents and carers that are asked to come onto site for appointments, will be required to social distance and they will be issued with a Type 2R/EN standard face mask. Visitors will be asked to wear masks if they are able to do so and/or if staff are vulnerable.		
	4. We will continue to review our behaviour policies irrespective of the easing of restrictions. We will communicate these clearly and consistently to staff, students, and parents or carers with clear and	Yes		They will be asked to carry out a lateral flow test and produce a negative result on arrival in the form of an NHS text or email to mitigate the risk.		

	<p>reasonable expectation of student behaviour set out.</p> <p>5. We have worked collaboratively with placements where our students are dual registered, to ensure we address the potential risks in moving from setting to setting.</p> <p>6. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to our hygiene requirements.</p>	<p>Yes</p> <p>Yes</p>		<p>Staff to revisit both the Golden Rules and the new COVID rules. Posters to be displayed and children reminded regularly.</p> <p>All staff must aim to social distance at all times.</p> <p>Collective worship will take place daily in the hall and enhanced cleaning measures will include cleaning the hall daily.</p> <p>All staff have webcams for any whole school virtual worship if necessary. Children will arrive from 8.30am-8.40am. They will use 2 gates and parents will be reminded to social distance. All teachers to be on the playground (with face coverings as speaking to parents) and TAs in class. This has been communicated to parents. Staff to keep to strict timings. Staff will regularly and consistently reinforce the expectations to all children recognising younger children and children with SEND/SEMH will have limited understanding. SENDCOs and LR has spoken to parents and visits have taken place as appropriate.</p> <p>All visitors to be directed to website for RA and to read and agree to the</p>	   	
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	passengers' .					
5.0 The risk of not ensuring robust cleaning throughout the school premises	1. All frequently touched surfaces inside and outside the school are cleaned via an appropriate cleaning schedule. 2. We have ensured that relevant cleaning materials to include wipes are provided wherever required. 3. We will follow the PHE guidance named ' Cleaning of non-healthcare settings' . 4. We use cleaning products which include 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.	Yes Yes Yes Yes		<p>Ensure we have enough cleaning resources and these are available for each classroom.</p> <p>Home learning and remote learning is on google classroom (Y1-Y6) and Tapestry (EYFS) to reduce spread of infection. Hard copy packs will be provided on request (no internet access).</p> <p>Access the guidance, print, email to all staff. Meet with Premises staff to ensure they understand.</p> <p>Allocated play team members will clean before and after lunch. Steam mop has been purchased to facilitate cleaning of hall, this must be cleaned every day.</p> <p>Additional morning and afternoon cleaning of toilets each day. Sign off when areas have been visited, displayed outside toilets.</p> <p>Dining room must be cleaned before and after each sitting, wiping down tables and cleaning toilet before next</p>	     	



				group enters.		
				Ensure lunch hall is fully stocked with necessary cleaning equipment, hand gel, masks etc.		
6.0 Understanding correct PPE requirements	<p>1. We understand that additional PPE for COVID-19 is only required in a very limited number of scenarios:</p> <p>a) where a young person becomes ill with COVID-19 whilst at school and we have to have close contact, or</p> <p>b) when performing aerosol generating procedures (AGPs)</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>Yes</p> <p>Yes</p>		<p>SLT regularly monitor use of PPE and remind staff of correct procedure. All staff provided with information (posters, video from HSE) demonstrating how to don and doff PPE correctly. All staff have confirmed they have watched and understood. Guides added to first aid kits and First aid cupboard so these are accessible in the event of a suspected case of COVID. Staff have regular updates (notice board, team meeting, sharing of RA) and clarification as to the correct use of PPE. 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>		
7.0 First aid and/or supporting students and	<p>1. We are aware that additional PPE is NOT required to treat pupils or students who need first aid UNLESS they show COVID-19 symptoms.</p>	<p>Yes</p>		<p>In some instances, we will continue to use PPE for first aid and personal care.</p> <p>Risk assessments in place for</p>		

staff with medical needs	2. 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.	Yes		individuals who need them. Staff who use the disabled access hygiene facilities will clean after use and the cleaner will also clean twice a day.		
	3. 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.	Yes		AM has updated all records and will ensure information is passed on ready for new class teachers.		
	4. Our staff have been trained to administer medications or provide intimate care and are aware of the need for relevant controls in each student's situation, to include the use of PPE <i>if</i> required.	Yes		Additional medical/diabetes training for new staff completed in September 21.		
	5. We will offer confidential meetings with any member of staff or parents/carers of a pupil who are, or have been in the clinically extremely vulnerable group , as they return to work or school, and that individual risk assessments will be undertaken as required. ³	Yes		Class teachers to flag up who this will involve and to take appropriate action and discuss implications with SLT. HR advice is that staff are able to return to school. Discuss individual concerns with HTs		
	6. We have ensured that all our	Yes		First Aid training completed September (Play Team). First aid training completed in		

³ 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>

	equipment for moving and handling of students has been inspected before use. This includes the statutory 6-month checks under Lifting Operations and Lifting Equipment Regulations (LOLER) and it shall be cleaned appropriately.			November 21 for staff that need refresher. Staff have completed up to date Health and safety at work and manual handling CPD (Jan/Feb 21).		
8.0 Premises management controls	<ol style="list-style-type: none"> 1. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures. 2. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment. 3. Where we have a shared site (e.g. pre-school / sports centre provision etc) we have ensured that we are working together and sharing our risk assessments to provide a safe area for everyone. 4. The school has ensured that relevant property statutory compliance checks have been completed and records updated, alongside usual daily and weekly checks⁴. 5. We ensure that all waste from 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>All contractors to be requested to come when children are not on site if at all possible and carry out lateral flow test.</p> <p>RA sent out prior to visit Negative lateral flow presented on arrival.</p> <p>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. Visiting Speech and Language Therapist may work with the child wearing a shield to be effective (as set out in guidance above). Premises staff must wear plastic, aprons, gloves at all times. Play Team to wear aprons to deliver</p>	 	

⁴ Use your Premises Management Log Book to ensure you are carrying out all checks and inspections.

	<p>potentially infected persons is disposed of as per current Government Guidelines.</p> <p>6. All science, DT and art areas have been pre-checked as per (CLEAPSS) guidance and are ready for use.</p> <p>7. We understand the importance of good ventilation and follow professional guidance⁵ on air conditioning and ventilation.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>meals and while moving around inside the building.</p> <p>Obtain the Risk Assessments from pool. Check regularly as things change and this must be uploaded onto EVOLVE.</p> <p>Hot dinners are provided by Vertas and children will eat in lunch hall, packed lunches in school hall.</p> <p>Thermals/skins to be worn under school uniform/PE kit if needed. Staff to ensure doors are closed in areas that are unoccupied for security reasons and to try to keep some heat in the building. 'In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a flow of air. If necessary external opening doors may also be used and where safe to do so.</p> <p>In warmer weather, doors and windows to be open continuously to</p>	 	
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⁵ Suffolk Learning's Safety, Health and Wellbeing's [Coronavirus page](#) hosts a precis of relevant professional advice on ventilation updated August 2021

				maximise ventilation throughout the building. CO2 monitors are used to check airflow in classrooms.		
9.0 The impact of the pandemic on staffing, and staff welfare, and also the mental wellbeing of students	<ol style="list-style-type: none"> 1. We recognise that the pandemic has been incredibly stressful for staff, students, and parents/carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies. 2. We are aware of the Leadership Wellbeing assistance from the LA. 3. We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all staff via notice boards, email communication and word of mouth. 4. We are aware of the Stress and Mental Health web pages on the H&S site on Suffolk Learning, where resources can be found for staff. 5. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded. 6. We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>A vast range of resources are being accessed across the school for pupils, parents and staff. Regular communication with parents via email and facebook to signpost support.</p> <p>Regular communication with parents, outside agencies and SEN support to ensure early help offer is effective.</p> <p>New staff have a detailed induction. All staff have the information relating to groups and staggered times. Parents informed by letter. Children will have more detailed information on return enabling teachers to explain the specific detail to each class.</p> <p>RA shared regularly, opportunities to discuss, question and feed into arrangements.</p>		

	returning to work.					
10.0 Administration and the continual knowledge of the risks of catching and spreading the virus	<ol style="list-style-type: none"> 1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK 2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information. 3. We know where to find Suffolk Schools' Safety, Health and Wellbeing advice on Suffolk Learning 4. We are aware of how to get further advice from the Education, Skills and Learning team at the LA if required. 5. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them. 6. We actively seek guidance from our HR provider as required. 7. We have laid out structured and robust outbreak management / contingency plans for action should a local outbreak occur. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</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 use of a wealth of online learning opportunities should a child needs to self- isolate. In this instance google classroom will be used as the remote learning platform. Staff are aware</p>	<div></div> <div></div>	

				that some children will need hard copies or laptops due to limited access to ICT.		
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Outstanding Control Measures / Standards Action Plan

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Updated sources and further information can now be found as a separate document on Suffolk Learning, via the Coronavirus: [COVID-19 page](#)

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