

RISK ASSESSMENT / CHECKLIST FOR FULL OPENING OF ALL SCHOOLS IN SEPTEMBER 2020***General notes including completion guidance:***

- This form is intended to support all schools (including Alternative Provision, Pupil Referral Units and Special Schools) **to prepare for their full opening in September 2020**. This is in relation to the Government's plan for all pupils to return in the autumn term.
- This Risk Assessment / checklist should **be used, added to, and modified to suit your school or setting**. You may need to adapt this to your own context and school, including adding further measures and mitigations. You should fill in the blanks as appropriate and ensure any dates for action are completed. **Please do not forget that you may need to add in additional points which are specific to your setting**. The Word document will expand to enable this.
- The format of this risk assessment should be familiar to you, as it is no different to the format you will have used when thinking about re-opening for fewer pupils, or when wider-opening.
- This risk assessment will complement the previous assessment you undertook in the summer term 2020. Some items **may** be the same but now have new implications in terms of more personnel on site so your controls will have changed. Some items may qualify the work already done and new items (if relevant) may override previous Government guidance and therefore needs addressing again. The majority of the previous assessment still stands and therein lies the importance of a regular review.
- The form is a series of **positive** statements reflecting the safety of personnel in a school where full opening is planned in September 2020. Against each statement, you need to tick either 'yes' or 'no/NA'.
- If you answer 'no' to a statement, you need to either complete that point by putting in measures to meet the standard **OR** note why you cannot do that. If it is not applicable, please note why.
- The new Government guidance, **published 2 July 2020**, has been followed in terms of risk identification and each section is noted in the first column. You can see the full text of this guidance [HERE](#), and for Special Schools and other specialist settings [HERE](#). **The actions that school leaders should take to minimise the risk of transmission in schools is Public Health advice, endorsed by Public Health England.**
- In addition to the statements within the assessment there is a list of further planning considerations available on Suffolk Learning (COVID-19 Health & Safety pages) at <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus-covid-19> – please note, not all these are strictly 'H&S' but may assist when thinking about general risk.
- All efforts have been made to ensure this document is up to date (as of the date within the header) but due to this evolving situation, please do ensure you keep a watchful eye on the Gov.UK website, Suffolk Headlines and Suffolk Learning, for any new measures required.
- Further guidance on risk assessments in general can be found on Suffolk Learning and the Health and Safety Executive (HSE) website – **all weblinks are at the end of this document. Sources are cited.**
- There are some areas which point to other forms, such as your Fire Logbook, the Asbestos Management Plan, your Water Hygiene Risk Assessment, etc. It is imperative that ALL these areas are reviewed.
- Each main section has been given a header number and the standards are numbered within the section. When you note your additional controls needed **OR** note that you cannot meet the standard, you can mirror the numbers in the second column so it makes it clear for you.
- You **must** consult with your staff, your Governing Body / Management Committee during the assessment process and you **must** share the completed assessment with them. Ensure that you make the assessment readily available to Union representatives and parents / carers.
- **The Government Guidance stipulates that:**
*"The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day **as part** of implementing the system of controls (outlined below) to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively."* <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

RISK ASSESSMENT / CHECKLIST **FOR FULL OPENING – SEPTEMBER 2020**

Date of assessment:	13/07/2020	Assessed by (job title / name):	Mrs Sandra Renwick Headteacher
Local reference number:	2923	Other people involved with this assessment:	Mr N Wager Chair H&S and Premises
Name and address of school:	Wood Ley Community Primary School Lowry Way, Stowmarket IP4 1UF	Reason for assessment:	The Government's requirement that there is a full opening of the school in September 2020 during the COVID-19 situation.
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. 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) and those people may still be shielding or self-isolating.</p> <p>ALL personnel should consistently adhere to the current national social distancing rules.</p>		
Headteacher name and signature:		Mrs Sandra Renwick	
Chair of Governors / Trust / Management Committee name and signature:		Mr A Winchester COG Mr N Wager – chair of Health & Safety and Premises committee	
<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 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. 			

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 advice which schools MUST follow.	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	<p>1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19.</p> <p>2. We have acted on any outstanding actions and completed them.</p> <p>3. 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.</p> <p>4. We communicate any changes of current practice 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.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Each classroom has a hygiene station, this contains hand sanitisers, children are instructed to sanitise their hands as they enter school, before and after breaks including lunchtimes.</p> <p>Each class has an allocated toilet, soap and water are available in each class toilet and in the practical area where there is one.</p> <p>Hygiene posters are displayed in toilet areas and classrooms. All staff have a copy of the risk assessment in shared files and training reinforced on the PD day in September.</p> <p>Current practice is shared with parents via letter – parent mail. Copy of risk assessment on the school web site.</p> <p>Shared with staff on PD Day and posted on school web site</p>		<p>Staff training 1/09/2020 Web site risk assessment 17/07/2020</p> <p>PD day 2 2/09/2020 Web site 2/09/2020</p>

<p>2.0 Catching and spreading the virus with a full complement of students and staff in school</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"> 1. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus. 2. Where a staff member or student has a member of their family who has Coronavirus symptoms, we ask that they do not attend school. 3. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic. 4. 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. 5. Where a member of staff is concerned about returning to work (for medical reasons) in September, we will use the Schools' Choice 'Guidance Principles Document – September 2020' to work out the best course of action. 6. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Requirements shared with parents via parent mail and track and trace information shared via parent mail. Information shared with staff and details of how to access a test e mailed on school system</p> <p>Office staff must admit all visitors to the building – they will not be permitted if symptomatic.</p> <p>No one is allowed access to the premises without prior appointment and must check in with the school office</p> <p>Risk assessment completed for staff returning to school in September</p> <p>Children will be taken to the Hub, PPE for supervising adult is available here, parents will be contacted and pupils sent home. Parents informed of procedures to follow for testing – track and trace. School to be informed of results of testing.</p>		
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	<p>7. We understand the process for reporting instances of those who have tested positive for Coronavirus.</p> <p>8. We engage with the NHS Test and Trace process and understand how to contact our local health protection team.</p> <p>9. In addition we understand that we must report to the LA when positive cases are confirmed.</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.</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 cleans 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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Process and flow diagram shared with office staff and headteacher – displayed in offices, all aware of procedure to follow and contact details of local health protection team displayed in office and headteacher's room.</p> <p>Share flow diagram with all staff and track and trace systems – one drive and shared staff e mail system</p> <p>Guidelines and procedures shared with parents via parentmail</p> <p>Hand sanitisers available at entrance and signing in area, each classroom base, staff rooms.</p> <p>All rooms have tissues which are checked daily by caretaker and bins are emptied daily</p> <p>Staff briefed on the use of PPE when dealing with a child presenting with symptoms -taken to Hub and isolated,</p>		<p>1/09/2020</p> <p>Letter sent 17/07/2020</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, to include limiting group sizes, positioning students back to back or side to side and ensuring good ventilation. We understand this is not an exhaustive list of potential controls.</p>	<p>Yes</p> <p>Yes</p>		<p>parents contacted to collect child. PPE – mask, gloves and aprons available in hub to be worn by supervising adult, they will remain 2 M away from the child at all times.</p> <p>Windows kept open when weather permits, children grouped in classes and will avoid contact with other classes as much as possible. No whole school assemblies, they will be class based or delivered through TEAMS and streamed into classrooms.</p> <p>Where possible students will sit side to side in small groups, where classroom size and layout permits. Student wellbeing and individual needs must be considered in the layout of classrooms. Children will sit in small table groups to maximise space available in the classrooms and reduce staff exposure to droplets potentially expelled through all forward facing students.</p> <p>Wind and brass instruments lessons are currently suspended, a detailed risk assessment will be required from peripatetic music teacher before considering individual lessons commence.</p>		
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3.0 The risk of not being able to maintain appropriate social distancing and not being able to create appropriate bubbles or consistent groups of students ALL AREAS	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. 2. For the above system, we have reduced the number of contacts between children and staff. 3. We have devised a feasible and effective way of operating consistent groups of staff and students in bubbles and have a strict protocol on how this works in practice. 4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable. 5. As an AP or PRU we take steps to minimise social contact as far as is practicable. 6. As an AP or PRU we have considered whether smaller groups, or whole	Yes Yes Yes Yes N/A N/A		Children now allocated to classes of no more than 30, Children will be taught in these classes and will no longer move to sets or different groups throughout the school day. Most staff will work within a phase, teachers will remain with their own class throughout the day with the exception of UKS2 where the 2 year 5 and 6 teachers will move to teach the English and maths set only. Bubbles have own coloured bands which will be worn outside during break and lunchtime to support the monitoring of keeping bubbles separate as much as possible. All classes have allocated toilets to reduce bubbles mixing. Classes have allocated doors to enter and leave the building to reduce contact and a		

	<p>school grouping / bubble is more appropriate.</p> <p>7. We have implemented an in-house strategy to ensure that consistent groups or bubbles do not mix.</p> <p>8. We understand that maintaining social distancing may be difficult for younger children, and therefore we are enhancing the concept of bubble groups.</p> <p>9. We encourage and teach social distancing at all times for both students and staff.</p> <p>10. We understand that older students will be more able to social distance, and we will support them to keep to this. We will also maintain consistent grouped bubbles, and will assist all young people to keep to these arrangements.</p> <p>11. We have reviewed our behaviour policies with any new rules included. We will communicate these clearly and consistently to staff, students, and parents or carers with clear and reasonable expectation of student behaviour set out.</p> <p>12. We are aware of the Government guidance which stipulates that if</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>one way system is in operation to and from the school hall.</p> <p>ICT rooms, hall and library are timetabled to adhere to social distancing.</p> <p>Staggered start and finish times have been communicated with parents, with allocated gates for drop off and collection. Only 1 parent to collect and drop off where this is necessary.</p> <p>Lunchtime sittings are in operation and a risk assessment with Norse catering has been completed in collaboration with the school.</p> <p>Kingdom Rules (social distancing rules) are taught and reinforced with the children.</p> <p>Floor signs are in place to reinforce social distancing in areas which could cause difficulties ie atrium, staff corridor, entrances into school.</p> <p>A one way system introduced on entry to school grounds – main gate in and car park gate out to reduce social contact</p> <p>Behaviour policy reviewed and shared with staff via one drive PD Day</p>		<p>Reinforced on pupil return 3/09/2020</p> <p>PD day 1 1/09/2020</p>
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	<p>class-sized groups are not compatible with students' education or managing the practical logistics, then year group bubbles may have to be implemented.</p> <p>13. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups.</p> <p>14. In the event that teachers and other staff have to work across groups, we have made them aware that a 2-metre social distancing is ideal.</p> <p>15. We have made our staff aware that Public Health England strongly advises that secondary school staff should:</p> <ul style="list-style-type: none"> a) stay at the front of the class b) stay away from colleagues where possible – and if not, at 2-metres where appropriate c) stay away from students – again, at 2-metres where possible d) avoid face to face contact e) minimise time spent within 1 metre of anyone. 	<p>Yes</p> <p>Yes</p> <p>N/A</p>		<p>Classes in KS2 have been arranged in year groups and a mixed year group to limit the movement of children between maths and English sets. Prior to this children were taught in mixed age classes and moved the sets for maths and English lessons. In the year 5 and 6 class, the teachers will move to teach their English and maths group – this will facilitate their education. Teaching assistants will mainly be working within a year group phase wherever possible but can cross different classes to facilitate education of the children.</p>		
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	<p>16. In classrooms, we have ensured that students are all facing forwards rather than face to face or side on.</p> <p>17. We will not conduct assemblies with more than one consistent group.</p> <p>18. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes</p> <p>19. We ensure the avoidance of busy corridors, entrances and exits.</p> <p>20. Where possible we have laid out a one-way system to minimise the chance of face to face contact.</p> <p>21. We have enabled staggered break times (including lunch breaks).</p> <p>22. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance.</p> <p>23. We have where necessary inhibited large numbers of staff in one area (e.g., staff rooms) at one time by staggering breaks.</p> <p>24. We have where necessary, implemented staggered start and end times to the school day to keep groups apart as they arrive and leave.</p> <p>25. We have reminded parents of the processes for drop off and collection.</p>	<p>No</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>Due to the constraints of classroom sizes , in some cases it is not possible to arrange furniture to sit children forward facing and side by side. Where this is the case, classrooms have been arranged to facilitate teaching and reduce teacher's proximity to rows of forward facing desks. Windows and doors will be open when weather permits and staff are aware of the need to reduce time spent in close proximity to children.</p> <p>Assemblies will be classroom based and on occasion streamed assemblies using TEAMS</p> <p>One way systems and floor signs have been operational in narrow corridors and bottle neck areas.</p> <p>Staggered start / finish times / breaks and lunchtime tabling in operation</p> <p>An additional staffroom in operation and furniture placed to enable staff to socially distance.</p> <p>Additional staffroom in operation as well as staggered breaks and lunch</p> <p>Detailed letter sent to parents outlining procedures, markings painted on the playground floor to identify zones.</p>		17/07/2020
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	26. We will consider implementing a system for vulnerable parents / carers who pick up their young people from school so that they do not have to enter school premises.	Yes		Parents can by prior arrangement pick up from front entrance.		
	27. We have a clear process for hygiene control when entering the school premises.	Yes		Hand sanitiser available at front entrance and inside main building.		
	28. We have a clear process for staff and students who use face coverings in public, and public transport to remove them upon entering the school.	Yes		Communicated with staff via one drive , following government guidance		
	29. We have ensured that all changes and expectations have carefully been discussed with parents of SEND students and that if thought appropriate, they are invited into the school before term to view the arrangements.	Yes		Risk assessment for SEND shared with individual parents. School has been in regular contact with parents of SEND pupils. SENDCO to contact parents of SEND children prior to start of term to invite into school if deemed necessary.		Week of 20/07/2020
	30. We have worked collaboratively with placements where our students are dual registered, to ensure we address the risks inherent in moving from setting to setting.	Yes		SENDco to liaise with dual placement setting to discuss risk assessment procedures . Travelling by foot to school for placement days.		PD day 1/09/2020
	31. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to strict social distancing and hygiene requirements.	Yes				

	32. We ask all our staff and pupils to bring their own frequently used equipment (pens etc) into school so that they are not shared.	Yes		Communicated with parents via letter on 17/07/2020. Pupils will have plastic zip wallet containing all of the regular equipment necessary. Class resources will be stores on classroom and not shared between classes unless they have been cleaned or sanitised for 48 hrs. Reading books and shared resources taken into classes, sanitised after use or quarantined for 48 hrs.		
	33. Only essential items owned by pupils as per the guidance are allowed on the premises.	Yes				
	34. We ensure that classroom resources are not shared outside the consistent group and even then continue to clean surfaces after use.	Yes				
	35. We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently.	Yes				
	36. We understand that we are able to consider resuming breakfast and after school provision from September 2020. This will be planned carefully, considering bubbles within the school and by using small consistent groups. We understand that guidance from the DfE is available.	Yes				
	37. PE lessons will be conducted in consistent groups.	Yes				
	38. We will not allow the participation of contact sports within PESSPA allocated time.	N/A				
				Residential trips have been postponed until June 2021 and September 2021, where they will be reviewed.		
				School hall and large dining tables will be used to enable group separation. Resources will be sanitised after use. Additional staff member employed to limit group sizes and enable group separation.		
				PE socially distance lesson plans purchased and will be taught in classes.		

	<p>39. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students.</p> <p>We understand that we can work with external coaches or clubs where we are satisfied that it is safe to do so and ensure all our protective measures are adhered to throughout.</p>	<p>Yes</p> <p>Yes</p>		<p>Weather permitting – see PE risk assessment and recently year group purchased plans</p> <p>Reviewing clubs and activities on offer from Sports partnerships</p>		
<p>4.0</p> <p>The risk of spread of infection by using school transport and public transport</p>	<p>1. Dedicated school transport:</p> <p>We have worked with relevant Council personnel / private providers to ensure that as far as possible:</p> <p>a) pupils sit in bubbles that reflect their groups within school</p> <p>b) that hand sanitiser is available for use upon boarding and disembarking</p> <p>c) that vehicles are cleaned more frequently</p> <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</p>	<p>Yes</p> <p>Where possible year groups</p> <p>Yes</p> <p>N/A</p>		<p>Contact from schools transport for the small group of pupils who travel to and from school using school transport. Larger bus with fewer seats occupied to increase social distancing.</p> <p>Pick up from several locations .</p> <p>Queuing in school – pupils from each phase taken to atrium using social distancing - monitored by member of staff from each phase who escorts pupil to coach allowing for staggered finish times.</p>		

	<p>from different bubbles / groups is likely</p> <p>2. Wider public transport: 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 Government Guidance on safe travel.</p>	<p>N/A</p> <p>Yes</p> <p>N/A</p>		Part of school ethos		
<p>5.0</p> <p>The risk of not ensuring robust cleaning throughout the school premises</p>	<p>1. We have procedures for cleaning outdoor playground and PE equipment.</p> <p>2. All frequently touched surfaces inside and outside the school premises are cleaned regularly.</p> <p>3. Science, art and sports equipment is cleaned frequently and meticulously, and always between different groups using them.</p> <p>4. If we are unable to ensure cleaning of resources between groups, we will rotate the equipment to allow it to</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Reception play equipment – children in year group bubble of 45 for outside equipment use. Plastic slide area of outdoor equipment spray cleaned daily. PE equipment used following purchased PE plans –plans using limited equipment ,class to use own equipment and clean after use as appropriate. Sanitiser station including wipes and spray in each classroom.</p>		

	<p>be left unused and out of reach for 48 hours, or 72 hours for plastics.</p> <p>5. We have ensured that relevant cleaning materials to include wipes are provided wherever equipment belongs, and that staff are aware of cleaning protocols surrounding person-lifting equipment.</p> <p>6. We have introduced enhanced protocols and unambiguous procedures to ensure cleaning of the premises and all touched surfaces, is effective.</p> <p>7. We understand that there will be revised guidance for cleaning non-healthcare settings published by Public Health England by the end of the summer term. We will access this guidance HERE and follow the requirements <i>(current last update is 15 May 2020)</i>.</p> <p>8. We use required cleaning products including standard detergents and ensure that if a contracted cleaning company is used, that we liaise with them to understand what their products are and their efficacy.</p> <p>9. We will ensure that extra time is given for cleaning surfaces in the dining area(s) after use.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Each class has sanitiser station which includes wipes and sprays.</p> <p>Staff to spray tables and surfaces mid day using sanitiser, cleaners to clean following VERTAS regulated cleaning protocol.</p> <p>VERTAS cleaning company -risk assessment and cleaning protocols received and read.</p> <p>Staggered sittings enable time between for cleaning of tables.</p>		
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<p>6.0</p> <p>The risk of being unaware of when PPE is required (or not)</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: a) where a young person becomes ill with COVID-19 whilst at school and we are unable to maintain a distance of 2 metres. 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>Yes</p> <p>YES</p> <p>Yes</p> <p>Yes</p>		<p>Allocated area – Hub for isolation purposes, PPE available here</p> <p>Gloves, aprons and masks available in Hub and meeting room. Each classroom has PPE bag containing resources if needed. Teachers and TA's to replace PPE in bag if and when used from central store in meeting room. Admin assistant to check stock is maintained and appropriate.</p>		
<p>7.0</p> <p>Catching and spreading the virus when giving or receiving first aid and/or supporting students and staff with medical needs</p>	<p>1. We have reviewed the assessments for all our staff and returning students who have medical needs or their parents/carers, and have made any adjustments necessary.</p> <p>2. We have ensured that we are aware, as far as possible, of new students' and staff medical conditions so that we may be able to consider their needs in light of COVID-19.</p> <p>3. Our staff have been trained to administer medications or provide intimate care and are aware of the need for increased controls in each</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Risk assessment for returning staff completed -shared with staff no later than 1/09/2020 Training for staff on 2/09/2020 from nursing team for pupils with medical condition – all paperwork and health care plans up to date and in staffroom no later than 1/09/2020</p> <p>Administering medication – gloves to be worn PPE to be worn for intimate care.</p>		

	<p>student's situation, to include the use of PPE if required.</p> <p>4. With the relaxing of the shielding advice on 1 August, we will ensure that we consult appropriately with any member of staff or parents/carers of a pupil who are within the clinically extremely vulnerable group, as they return to work or school, and that individual risk assessments will be undertaken.¹ 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 current Government guidance 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>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Meetings taking place 15/07/20 and 22/07/2020. Risk assessment completed and shared with staff members</p>		
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¹ Individual risk assessments for staff (called 'Individual Risk Assessment RTW – C 19') can be found here: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

	<p>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 (as at July 2020) or raises again. Individual risk assessments will be reviewed at frequent intervals.</p> <p>8. We have ensured that concerning our bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area.</p> <p>9. 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>Yes</p> <p>Yes</p> <p>N/A</p>		All staff are currently first aid trained.		
8.0 Catching and spreading the virus whilst maintaining premises management controls with a full complement	<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</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Part of SCC core property and maintenance contract package</p> <p>All contractors must pre book and enter via main office where social distancing guidelines are explained and expectations made clear.</p> <p>Covid safe policies required.</p>		

of staff and students	<p>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 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>N/A</p> <p>N/A</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>See premises management logbook – all checks current and compliant – part of SCC Core package</p> <p>See record of checks carried out by caretaker.</p> <p>Fire Risk assessment recently reviewed June 2020</p> <p>See premises management logbook</p> <p>See premises management logbook</p>		
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	<p>d) inspection of lifts and lifting equipment</p> <p>e) water temperatures and flushing of systems (Legionella risk)</p> <p>f) ventilation systems</p> <p>g) perimeter fencing</p> <p>h) noting any damage to the fabric of the building</p>	<p>N/A</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>See premises management logbook</p> <p>See premises management logbook</p> <p>Part of weekly site security duties carried out by caretaker.</p> <p>As above</p>		
	<p>9. We have ensured that the external waste bins are still safe from being an arson or climbing risk and can be accessed under social distancing rules.</p>	Yes		<p>In locked area – see Fire Risk assessment</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>	No		<p>Some areas have flip top bins, all bins have liners and are emptied daily. Dome areas do not have flip top bins ie UKS2 toilet area for paper towels as this reduces opportunities for children touching bin lids.</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>	Yes		<p>Left in HUB double bagged.</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>	N/A				

	<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 guidance² on air conditioning and ventilation.</p>	<p>N/A</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Meeting with catering company Norse on 10/07/2020, carried out joint planning to ensure catering services continue. Government guidance followed – staggered lunch breaks, cleaning in between sittings, serving hatch screen, all utensil handled by kitchen staff wearing PPE (gloves and aprons), cold lunches pre bagged and named – children to collect assisted by kitchen staff.</p> <p>Children to sit in class groups in the dining hall. One way system in hall to support safe flow of traffic.</p>		
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² <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

9.0 The impact on staffing, and staff welfare, and also the mental wellbeing of students, due to the risk of catching and spreading the virus now that a full complement of staff and students are present	<ol style="list-style-type: none"> 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. 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. 	Yes Yes – shared Yes Yes – shared		Continuously sharing resources for good mental health with families via parent mail, newsletter links. Running weekly wellbeing nurture groups, all classes following wellbeing programme in September – children taught about mental health and strategies to support calm. HT training in mental health and all staff have access to high quality mental health resources and training through the National Leadership programme. Staff receiving wellbeing meetings from HT and SLT		

	<p>5. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded.</p> <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>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>		<p>Shared with parents via e mail and newsletters, shared with children as part of the wellbeing and mental health programme in classes in September. Shared via on drive and staff e mail system</p> <p>Each phase has an active phase leader who provides support</p> <p>Risk assessment in staff induction pack from September 2020</p> <p>Regular newsletter, video links and recordings made by staff and shared with parents, links on weekly assemblies on DB primary.</p> <p>Updated regularly and shared at PD day 1/09/2020</p>		
10.0 Administration and the continual	<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>	Yes				

knowledge of the risks of catching and spreading the virus	2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information.	Yes		SLT receive Suffolk Headlines and links sent by HT to staff members where appropriate.		
	3. We know where to find Suffolk Schools' health and safety advice on Suffolk Learning	Yes				
	4. We are aware of how to get further advice from the Education and Learning team at the LA if required.	Yes		HT in regular contact with SEO		
	5. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them.	Yes				
	6. We actively seek guidance from our HR provider as required.	Yes		Using template and guidance		
	7. We have displayed the Public Health 'COVID-19 SECURE' poster in a way that all students, staff and visitors can see it.	Yes		Entrance		
	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.	Yes		Guidance received, plans and flow chart filed and organised in school closure - section local outbreak. Contact information in school offices and HT room .Online learning will be able to accessed by children swiftly.		

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:
16 In classrooms, we have ensured that students are all facing forwards rather than face to face or side on	Limited space in classrooms means we are unable to fit 15 tables in each room safely. Increased number of desks will limit space to make movement around the room, entering and exiting safe. The limited space left can cause trip hazards with cloakroom areas being blocked. The increased number of desks needed in a small space will limit the space available for staff at the front to ensure they can keep a safe distance from the children or each other.	<p>Children are grouped in small table arrangements within their classroom bubble. The groups will have increased space between tables to support staff moving between tables and being able to maintain distancing.</p> <p>Classroom arrangements in groups will facilitate teaching and behaviour management. Children with identified social and emotional difficulties will have more space between them and their peers which in turn will reduce contact with peers and limit incidents.</p> <p>Seating arrangements will be based on class teachers professional knowledge and understanding of the children in the bubble.</p>	Each class teacher to organise room and groupings before 1/09/2020 taking into account the size of the classroom, number of desks, arrangement and layout of the room with reference to doors, windows and IT screens and whiteboards. They will use their knowledge of children in their bubble to make their informed decision .	<p>Yes</p> <p>Week of 13/07/2020</p>	

Sources and further information:

Guidance for Full Opening: Schools:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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

Public Health England – Action to be taken by schools:

<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

Suffolk Learning Health and Safety (schools) pages:

<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing>

Suffolk County Council – general COVID-19 information:

<https://www.suffolk.gov.uk/coronavirus-covid-19/>

Suffolk County Council’s school guidance on COVID-19 (includes FAQs):

<https://www.suffolk.gov.uk/coronavirus-covid-19/schools-guidance/>

Clinically vulnerable groups: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Schools’ Choice ‘Guidance Principles Document – September 2020’:

<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19> and also via Schools’ Choice directly

Staying alert and safe (social distancing):

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

Coronavirus: implementing protective measures in education and childcare settings:

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

Coronavirus: Safeguarding in schools, colleges and other providers:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Guidance on supporting children and young people's mental health and wellbeing can be found here: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

The Education Support Partnership has a free helpline for school staff and targeted support for mental health and wellbeing: <https://www.educationsupport.org.uk/>

Extra mental health support for pupils and teachers (articles with links to support networks): <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

Keeping children safe in education: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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

HM Government and NHS 'Coronavirus – Stay Alert, Stay Safe at Work':
<https://industrialstrategy.frontify.com/d/55EzeVU6rhza/covid-19-business-support#/keeping-your-business-safe/working-safely-guidance>

CLEAPSS: guidance for science departments returning to school after extended closure
<https://public.huddle.com/a/VdRjYeV/index.html>

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

CLEAPSS – school support for DT, ART and Science: <https://www.cleapss.org.uk/>
Guidance for food businesses on coronavirus (COVID-19):
<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> (it may look as though this wouldn't apply to schools, but the Full Opening Guidance points to this PHE document)

Premises safety in terms of Legionella throughout the C-19 outbreak:
<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

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

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

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

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

Guidance on the phased return of sport and recreation:

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

Association for Physical Education: www.afpe.org.uk (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>