

RISK ASSESSMENT / CHECKLIST – SPRING TERM 2022 – EDUCATIONAL SETTINGS – UPDATED

- 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. National (general) guidance and updates can be found on the [Gov.UK C19 page\(s\)](#).**
- 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 two years.
- The form is a series of **positive** statements reflecting the safety of personnel in a school for reopening in the Spring Term 2022. 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**. All this guidance can be found on Suffolk Learning as well, including the [Framework for Managing COVID-19 from Public Health Suffolk](#) (version 9 of 27 January 2022). The [Flowchart for Actions that Education Settings](#) should take where suspected or confirmed cases are found **MUST** be followed (updated 27 January 2022). This information includes advice on outbreaks and tiers.
- 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:

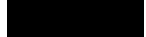
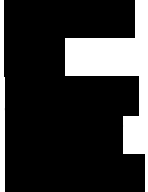
- **Follow Public Health advice on testing and managing confirmed cases of COVID-19. An outline of this regime can be found in the Operational Guidance as above and SCC flowcharts and framework(s).**
- **Whilst vaccinations for employees are not mandatory, as a County Council we encourage all staff to 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](#)' and guidance from CYPC19@suffolk.gov.uk should be sought.
- **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:	24/2/22	Assessed by (job title / name):	Lorna Rourke-Headteacher
Local reference number:	URN : 139149, DfE number: 935/3312 Version 22	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 measures applicable to Educational Settings and Childcare – both nationally and within Suffolk from 24 th February 2022.
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 February 2022. Additional Operational Guidance for SEND and Specialist Settings has also been published nationally and reflected here.</i></p>		
Headteacher name and signature:	Lorna Rourke <i>Lorna Rourke</i>		
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)		

- 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.
- COVID-19 management within schools advice can be sought from CYP19@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.

What are the hazards or where are the dangers?	Control Measure/Standards checklist These are things which are needed to control the spread of the virus as far as reasonably practicable. This is Public Health and DfE advice.	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 Complete d (initials and date)
1.0 Missing a COVID-19 risk assessment review or not continuing with advised control measures	<ol style="list-style-type: none"> We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19, have acted on any outstanding actions and completed them. 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. We communicate any changes of current practice as a result of any COVID-19 related risk assessment, to staff, students and parents alike. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>From 27 January, face coverings are no longer advised for pupils, staff and visitors in communal areas however, staff and visitors have the option to do so if they feel safer and are asked to wear when speaking to parents.</p> <p>All routine control measures, e.g., hand washing, ventilation and CO2 monitoring (throughout the day) cleaning, asking symptomatic individuals to stay away from the setting.</p> <p>Twice-weekly LFD home testing for asymptomatic staff is no longer required.</p> <p>From Thursday 24 February, the Government have removed the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on</p>		

			<p>consecutive days. In addition, the Government will: No longer ask fully vaccinated close contacts and those aged under 18 to test daily for 7 days, and remove the legal requirement for close contacts who are not fully vaccinated to self-isolate. End routine contact tracing. Contacts will no longer be required to self-isolate or advised to take daily tests. Staff, children and young people should attend their education settings as usual. This includes staff who have been in close contact within their household, unless they are able to work from home. End the legal obligation for individuals to tell their employers when they are required to self-isolate.</p>		
<p>2.0 Catching and spreading the virus – including hygiene measures</p>	<ol style="list-style-type: none"> 1. We ask any member of staff, and any pupil, to remain at home if they have symptoms of, or have tested positive for Coronavirus. Advice to be sought from the current flowchart for action and framework, and from CYPC19@suffolk.gov.uk. Any visiting professional, contractor or parent will not be granted access if symptomatic or a known positive case. 2. We have communicated the revised information on self-isolation to staff 	<p>Yes</p>	<p>Clarify with all parents as appropriate, reflecting the most current advice and school policy.</p> <p>Children and staff will be asked to take LFD tests on day 5 and day 6 of their Positive Covid result. Those who receive two negative test results can return to school. The first test must be taken no earlier than day 5 and tests must be taken 24 hours apart. This also applies to children under 5, with LFD testing at</p>	<p>██████████</p> <p>██████████</p>	

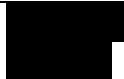





	<p>and families.</p> <p>3. We contain any outbreak by following Public Health Suffolk's advice, and have written procedures for this which all staff have been notified of.</p> <p>4. Parents and staff will be asked to notify us immediately of any tested positive cases.</p> <p>5. We continue to request 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.</p> <p>6. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>7. We understand and adhere to the wearing of PPE only where necessary and advised.</p> <p>8. We understand that the Government no longer advises the general wearing of face coverings within the school premises, however we understand that there are circumstances where it is recommended that they are worn¹ or are chosen to be worn.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>parental or guardian discretion. If both these test results are negative, and you do not have a high temperature, you can return to your education or childcare setting from day 6.</p> <p>RA provided to all parties before coming to school.</p> <p>Contractors on site must read and agree their specific RA, visitor agreement and COVID procedures before coming onto site.</p> <p>School can provide testing kits if available and requested.</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> <p>The school will provide appropriate medical masks (Type 2R/EN) to protect themselves and others if necessary.</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. Used masks must be disposed of in 	<p>██████████</p> <p>██████████</p>	
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¹ See ['In circumstances where face coverings are recommended'](#) – part of Schools' Operational Guidance – new advice **February 2022**

				<p>the PPE bins in staffroom and EYFS. 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. 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. 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 months) and induction must be complete so SLT can go through COVID guidelines. Children are asked to come into school in</p>		
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				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) at the point of notification of increased cases, we will seek advice from UKHSA guidance, 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 for remainder of spring term to assess rise in cases.	■	
	2. Where a risk assessment for individual students or staff is either required or requested, this will be carried out without delay.	Yes		Staff continue to revisit both the Golden Rules and the revised COVID rules. Posters displayed and children reminded regularly.	■	
	3. 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 reasonable expectation of student behaviour set out.	Yes		Collective worship will take place daily in the hall and enhanced cleaning measures will include cleaning the hall daily. 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 have been reminded to social distance as requested as part of our safeguarding audit. 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.	■	
	4. 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.	Yes			■	
	5. We work with other professionals who may need to visit our school, to				■	

	ensure that both we and they adhere to our hygiene requirements.	Yes		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.		
		Yes		All visitors to be directed to website for RA.		
4.0 Virus spreading - School and public transport	We have worked with relevant Council personnel / private providers to ensure that <i>as far as possible</i> : <ul style="list-style-type: none"> that hand sanitiser is available for use upon boarding and disembarking that vehicles are cleaned more frequently that queuing and boarding is organised and controlled From 27 January, we ask that staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school. 	Yes		Revise guidance for EVOLVE RA and all staff and providers to be made aware. Swimming to continue in Spring term for LKS2 following restrictions and RA. Ensure that children always wear seatbelts on alternative transport. Hand sanitiser and PPE to be taken along with first aid kit. Due to remote location of the school, most children are driven to school by parents. They do not access public transport.		
5.0 The risk of not ensuring robust cleaning	1. All frequently touched surfaces inside and outside the school are cleaned via an appropriate cleaning schedule. 2. We have ensured that relevant	Yes		Ensure we have enough cleaning resources and these are available for each classroom.		
		Yes		Home learning and remote learning is on		

<p>throughout the school premises</p>	<p>cleaning materials to include wipes are provided wherever required.</p> <p>3. We will follow the PHE guidance named ‘Cleaning of non-healthcare settings’.</p> <p>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.</p>	<p>Yes</p> <p>Yes</p>		<p>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 group enters.</p> <p>Ensure lunch hall is fully stocked with necessary cleaning equipment, hand gel, masks etc.</p>	    	
<p>6.0 Understanding correct PPE requirements</p>	<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</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</p>		

	<p>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>staff have confirmed they have watched and understood.</p> <p>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>	<p>█</p> <p>█</p> <p>█</p>	
<p>7.0 First aid and/or supporting students and staff with medical needs</p>	<p>1. We are aware that additional PPE is NOT required to treat pupils or students who need first aid.</p> <p>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.</p> <p>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.</p> <p>4. Our staff have been trained to administer medications or provide intimate care and are aware of the</p>	<p>Yes</p> <p>Yes</p> <p>Yes</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 individuals who need them.</p> <p>Staff who use the disabled access hygiene facilities will clean after use and the cleaner will also clean twice a day.</p> <p>AM has updated all records and will ensure information is passed on to class teachers.</p> <p>Additional medical/diabetes training for new staff completed in September 21.</p>	<p>█</p> <p>█</p> <p>█</p> <p>█</p>	

	<p>need for relevant controls in each student's situation, to include the use of PPE <i>if</i> required.</p> <p>5. We will offer confidential meetings with any member of staff or parents/carers of a pupil who have previously been in the clinically extremely vulnerable group, and that individual risk assessments will be undertaken as required.</p> <p>6. 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) and it shall be cleaned appropriately.</p>	<p>Yes</p> <p>Yes</p>		<p>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</p> <p>First Aid training completed Autumn term (Play Team).</p> <p>First aid training completed in November 21 for staff that need refresher.</p> <p>Staff have completed up to date Health and safety at work and manual handling CPD.</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
<p>8.0 Premises management controls</p>	<p>1. We welcome contractors on site only by appointment and they are required to adhere to all control measures.</p> <p>2. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</p> <p>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</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.</p> <p>RA sent out prior to visit</p> <p>Visitors may wear any mask inside the building if they choose to. Premises staff must wear plastic, aprons, gloves at all times. Play Team to wear aprons to deliver meals</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

	<p>assessments to provide a safe area for everyone.</p> <p>4. The school has ensured that relevant property statutory compliance checks have been completed and records updated, alongside usual daily and weekly checks² .</p> <p>5. We ensure that all waste from potentially infected persons is disposed of as per current Government Guidelines.</p> <p>6. All science, DT and art areas have been checked as per CLEAPSS guidance.</p> <p>7. We understand the importance of good ventilation and follow professional guidance³ on air conditioning and ventilation.</p> <p>8. We have used the provided CO2 monitors and have fed-back the readings as appropriate, and applied for air cleaning units as needed.⁴</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>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. In warmer weather, doors and windows</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
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² Use your Premises Management Log Book to ensure you are carrying out all checks and inspections.

³ Suffolk Learning’s Safety, Health and Wellbeing’s [Coronavirus page](#) hosts a precis of relevant professional advice on ventilation

⁴ See Suffolk Learning’s Safety, Health and Wellbeing’s [Coronavirus page](#) for information on CO2 monitoring and air cleaning units under ‘Premises Management Guidance and Resources’

				to be open continuously to 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	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.	Yes		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.	■	
	2. We are aware of the Leadership Wellbeing assistance from the LA.	Yes		Regular communication with parents, outside agencies and SEN support to ensure early help offer is effective.	■	
	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.	Yes		New staff have a detailed induction. Parents informed by letter. Children will have more detailed information from class teachers, enabling teachers to explain the specific detail to each class.	■	
	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.	Yes				
	5. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded.	Yes		RA shared regularly, opportunities to discuss, question and feed into arrangements.	■	
	6. We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are returning to work.	Yes				

<p>10.0 Administration and the continual knowledge of the risks of catching and spreading the virus</p>	<p>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK</p> <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' Safety, Health and Wellbeing advice on Suffolk Learning</p> <p>4. We are aware of how to get further advice from the Education, Skills 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 laid out structured and robust outbreak management / contingency plans for action should a local outbreak occur.</p>	<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>Work closely with SCC and Schools Choice in the event of an outbreak.</p> <p>Detailed and updated COVID outbreak management plan in place to reflect updated guidance and individual circumstances.</p>	<p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p>	<p>■</p> <p>■</p> <p>■</p>
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