

**RISK ASSESSMENT / CHECKLIST – AUTUMN TERM 2021 – 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.**
- This risk assessment / checklist should **be used, added to, and modified to suit your school or setting**. You may need to adapt this to your own context and school, including adding further measures and mitigations depending on your cohort. You should fill in the blanks as appropriate and ensure any dates for action are completed. **Please do not forget that you may need to add in additional points which are specific to your setting.** The Word document will expand to enable this.
- The **format of this risk assessment should be familiar to you**, as it is no different to the format you will have used in the last 18 months.
- The form is a series of **positive** statements reflecting the safety of personnel in a school for reopening in the Autumn term 2021. Against each statement, you need to tick either 'yes' or 'no/NA'. If you answer 'no' to a statement, you must either complete that point by putting in measures to meet the standard OR note why you cannot do that. If it is not applicable, please note why. There is an action plan template on the last page.
- Each section has been given a number. When you note your additional controls needed **OR** note that you cannot meet the standard, you can mirror the numbers in the second column, so it makes it clear for you, and also in the action plan.
- The new Government guidance has been followed in terms of risk identification or control measures. This '[Schools COVID-19 Operational Guidance](#)' is frequently updated, alongside the guidance for [Special Schools and other specialist settings](#). **The actions that school leaders should take to continue to minimise the risk of transmission in schools is Public Health advice, endorsed by Public Health England.**
- Please ensure you keep a watchful eye on the Gov.UK website and Suffolk Headlines for any new measures required.
- Further guidance on risk assessments in general can be found on Suffolk Learning and at the Health and Safety Executive (HSE).
- You **must** consult with your staff, your Governing Body / Management Committee during the assessment process and you **must** share the completed assessment with them. Ensure that you make the assessment readily available to Union representatives and parents / carers.

**Important / general points:**

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

## COVID 19 RISK ASSESSMENT / CHECKLIST **FOR AUTUMN TERM 2021**

<b>Date of assessment:</b>	31/08/2021	<b>Assessed by (job title / name):</b>	Mrs S Renwick Headteacher
<b>Local reference number:</b>	9352923	<b>Other people involved with this assessment:</b>	Health and Safety and Premises GB Committee
<b>Name and address of school / setting:</b>	Wood Ley Community Primary School Lowry Way Stowmarket IP14 1UF	<b>Reason for assessment:</b>	Review of previous risk assessments in light of the national move to Stage 4 and removal of some restrictions. Some measures are still in place.
<b>Identification of those at risk:</b>	<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>		
<b>Harm which could occur:</b>	<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 <a href="#">Coronavirus-specific NHS website</a>. <i>This risk assessment is based on guidance from Public Health England, and reflects the information within the DfE's <a href="#">Schools' Covid-19 Operational Guidance</a> updated in August 2021. <a href="#">Additional Operational Guidance for SEND and Specialist Settings</a> has also been published nationally and reflected here.</i></p>		
<b>Headteacher name and signature:</b>		Mrs Sandra Renwick	
<b>Chair of Governors / Trust / Management Committee name and signature:</b>		Mr N Wager -Chair Health and Safety and Premises Committee.	
<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> <li>• Any queries on premises issues should be directed to your Vertas Account Manager.</li> </ul> <p><b>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.</b></p>			

<b>What are the hazards or where are the dangers?</b>	<b>Control Measure/Standards checklist</b> These are things which are needed to control the spread of the virus as far as reasonably practicable. <b>This is Public Health and DfE advice.</b>	<b>Yes they are in place</b>	<b>No they are not in place /NA</b>	<b>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:</b>	<b>Action by when and by who?</b>	<b>Additional Action Completed (initials and date)</b>
<b>1.0 Missing a COVID-19 risk assessment review or not continuing with advised control measures</b>	1. 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. 2. 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. 3. We communicate any changes of <b><i>current practice</i></b> as a result of any COVID-19 related risk assessment, to staff, students and parents alike.	<b>Yes</b>          <b>Yes</b>          <b>Yes</b>			<b>Sept 21 by SR</b>	
<b>2.0 Catching and spreading the virus – including hygiene measures</b>	1. We require any member of staff, and any pupil, to remain at home if they have symptoms of, or have tested positive for Coronavirus. Any visiting professional, contractor or parent will not be granted access if symptomatic or a known positive case.	<b>Yes</b>				

	<p>2. We have communicated the revised information on self-isolation to staff and families. This can be seen at the end of this risk assessment.</p> <p>3. We will continue the practice of reporting positive cases from our school / setting to the appropriate body<sup>1</sup></p> <p>4. We contain any outbreak by following <a href="#">Public Health Suffolk's advice</a>, and have written procedures for this which all staff have been notified of.</p> <p>5. Parents and staff will be asked to notify us immediately of any tested positive cases.</p> <p>6. We continue to request all personnel on our school site should clean their hands thoroughly and more often than usual, and will maintain the hand hygiene measures upon entering the school.</p> <p>7. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>8. We understand and adhere to the wearing of PPE only where necessary and advised.</p>	<p><b>Yes</b></p> <p><b>Yes -</b> <b>EdC19@suffolk.gov.uk</b></p> <p><b>Yes -see outbreak management plan</b></p> <p><b>Yes</b></p> <p><b>Yes – handwashing and hand sanitiser available</b></p> <p><b>Yes</b></p> <p><b>Yes - supplies located in Hub</b></p>				
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<sup>1</sup> As national guidance changes, please seek advice from the Education Covid-19 team: [EdC19@suffolk.gov.uk](mailto:EdC19@suffolk.gov.uk)

	9. 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 worn <sup>2</sup> or are chosen to be worn.	<b>and Meeting room</b>  <b>Yes -see outbreak management plan</b>				
<b>3.0 Social distancing and bubbles – Non-adherence to Government guidance for the workplace vs local requirements.</b>	<p>1. Whilst social distancing (and bubbles) have been removed as mandatory control measures in schools (and therefore the workplace) we understand there may be a specific need within the cohort. At this point of notification, we will seek advice from our SHaW Advisor, our HR consultant and / or Occupational Health.</p> <p>2. Where a risk assessment for individual students or staff is either required or requested, this will be carried out without delay.</p> <p>3. We understand that our outbreak / contingency plan should cover the possibility that bubbles may have to be reintroduced for a temporary period.</p> <p>4. We will continue to review our behaviour policies irrespective of the</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes -see outbreak management plan</b></p> <p><b>Yes – see updated</b></p>				

<sup>2</sup> See [‘In circumstances where face coverings are recommended’](#) – part of Schools’ Operational Guidance

	<p>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.</p> <p>5. We have worked collaboratively with placements where our students are dual registered, to ensure we address the potential risks in moving from setting to setting.</p> <p>6. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to our hygiene requirements.</p>	<p><b>behaviour policy</b></p> <p><b>N/A</b></p> <p><b>Yes</b></p>				
<p><b>4.0</b></p> <p><b>Virus spreading - School and public transport</b></p>	<p><b>1. Dedicated school transport:</b> We have worked with relevant Council personnel / private providers to ensure that <i><b>as far as possible:</b></i></p> <ul style="list-style-type: none"> <li>• that hand sanitiser is available for use upon boarding and disembarking</li> <li>• that vehicles are cleaned more frequently</li> <li>• that queuing and boarding is organised and controlled</li> <li>• that secondary school students should wear face coverings if the risk</li> </ul>	<p><b>Yes</b></p> <p><b>Under guidance of staff member</b></p> <p><b>N/A</b></p>				

	<p>of being in close contact with those from different schools is likely</p> <p><b>2. Wider public transport:</b> We have encouraged parents, staff and pupils to walk or cycle to school where it is possible, appropriate or safe to do so. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the Government Guidance '<a href="#">Coronavirus (Covid-19): Safer travel guidance for passengers</a>'.</p>	Yes				
<p><b>5.0</b></p> <p><b>The risk of not ensuring robust cleaning throughout the school premises</b></p>	<p>1. All frequently touched surfaces inside and outside the school are cleaned via an appropriate cleaning schedule.</p> <p>2. We have ensured that relevant cleaning materials to include wipes are provided wherever required.</p> <p>3. We will follow the PHE guidance named '<a href="#">Cleaning of non-healthcare settings</a>'.</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</p>	<p><b>Yes -see Vertas cleaning schedule</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>				

	them to understand what their products are and their efficacy.					
<b>6.0</b> <b>Understanding correct PPE requirements</b>	<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 <a href="#">becomes ill with COVID-19 whilst at school and we have to have close contact</a>, or</p> <p>b) when performing <a href="#">aerosol generating procedures (AGPs)</a></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><b>Yes -See supplies in HUB and meeting room</b></p> <p><b>Yes</b></p>				
<b>7.0</b> <b>First aid and/or supporting students and staff with medical needs</b>	<p>1. We are aware that additional PPE is NOT required to treat pupils or students who need first aid UNLESS they show COVID-19 symptoms.</p> <p>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</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes -see medical plans</b></p>				



	<p>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 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 are, or have been in the <a href="#">clinically extremely vulnerable group</a>, as they return to work or school, and that individual risk assessments will be undertaken as required.<sup>3</sup></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><b>Yes</b></p> <p><b>Yes</b></p> <p><b>N/A</b></p>				
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<sup>3</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>

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

	professional guidance <sup>5</sup> on air conditioning and ventilation.	<b>Ventilation via windows – weather permitting</b>				
<b>9.0 The impact of the pandemic on staffing, and staff welfare, and also the mental wellbeing of students</b>	<ol style="list-style-type: none"> <li>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.</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>	<b>Yes -see mental health and wellbeing support</b>  <b>Yes</b>  <b>Yes – in staffroom</b>  <b>Yes</b>  <b>Yes</b>				

<sup>5</sup> Suffolk Learning's Safety, Health and Wellbeing's [Coronavirus page](#) hosts a precis of relevant professional advice on ventilation updated August 2021

	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				
<b>10.0 Administration and the continual knowledge of the risks of catching and spreading the virus</b>	1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK 2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information. 3. We know where to find Suffolk Schools' Safety, Health and Wellbeing advice on Suffolk Learning 4. We are aware of how to get further advice from the Education, Skills and Learning team at the LA if required. 5. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them. 6. We actively seek guidance from our HR provider as required. 7. We have laid out structured and robust outbreak management / contingency plans for action should a local outbreak occur.	Yes  Yes  Yes  Yes  Yes  Yes  Yes				

### Outstanding Control Measures / Standards Action Plan

[illegible]

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

