

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:	13/7/20 Reviewed: 20/8/20, 16/9/20, 4/11/20, 8/12/20, 4/1/21, 6/1/21, 3/3/21, 16/3/21, 20/4/21, 23/4/21	Assessed by (job title / name):	Mrs Debbie Jackson Headteacher
Local reference number:	145539	Other people involved with this assessment:	SLT Governing Body
Name and address of school:	George Street Hintlesham Ipswich IP8 3NH	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 Debbie Jackson	
Chair of Governors / Trust / Management Committee name and signature:		Mrs Deborah Bennett	
<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 Completed (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>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	N	<p>2.Awaiting quote from Vertas – further quote from independent supplier sought 24/6/20 to complete required water temperature works. Chased w/c 6/7/20.</p> <p>Caretaking/Cleaning standards – Vertas - new site manager. Area manager visited site on 10/7/20.</p>	<p>SG/JvdBB</p> <p>Vertas/DJ</p>	<p>Work completed by EPPH summer holidays 2020</p> <p>New cleaner/ caretaker w/c 9/8/20</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>Y</p> <p>Y</p>		<p>5.The Risk Assessment is updated on the school website after each review. Parents are informed of changes that affect the children in school by Parentmail.</p> <p>6.Safeguarding Policy reviewed again in light of restricted numbers of children in school.</p>		
<p>2.0</p> <p>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>	<p>1. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus.</p> <p>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.</p> <p>3. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic.</p> <p>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.</p> <p>5. Where a member of staff is concerned about returning to work (for medical reasons) in September,</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>				

	<p>we will use the Schools' Choice 'Guidance Principles Document – September 2020' to work out the best course of action.</p> <p>6. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately.</p> <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</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>				
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	<p>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>15. We understand and adhere to the wearing of PPE only where necessary and advised.</p>	<p>Y</p> <p>Y</p> <p>Y</p>		<p>15. PPE is available for staff for administering First Aid if required as we as intimate care. PPE will be worn if a case is suspected and staff need to be within 2m.</p> <p>5/11/20 (Lockdown)Visors are optional for staff when a 2m distance between adults or adults/children is difficult to maintain. When crossing bubbles visors to be worn when 2m is not maintained.</p> <p>5/11/20 All parents/carers dropping off or collecting children and any staff in attendance are to wear a face covering.</p> <p>4/1/21 All staff are to wear a face covering in communal areas except when eating or drinking. Face coverings are recommended in classrooms when the 2m social distancing can not be maintained.</p>		
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	<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>17. All staff are recommended to carry out a LFD test at home twice a week on a Sunday and Wednesday evening if full time or the evening before returning to school if part-time. Results are to be reported in line with Government guidelines to https://www.gov.uk/report-covid19-result as well as to the school on https://forms.gle/FT27uToFbDT9Txnh6 before 7:30pm. If a positive result is received or two failed attempts then a PCR Test must be booked and the individual must isolate until a negative result is received.</p>	Y		<p>Children will either sing in the hall or outside, socially distanced only in their own bubbles. If in their classes then the numbers of children must be reduced to small groups to allow for social distancing and all doors and windows must remain open. Children must either all face the front or in rows facing away from each other.</p>	DJ to remind	PD Day reminder given
<p>3.0</p> <p>The risk of not being able to maintain</p>	<p>1. We have designed a system for our school premises whereby we can minimise contact between individuals</p>	Y		<p>1. Classes have allotted 'toilet/s' times and will only be permitted out from their classrooms at other times providing the toilets are free</p>	DJ to remind staff on 1 st PD Day	PD Day reminder given

<p>appropriate social distancing and not being able to create appropriate bubbles or consistent groups of students ALL AREAS</p>	<p>to maintain current social distancing requirements, wherever possible.</p> <p>2. For the above system, we have reduced the number of contacts between children and staff.</p>	<p>Y</p>		<p>from other classes. All classes have an allocated door to enter/exit through:</p> <p>Class 1 – outside door Class 2 – outside door Class 3 – children’s entrance Class 4 – outside door</p> <p>All classes have an allocated outdoor space which will rotate on a weekly basis with one class having use of sensory area and another the outdoor equipment. When it becomes too wet for the grass then all classes will use the playground individually. The outdoor equipment will not be used in wet weather.</p> <p>When school numbers are restricted to vulnerable and critical (key) worker families then 2m distancing will operate between all pupils wherever possible in school with a maximum of 15 in each bubble.</p> <p>Staff room to be used using 2m guidance (maximum 2 staff) – markings on floor. Allocated staff toilets to continue.</p> <p>When pupil numbers are restricted in school a rota system will be set</p>	<p>DJ to timetable then inform staff</p>	<p>Timetable written and distributed 2/9/20</p>
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	<p>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.</p>	Y		<p>up and records kept. Staff will keep 2m distance wherever possible and wear face coverings if they are unable to maintain this.</p> <p>3. Staff allocated to bubbles where possible and maintenance of strict 2m distance plus minimal crossing over where not possible.</p> <p>5/11/20</p> <p>Visors provided when crossing bubbles if 2m not able to be maintained.</p> <p>4/1/21 Face coverings recommended.</p> <p>During periods of restricted attendance in school where there are fewer numbers of children staff will operate on a rota basis, maintaining 2m distance wherever possible and wearing face coverings if not. Records will be kept of staffing.</p>	SLT to support teachers on 2 nd PD Day	PD Day reminder and staff meetings w/c 14/9/20
	<p>4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable.</p>	Y		<p>4. DJ to remind staff on 1st PD Day of 2m protocols where possible. Ensure that marked area at the front of class is clear. Also establish safe area for support staff before tables layout is completed on 2nd PD Day.</p>		

	<p>5. As an AP or PRU we take steps to minimise social contact as far as is practicable.</p> <p>6. As an AP or PRU we have considered whether smaller groups, or whole 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>N/A</p> <p>N/A</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>5/11/20 (Lockdown) Visors are optional for staff where the 2m distance is difficult or when crossing bubbles. 4/1/21 Face coverings recommended.</p> <p>7. Continue with protocols set up in June – review daily initially then weekly to ensure effective and to deal with any unforeseen issues.</p> <p>8. Only 8 children initially in Class 1 increasing to 9 in January – work as a ‘bubble’ with staff remaining 2m wherever possible. All children to be 2m on carpet, facing forward to minimise risk.</p> <p>Pupil numbers restricted in school – EYFS children incorporated into Critical worker bubble - 2m social distancing for pupils wherever possible with addition of floor space allocated.</p> <p>9. Remind all staff of protocols on 1st PD Day.</p>	<p>Revisit at 1st SLT in September.</p> <p>DJ</p> <p>DJ</p>	<p>9 chn from Sept – 2m reminder or minimising</p>
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	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.	Y		10. Maintain existing protocols and expectations.	SLT/DJ	protocols reminder w/c 14/9/20 PD Day reminder
	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.	Y		11. Letter to be written to parents before the end of term – include strongly worded behaviour expectations. All Staff to be reminded of behaviour expectations on 1st PD Day – SLT to monitor closely.		11. Letter to parents 2/9/20
	12. We are aware of the Government guidance which stipulates that if class-sized groups are not compatible with students' education or managing the practical logistics, then year group bubbles may have to be implemented.	Y		12. All classes are below the government limit due to PAN.		
	13. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups.	Y		13. Teaching timetable to be written before the end of term – all staff aware that they may need to be flexible moving forward depending on the needs of the school especially in light of the Covid 19 situation. 4/1/21 Face coverings recommended when less than 2m.	DJ to review daily then weekly in September	

	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.	Y	N	14. Remind staff at 1 st PD Day		PD Day reminder and w/c 14/9/20
	15. We have made our staff aware that Public Health England strongly advises that secondary school staff should: 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.	N/A				
	16. In classrooms, we have ensured that students are all facing forwards rather than face to face or side on. 17. We will not conduct assemblies with more than one consistent group.	Y Y		16. Review classrooms in September to monitor. 17. Continue via zoom Mon – DJ Tue – NK/AJ	DJ DJ	All facing forwards when seated 3/9/20 reviewed daily

				Wed – Rev Jackson Thur – Class Fri – Well Done led by DJ or SLT		
18. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes	Y			18. Timetable to be written to ensure that classes remain mainly in their rooms -use outside doors where possible, dinner in classrooms.	DJ/Office staff	Reminder to staff w/c 14/9/20
19. We ensure the avoidance of busy corridors, entrances and exits.	Y			19. As above	DJ	
20. Where possible we have laid out a one-way system to minimise the chance of face to face contact.		N		20. One way system not possible due to lack of space – movement through the school has been reduced to mitigate in place of this.		Reviewed 2/9/20 then weekly
21. We have enabled staggered break times (including lunch breaks).	Y			CLASS 1 – 12:55-1:20 Out Tamsin 12:10-12:55 Lunch Tamsin CLASS 2 – 12:05-12:30 Out Cris 12:30-1:05 Lunch Cris CLASS 3 -11:40-12:05 Out Tamsin 12:05-12:35 Lunch Sandra CLASS 4 – 12:35-12:55 Out Sandra 12:00-12:35 Lunch Sandra		
22. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance.	Y					
23. We have where necessary inhibited large numbers of staff in one area (e.g., staff rooms) at one time by staggering breaks.	Y					
24. We have where necessary, implemented staggered start and end times to the school day to keep groups apart as they arrive and leave.	Y			24 CLASS 1 – 9:10 CLASS 2 – 9:00 CLASS 3 – 8:50 CLASS 4-8:40 CLASS 1 – 3:15 CLASS 2 – 3:10		

				CLASS 3 – 3:00 CLASS 4 – 2:50		
	25. We have reminded parents of the processes for drop off and collection.	Y		25. Letter written to parents for 17th July & 4/3	Class Teachers	Reissued with additional information 2/9/20 Reissued with additional information 2/9/20 PD Day reminder & w/c 16/9/20 Letter reissued 2/9/20
	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.	Y		26.Added to letter for 17th July		
	27. We have a clear process for hygiene control when entering the school premises.	Y		27.DJ to remind Office staff on 1st PD Day		
	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.	Y		28.Reminder on 1st PD Day and in letter to parents		
	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.	Y		29.All children have been invited into school – Summer Term		
	30. We have worked collaboratively with placements where our students are	N/A				

	dual registered, to ensure we address the risks inherent in moving from setting to setting.					
	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.	Y			31. 5/11/20 Face coverings and/or visors to be worn by all visitors	
	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.	Y			All children and staff will be provided with named equipment for their use in school.	
	33. Only essential items owned by pupils as per the guidance are allowed on the premises.	Y			Included in letter to parents – also 'PE ready' days.	Reissued 2/9/20
	34. We ensure that classroom resources are not shared outside the consistent group and even then continue to clean surfaces after use.	Y				
	35. Reading books will be sent home on a Friday and are to be brought back on a Tuesday (72hrs before reissue). Reading records will be kept by parents on Google Classrooms and in school Reading Records by teachers.	Y			Reading books and Reading Records will also be sent out on a Tuesday and brought back on a Friday from 5/11/20	
	36. We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently.	Y				
		Y				

	<p>37. 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.</p> <p>38. PE lessons will be conducted in consistent groups.</p> <p>39. We will not allow the participation of contact sports within PESSPA allocated time.</p> <p>40. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students.</p> <p>41. 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>42. Equipment brought from home will be minimised to ensure that we limit the risk of contamination to and from pupils' houses.</p> <p>43. Hot dinners to be reintroduced by the kitchen from 7th September.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>38. A&M Sports contacted June 20 Replaced by in school teaching 2/11/20</p> <p>40.A & M contacted – Covid 19 risk assessment in place plus only with us on Thursday's. Replaced by in school teaching 2/11/20</p> <p>41.PE Ready days, book bags only in R-Y4, school bags in Y5&6 as more space. No pencil cases as equipment provided.</p> <p>42.Dinners to be eaten by EYFS in the hall seated on one side of a table to minimise risk. All other year groups to eat in their classrooms at their table facing the</p>		<p>A & M Sports contacted and back in school – risk assessment kept in school.</p>
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	<p>44. During lockdown periods all clubs that are not used as childcare will cease.</p> <p>45. We will follow all DfE guidelines with regards to Educational visits.</p> <ul style="list-style-type: none"> • Children to be kept in consistent groups • Stringent Covid secure risk assessment to be in place that includes control measures • Current guidance to be followed eg regulations regarding indoor/outdoor gatherings 	<p>Y</p> <p>Y</p>		front. This will avoid potential cross contamination risks from bubbles.		
<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>	N/A				

	<p>f) that secondary school students should wear face coverings if the risk of being in close contact with those from different bubbles / groups is likely</p> <p>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>Y</p> <p>Y</p>				
<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>	Y		<p>1.The fixed outdoor play equipment is only used by one class each week then rotated. It is cleaned after lunchtime use each day. Portable equipment is used by individuals where possible and cleaned at the end of each lunchtime.</p> <p>2.All frequently touched surfaces are cleaned in addition to the</p>		

	2. All frequently touched surfaces inside and outside the school premises are cleaned regularly.	Y		evening clean, by the MDSA or TA each lunchtime. Teachers are responsible for monitoring this in their classrooms.	DJ	PD Day reminder
	3. Science, art and sports equipment is cleaned frequently and meticulously, and always between different groups using them.	Y		3. All washable equipment is cleaned after each use.		
	4. If we are unable to ensure cleaning of resources between groups, we will rotate the equipment to allow it to be left unused and out of reach for 48 hours, or 72 hours for plastics.	Y		All staff to be reminded 1 st PD Day		
	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.	Y N/A for lifting equip				
	6. We have introduced enhanced protocols and unambiguous procedures to ensure cleaning of the premises and all touched surfaces, is effective.	Y		All staff to be reminded and sent a copy of the cleaning guidelines for non-healthcare settings once updated in July. Teachers to be responsible for monitoring this in their classrooms	DJ	Reminder at staff meetings w/c 12/11/20
	7. We understand that there will be revised guidance for cleaning non-healthcare settings published by Public Health England by the end of	Y				

	<p>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>	Y		Classrooms to be used for lunches to reduce cross contamination possibilities and allow for dinners to be served once ready.		
<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:</p> <p>a) where a young person becomes ill with COVID-19 whilst at school and we are unable to maintain a distance of 2 metres.</p> <p>b) 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>	Y		<p>4/1/21 Face coverings recommended in classrooms when less than 2m apart and in all communal areas.</p> <p>Staff will wear face coverings while at the gate during children's drop off and collection.</p>		
		Y		Office to check dates before end of term	JvdBB	

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>

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	We will use the Schools' Choice flowchart to help us in our decisions.				
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.	Y		No staff currently shielding	
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.	Y			
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.	Y			
8.	We have ensured that concerning our bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area.	Y		Paediatric First Aid being chased for October. 5/11/20 All staff currently trained and new training booked for any that is expiring shortly.	

	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).	N/A				
8.0 Catching and spreading the virus whilst maintaining premises management controls with a full complement of staff and students	<p>1. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency.</p> <p>2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.</p> <p>3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</p> <p>4. Where we have a shared site (e.g. sports centre provision etc) we have</p>	<p>Y</p> <p>Y</p> <p>Y</p>		<p>Office aware – already current practice</p> <p>Office aware – already current practice. 5/11/20 All contractors to wear face coverings when inside the building. Risk assessments to be taken from all contractors – Office reminded 14/7/20 During restricted access to school periods contractors to attend outside of school hours only unless work is to be completed outside.</p> <p>Office will ensure that these are undertaken by Vertas on return.</p>	<p>SG/JvdBB</p> <p>SG/JvdBB</p>	

	ensured that we are working together and sharing our risk assessments to provide a safe area for everyone.	N/A				
	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.	N/A				
	6. The school has ensured that relevant property statutory compliance checks have been completed and records updated.	Y		Office will ensure that these are undertaken by Vertas on return.	SG/JvdBB	Statutory Compliance checks monitored by Vertas from 1/9/20
	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).	Y		Office will ensure that these are undertaken by Vertas on return.	SG/JvdBB	Statutory Compliance checks monitored by Vertas from 1/9/20
	8. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to:	Y				Statutory Compliance checks monitored by Vertas from 1/9/20
	<ul style="list-style-type: none"> a) all fire precaution checks as per the Fire Logbook b) safety of gas supplies c) visual checks on electrical services and equipment d) inspection of lifts and lifting equipment e) water temperatures and flushing of systems (Legionella risk) 					

	<p>f) ventilation systems</p> <p>g) perimeter fencing</p> <p>h) noting any damage to the fabric of the building</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.	Y		Office/Vertas		
	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.	Y		Vertas		
	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.	Y		Vertas		
	12. All science, DT and art areas have been pre-checked as per Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) guidance and are ready for use.	N/A				
	13. We can ensure 2m distancing within all workshops, art studios, dance					

	<p>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>Y</p> <p>Y</p> <p>Y</p>		<p>14.DMAT – Daniel Jones</p> <p>Vertas</p> <p>16.Windows/doors to remain open wherever possible. As weather becomes colder windows will be opened less far but all doors and windows are to be opened to totally exchange the air each hour.</p>		
<p>9.0</p> <p>The impact on staffing, and staff welfare, and also the mental wellbeing of students, due to</p>	<p>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.</p>	Y		<p>1.Links will be included in the letter to parents for the end of term plus in the regular newsletter in September.</p> <p>2.Also DMAT – Val Childs</p>		<p>Newsletter w/c 14/9/20 new link</p>

² <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

the risk of catching and spreading the virus now that a full complement of staff and students are present	2. We are aware of the Leadership Wellbeing assistance from the LA.	Y		3. Remind staff on 1 st PD Day		PD Day reminder
	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.	Y		4. Remind staff on 1 st PD Day		PD Day reminder
	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.	Y		5. Remind staff on 1 st PD Day		1 st PD Day reminder & PSHE training
	5. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded.	Y		6. Ongoing information to be provided to all staff as per this term.		
	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.	Y				
	7. We ensure that all staff are listened to, and their concerns taken on board.	Y		8. Staff 1 st PD Day plus first seven days off curriculum in school with reduced curriculum for Autumn Term gradually building to full in Summer Term.		PD Day reminder and staff meetings w/c 14/9/20
	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.	Y		9. Letter to parents – photos of classroom in September on		
	9. We have considered alternative ways to show parents and carers how we					

	<p>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>	Y		<p>platform – either Seesaw or Google Classrooms.</p> <p>One staff member to return in September – induction to be held.</p>		Induction held 3/9/20
<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 – changes are apparently each day.</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’ health and safety advice on Suffolk Learning</p> <p>4. We are aware of how to get further advice from the Education and Learning team at the LA if required.</p> <p>5. We actively promote the role of Union representatives in this current situation and acknowledge the LA’s work with them.</p> <p>6. We actively seek guidance from our HR provider as required.</p> <p>7. We have displayed the Public Health ‘COVID-19 SECURE’ poster in a way</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>3.Also Daniel Jones at DMAT</p>		

	that all students, staff and visitors can see it. 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.	Y				
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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:
7.4	Risk assessments need to be completed on PD Days in September once closer to whole school opening and Covid 19 situation has been updated.	Complete risk assessments	DJ 2 nd PD Day - 2 nd September	Yes 1/9/20 & 16/9/20	2 nd September – risk assessments completed
3.32	Children are not going to be asked to bring in their own equipment to further minimise the risk of cross infection – we will supply this.	We will supply equipment.	Class Teachers 2 nd PD Day - 2 nd September	Yes 2/9/20	2 nd September – continue with school supplying equipment.
3.20	A one way system is not possible as we have limited space and only one corridor. This creates a dead end.	We will limit the movement of children through the corridor to one way at a time. We will also ensure outside doors are used to access	Already in place under current reduced number provision.	1 st June – in place for current provision	

		classroom wherever physically possible to reduce traffic in the internal corridor.			
1.2	Water testing – chased numerous times through Vertas Property Managers. We have now arranged for quotes to be gained independently in order to have the work completed over the summer holidays.	Chase independent quotes. Work to be completed over the summer holidays.	SG/DJ/Office 1 st September	Yes 1/9/20	1 st September – work completed.

Record of Changes

Date	Section	Change
20/8/20	1.2	New Caretaker 9/8/20 All sections reviewed
16/9/20	3.41	Reading books added All sections reviewed
4/11/20	1.0 2.16 3.44 2.15 2.15&3.4 2.15, 3.3, 3.4&3.13 3.1 3.2 3.31 3.35 3.38 & 3.40 3.44	Update of additional actions Singing guidelines Clubs ceased during lockdown period. Face coverings to be worn at drop off and collection. Face visors optional in classrooms when less than 2m distance from adults or children. Visors to be worn when crossing bubbles if 2m is not maintained. Toilets free from other classes to protect bubble rather than use individually. Staffroom – maximum 2 staff Face coverings and/or visors to be worn by all visitors Reading books days A&M Sports to be replaced by in school teaching Sports Clubs to be cancelled during lockdown

	5.2 & 5.6 6.1 7.8 8.2 8.16	Class teachers responsible for the monitoring of this in their class areas. Amendment to PPE Update on Paediatric First Aid Contractors to wear face coverings when inside the building Ventilation protocols updated to ensure if doors are not open or windows are open less far then they must be opened fully each hour.
8/12/20	All parts	All parts reviewed – no DfE changes required
4/1/21	All parts reviewed 2.15 2.16 3.3, 3.4, 3.13 & 6.1 3.44	Face coverings to be worn in all communal areas and recommended in classrooms when 2m can not be maintained. Singing postponed due to new variant. Face coverings recommended. Sports clubs cancelled due to new variant.
6/1/21	1.5 1.6 3.1 3.2 3.3 3.8 8.2	Updated to define when/how parents are advised. Safeguarding Policy reviewed in light of restricted numbers of pupils in school. Pupil numbers restricted in school – 2m social distancing for pupils wherever possible and maximum bubble size of 15. Pupil numbers restricted in school – staff on a rota with records kept plus 2m social distancing between staff and pupils wherever possible if not face coverings by staff Pupil numbers restricted in school – records kept, 2m social distancing for staff from pupils wherever possible and face coverings worn. Pupil numbers restricted in school – EYFS incorporated into Critical Worker bubble - 2m social distancing for pupils wherever possible with addition of floor space allocated. Pupil numbers restricted in school – Contractors to attend outside of school hours only unless work is to be completed outside.
3/3/21	2.17 3.2 7.4	LFD Testing Letter to parents drop off and collection protocols Newly identified CEV email to staff and letter to parents

16/3/21	2.16	Singing – small groups outside or inside if well ventilated, socially distanced and not facing each other.
20/4/21	3.35 3.44	Reading Records added Sports Clubs outside of lockdown amended
23/4/21	3.45	Educational Visits

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>