

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

### (Revised September 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 2021 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 **2021.** 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 **2021.** 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 17<sup>th</sup> August 2021,** 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>

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## RISK ASSESSMENT / CHECKLIST FOR FULL OPENING – September 2021

Date of assessment:	1 <sup>st</sup> September 2021	Assessed by (job title / name):	Headteacher: Lorna Rourke
Local reference number:	Version 16	Other people involved with this assessment:	SLT Governors Zoe Maguire Union Rep
Name and address of school:	Elveden C of E Primary Academy London road Thetford Norfolk IP24 3TN	Reason for assessment:	The Government's update to COVID-19 operational guidance (17 <sup>th</sup> August 2021) ahead of September 2021 opening.
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. Categories of people who are especially at risk from infection are clearly described in the Government's published guidelines (link at end).</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) Rev. Paul Tams (Safeguarding)		
<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> </ul>			




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- Any queries on premises issues should be directed to your Property Advisor.
- **Please ensure that your most recent risk assessment is available to the local authority should you be 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.**


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What are the hazards or where are the dangers?	Control Measure/Standards checklist These are things which are needed to control the spread of the virus as far as reasonably practicable. <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	<p>1. <b>We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19.</b></p> <p>2. <b>We have acted on any outstanding actions and completed them.</b></p> <p>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></p> <p>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.</p> <p>5. We have communicated the findings of all our revised risk assessments, to all staff and offer this to parents and our young people.</p> <p>6. We have reviewed our child protection policy (DSL) to reflect the return of more students mixing.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>SLT/DSLs reviewing daily as guidance changes. Risk assessment talked through with staff (<b>Sept</b> 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 <b>2021</b> 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>[Redacted]</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

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<p><b>2.0</b> <b>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 to work out the best course of action.</li> <li>7. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately.</li> </ol>	<p>✓</p> <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 Appendix 1 Clarify with all parents as appropriate, reflecting the most current advice.</b></p> <p><b>This will be reviewed at the end of September in line with government guidance.</b></p> <p><b>Most recent guidance states:</b></p> <p><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></p> <ul style="list-style-type: none"> <li>• <i>they are fully vaccinated</i></li> <li>• <i>they are below the age of 18 years and 6 months</i></li> </ul>	    	
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	<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. 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. However from September 2021, Track and Trace will be responsible for contact tracing.</p> <p>11. 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>12. 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>13. We continue to request all personnel on our school site clean their hands thoroughly for 20 seconds, and more often than usual.</p> <p>14. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<ul style="list-style-type: none"> <li>• they have taken part in or are currently part of an approved COVID-19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons</li> </ul> <p>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 <a href="#">PCR test</a>. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children 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.</p> <p>However, as a school, we would encourage and support adults (staff) and children (pupils) not to come into school if a member of their household has tested positive for Covid. Staff will work from home e.g. remote teaching and children will be set remote 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.</p>		
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	<p>15. We understand and adhere to the wearing of PPE only where necessary and advised.</p> <p>16. 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.</p>	√		<p><b>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 followed by PCR test if appropriate.</b></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.</p> <p><u>All visitors</u> to site must carry out a lateral flow test the day beforehand and show NHS confirmation text on arrival.</p> <p>School will provide testing kit if their own organisation are not able to facilitate this.</p> <p>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.</p>	<div></div> <div></div> <div></div>	
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				<p>Ensure we have a full stock of PPE should it be needed.</p> <p>PE and Music subject leaders to keep up to date with changing guidance and communicate clearly to ALL staff.</p> <p>Flute lessons to continue for UKS2 as per Suffolk County Music Service Risk Assessments.</p> <p>Recorder lessons for LKS2 and children provide own recorders.</p> <p>Charanga have updated schemes of work to reflect COVID guidance.</p> <p>Singing is permitted in well ventilated rooms with children forward facing and well spaced.</p> <p>PE can take place in the hall so long as it is well ventilated and any equipment is wiped after use.</p> <p>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.</p> <p>Forest schools will take place as children are outside and risks are low. Previous volunteers can be used, however all DBS checks must</p>		
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				<p>be updated (if not been in school for 3 months) and induction must be complete so SLT can go through COVID guidelines.</p> <p>Children are asked to come into school in clothing appropriate for PE on the days they have PE lessons.</p>		
<b>3.0</b> <b>The risk of not being able to maintain appropriate social distancing</b> <b>ALL AREAS</b>	<ol style="list-style-type: none"> <li>1. We have designed a system for our school premises whereby we can minimise contact between individuals to maintain current social distancing requirements, wherever possible.</li> <li>2. In addition, we adhere to social distancing within <b>classes</b> as far as is reasonably practicable.</li> <li>3. We understand that maintaining social distancing may be difficult for younger children, <b>and continue to implement strict hygiene measures.</b></li> <li>4. We encourage and teach social distancing at all times for both students and staff.</li> <li>5. We understand that older students will be more able to social distance, and we will support them to keep to this.</li> <li>6. We have reviewed our behaviour policies with any new rules included. We will communicate these clearly</li> </ol>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p><b>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.</b></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><b>Staff to revisit both the Golden Rules and the new COVID rules. Posters to be displayed and children reminded regularly.</b></p> <p>All staff must aim to social distance at all times.</p>		

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	<p>school before term to view the arrangements.</p> <p>14. 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>15. Only essential items owned by pupils as per the guidance are allowed on the premises.</p> <p>16. We understand that we are able to consider resuming breakfast and after school provision from September 2021. This will be planned carefully, considering <b>social distancing</b>. We understand that guidance from the DfE is available.</p> <p>17. 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>recognizing some will have forgotten even the most basic rules and conventions of school.</p> <p>Collective worship will take place daily in the hall <b>and enhanced cleaning measure will include cleaning the hall daily.</b></p> <p>All staff have webcams for any whole school virtual worship if necessary.</p> <p><b>Children will arrive from 8.30am-8.40am. They will use 2 gates and parents will be reminded to social distance.</b> All teachers to be on the playground <b>(with face coverings as speaking to parents)</b> and TAs in class. This has been communicated to parents. Staff to keep to strict timings.</p> <p>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 statement when signing in.</p>	     	
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				<p>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.</p> <p>PE Subject leader to continuously review guidance and practice and advise staff.</p> <p>PE Risk assessment shared with all staff.</p> <p>After school clubs will commence in <b>Autumn</b> term in line with government advice, these will be run by coaches/staff already in school. Coaches must have lateral flow tests and test negative every week before coming onto site.</p>		
<p><b>4.0</b></p> <p><b>The risk of infection by using school transport and public transport</b></p>	<p><b>1. Dedicated school transport:</b></p> <p>We have worked with relevant Council personnel / private providers to ensure that as far as possible:</p> <p><b>a)</b> pupils sit in <b>groups</b> that reflect 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>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>Revise guidance for EVOLVE RA and all staff and providers to be made aware.</p> <p>Swimming to <b>continue in Autumn</b> term for <b>UKS2</b> following restrictions and RA.</p> <p>Ensure that children always wear seatbelts on alternative transport. Hand sanitiser and PPE to be taken along with first aid kit.</p>		

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	<p>d) that queuing and boarding is organised and controlled</p> <p>e) that the seats available to students maintain distancing where possible</p> <p>f) 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 <a href="#">Government Guidance on safe travel</a>.</p>	✓	N/A	Due to remote location of the school, most children are driven to school by parents. They do not access public transport.		
5.0	1. All frequently touched surfaces inside and outside the school premises are cleaned regularly.	✓		Sandpit to be used in EYFS by EYFS class only.		

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				<p>Dining room must be cleaned between each <b>sitting</b>, wiping down tables and cleaning toilet before next <b>group</b> enters.</p> <p>Ensure lunch hall is fully stocked with necessary cleaning equipment, hand gel, masks etc.</p>		
<p><b>6.0</b></p> <p><b>The risk of being unaware of when PPE is required (or not)</b></p>	<p>1. We understand that staff may not require PPE within our setting and recognise the following scenarios are those that will require it:</p> <p><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.</p> <p><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>✓</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.</p> <p>Staff have completed 'Donning and doffing' CPD.</p> <p>Monthly monitoring of stock levels and orders to be placed.</p> <p>Go through increased need to follow all guidance due to virus mutation.</p>		

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<b>7.0</b> <b>Catching and spreading the virus when giving or receiving first aid and/or supporting students and staff with medical needs</b>	<ol style="list-style-type: none"> <li>1. We have reviewed the risk assessments for all our staff and returning students who have medical needs or their parents/carers, and have made any adjustments necessary.</li> <li>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.</li> <li>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.</li> <li>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</li> </ol>	<div>✓</div> <div>✓</div> <div>✓</div> <div>✓</div>		<p><b>Adults involved to ensure other staff are aware.</b>  <b>Risk assessments for staff updated at start of term, ongoing.</b></p> <p><b>AM has updated all records and will ensure information is passed on ready for new class teachers.</b></p> <p><b>Additional medical/diabetes training for new staff on 3.9.21 and further training sessions arranged with nurse</b></p> <p><b>Class teachers to flag up who this will involve and to take appropriate action and discuss implications with SLT.</b>  <b>HR advice is that staff are able to return to school. Discuss individual concerns with HTs</b></p>	<div>██████████</div> <div>██████████</div> <div>██████████</div> <div>██████████</div> <div>██████████</div> <div>██████████</div>	
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	<p>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 if we have staff or pupils who meet the criteria of being at a specific risk of infection. This identifies any suitable control measures that must be in place before returning to work/school if that is appropriate.</p> <p>7. We understand the importance of keeping up to date with Government guidance on shielding in terms of whether the decline in the rates of community transmission of the virus remains low or raises again.</p>	<p>✓</p> <p>✓</p> <p>✓</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><b>First Aid training completed September (MDSAs).</b></p>	<p></p> <p></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>

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	<p>Individual risk assessments will be reviewed at frequent intervals.</p> <p>8. We have ensured that we have appropriate numbers of, and appropriately qualified, first aiders. We have ensured that all our 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).</p>	<p>✓</p> <p>N/A</p>		<p><b>First aid training booked for staff that need refresher.</b></p> <p>Staff have completed up to date Health and safety at work and manual handling CPD (Jan/Feb 21).</p>		
<p><b>8.0</b></p> <p><b>Catching and spreading the virus whilst maintaining premises management controls with a full complement of staff and students</b></p>	<p>1. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency.</p> <p>2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.</p> <p>3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</p> <p>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</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>N/A</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></p> <p><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></p>		



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	<p>assessments to provide a safe area for everyone.</p> <p>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.</p> <p>6. The school has ensured that relevant property statutory compliance checks have been completed and records updated.</p> <p>7. Daily and weekly checks have been reinstated and we are up to date 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> <p>a) all fire precaution checks as per the Fire Logbook</p> <p>b) safety of gas supplies</p> <p>c) visual checks on electrical services and equipment</p> <p>d) inspection of lifts and lifting equipment</p> <p>e) water temperatures and flushing of systems (Legionella risk)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>NA</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>N/A</p> <p>✓</p> <p>✓</p>		<p><b>Premises staff must wear plastic, aprons, gloves at all times. 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>	
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	<p>f) ventilation systems</p> <p>g) perimeter fencing</p> <p>h) noting any damage to the fabric of the building</p> <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 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</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>N/A</p> <p>N/A</p>				
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	<p>(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>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>✓</p> <p>✓</p> <p>✓</p>		<p><b>Hot dinners are provided by Vertas and children will eat in lunch hall in 2 sittings.</b></p> <p><b>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</b></p>	 	
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<sup>2</sup> <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

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				external opening doors may also be used and where safe to do so. In warmer weather, doors and windows to be open <b>continuously</b> to maximise ventilation throughout the building.		
<b>9.0</b> <b>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 of staff and students are present</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. We are aware of the Leadership Wellbeing assistance from the LA.</li> <li>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.</li> <li>4. We are aware of the Stress and Mental Health web pages on the H&amp;S site on Suffolk Learning, where resources can be found for staff.</li> <li>5. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded.</li> </ol>	 √  √ √  √  √  √		<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>	<div></div> <div></div>	

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	<p>6. 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.</p> <p>7. We ensure that all staff are listened to, and their concerns taken on board.</p> <p>8. We have designed an induction session (or sessions) for staff and students, so they are clearly aware of any changes to the day to day running of the school under the new ways of operating.</p> <p>9. We have considered alternative ways to show parents and carers how we are conducting all practices and activities during this current situation (e.g., perhaps by video, etc).</p> <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>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p><b>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.</b></p> <p><b>RA shared regularly, opportunities to discuss, question and feed into arrangements.</b></p>	<p>■</p> <p>■</p> <p>■</p>	
<b>10.0 Administration and the continual knowledge of the risks of</b>	<p>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – changes are apparently each day.</p>	<p>✓</p> <p>✓</p>		<p><b>Ongoing</b></p> <p><b>Shared</b></p>	<p>■</p> <p>■</p>	

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<b>catching and spreading the virus</b>	<p>2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information.</p> <p>3. We know where to find Suffolk Schools' health and safety advice on Suffolk Learning</p> <p>4. We are aware of how to get further advice from the Education and Learning team at the LA if required.</p> <p>5. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them.</p> <p>6. We actively seek guidance from our HR provider as required.</p> <p>7. We have displayed the Public Health 'COVID-19 SECURE' poster in a way that all students, staff and visitors 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>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p><b>HT and staff regularly review union advice and consider this in our plans.</b></p> <p><b>Displayed in front reception area</b> <b>Only essential visitors will be admitted with prior invitation from SLT.</b></p> <p><b>Remote learning is planned making use of Oak National Academy and a wealth of other 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 that some children will need hard copies or laptops due to limited access to ICT.</b></p>	<p>■</p> <p>■</p> <p>■</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 See Calculation Table			Risks to staff members	Risk management strategy
	Likelihood	Severity	Risk Rating		

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	(1,2 or 3)	(1,2 or 3)	(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.	Distribution staff to frequently wash their hands. Distribution staff will stand behind a desk, 2 metres away from the person. Staff will sign the kit log for themselves. Distribution staff to monitor. All staff collecting their kits will be required to maintain 2 metres distance from the distributor. All staff must use hand sanitiser upon arrival at the collection point. Staff will be expected to stand back 2 metres if someone is present at the collection point. Cleaning controls in place with disinfectant spray and waste disposal bin in between collection slots.
Damaged kit	2	2	4	Staff will not have the sufficient equipment to complete the LFT. Asymptomatic staff may receive a false negative and spread the virus. May lead to hospitalisation, life long disabilities or death.	Staff have been briefed on the contents of their kits Staff have been provided with guidance leaflet v.1.3.2 Staff are to repeat a void result Staff to notify admin by email <a href="mailto:office@elvedenacademy.co.uk">office@elvedenacademy.co.uk</a> who will issue a new kit.
Tests incorrectly stored	1	1	1	The tests will be rendered faulty The tests will be accessed by unauthorised staff or members of the public or children.	Tests stored in the Heads office and locked away. Tests stored at room temperature (between 15-25 degree) where central heating is set to low and constant temperature maintained by radiator thermostat. Tests stored in a dry place.
Injury through swabbing	1	1	1	Staff will injure themselves through the use of the swab. The swab may snap and cut or graze the skin within the nostril or the mouth.	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 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.

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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 its 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	Asymptomatic staff may receive a false negative and spread the virus at school. Contraction of the virus by a second party may lead to hospitalisation, life long disabilities or death.	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 been advised not to eat 30 minutes prior to administering the test. 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. Staff have been advised that the contents of a kit can only be used once. Staff have been advised to repeat the test should they receive a 'void' result. Staff have been told to self isolate and book a PCR test in the event of a 'double void' Staff will need to report the double void both to the school using the google form link provided and <a href="https://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or 119.

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Staff test positive through the lateral flow self test kit	3	2	6	Staff will test positive for the virus.	Staff have been briefed on how to administer the test and report and action the results. Staff will need to immediately self isolate Staff will need to notify the head teacher by no later than 6pm that evening. Staff will need to report the positive result to both the school using the google form link provided and <a href="https://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a> or 119. 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> Once confirmed by PCR test, Track and Trace will manage contact tracing of close contacts.
Break down of communication of results	3	2	6	Staff will have not notified the correct people of their result. Staff will spread the virus further. Contraction of the virus by a second party may lead to hospitalisation, life long disabilities or death.	Staff have been briefed on how to administer the test and report and action the results. All members of staff have a phone that they can use to notify the head teacher of a positive or double void result. 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. A google form has been set up. The responses will be monitored daily by the administrative team. The administrative team will keep a log of all results.

Likelihood	Rate	Description
High	3	Very likely, almost certain to happen, to be expected
Medium	2	Likely, has happened and will happen again
Low	1	Unlikely, probability of hazard is close to zero

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Severity	Rate	Description
Major	3	Death, life altering damage from the virus
Medium	2	Ambulance/A&E needed, temporary disability, time off of work
Minor	1	Mild case of the virus first aid treatments

### 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:

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## 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/coronaviruses-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/coronaviruses-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>

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**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>

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**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>

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