

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 September 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 – MARCH 2021

Date of assessment:	9 th September 2020 Revised 2/9/2020 Revised 24/9/2020 Revised 13/11/2020 Revised 18/01/2021 Revised 01/03/2021 Revised 12/04/2021 Revised May 2021	Assessed by (job title / name):	Ewa Parker Head of School
Local reference number:	935 3335	Other people involved with this assessment:	Priscilla Crane Executive Headteacher
Name and address of school:	St Mary's Kirkley Cliff Lowestoft NR33 0DG	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"> ▪ Pupils ▪ 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.</p> <p>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:	Ewa Parker – Head of School Priscilla Crane – Executive Headteacher		
Chair of Governors / Trust / Management Committee name and signature:			
<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	1. We have ensured that we have reviewed and revised our last set of risk assessments with relevance to COVID-19.	Yes		<p>A full review of the risk assessment from September 2020 has taken place. Further government guidance released February 2021 including Systems of Control have been considered throughout this document.</p> <p>Updated Risk Assessment for March reopening shared with parents prior to 8th March.</p> <p>Safeguarding and Child Protection policy reviewed in September 2020.</p>	SLT and Office Staff September 2020	SLT 1/3/21
	2. We have acted on any outstanding actions and completed them.	Yes				
	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.	Yes				
	4. We communicate any changes of current practice as a result of any COVID-19 related risk assessment, to staff, students and parents alike.	Yes				

	5. We have communicated the findings of all our revised risk assessments, to all staff and offer this to parents and our young people.	Yes				
	6. We have reviewed our child protection policy (DSL) to reflect the return of more students.	Yes				
2.0 Catching and spreading the virus with a full complement of students and staff in school <i>(Note: These are all considerations for minimising the potential spread – each school needs to work out how best this can be facilitated).</i>	1. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus.	Yes		Ongoing reminder to all staff. All visits to school by external agencies or contractors by appointment only. Parent’s visits to school put on hold.	SLT September 2020	SLT 12/04/21
	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.	Yes		All external agencies working with the school are expected to have their own Covid-19 Risk Assessment which needs to be shared with the school in advance of the visit.		
	3. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic	Yes		All visitors to arrange the visit by email or phone and check with the SLT. Information for Track and Trace will be collected from visitors		

				that are new to our school e.g. contractors.		
	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.	Yes		<p>Ensure all groups know in advance as well as at the point of entry, the school protocol for visitors.</p> <p>All email signatures, school correspondence to make it clear that visitors should not attend if they are displaying symptoms of Covid-19.</p> <p>Individual RA carried out for staff who are vulnerable or over the age of 60.</p>		
	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.	Yes			SLT and Office staff September 2020	SLT 12/04/21 November 2020.
	6. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately.	Yes		<p>Ongoing vigilance of all staff and reminded frequently through posters, staff briefings and emails.</p> <p>Separate Covid-19 booklet has been created to know what to do if there is a suspected case.</p> <p>Posters remain at the school entrance and around the site to</p>		
	7. We understand the process for reporting instances of those who have tested positive for Coronavirus.	Yes				

	8. We engage with the NHS Test and Trace process and understand how to contact our local health protection team.	Yes		encourage frequent handwashing/sanitising.		
	9. In addition we understand that we must report to the LA when positive cases are confirmed.	Yes				
	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.	Yes				
	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.	Yes				
	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.	Yes				
	13. We continue to request all personnel on our school site cleans their hands thoroughly for 20 seconds, and more often than usual.	Yes			SLT All staff September 2020	SLT 12/04/21

	14. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Yes		New posters updated and placed around the school.		
	15. We understand and adhere to the wearing of PPE only where necessary and advised.	Yes		Staff trained on using the PPE equipment.		
	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.	Yes		Remind teachers and Music hub. Lessons will not include singing or playing wind and brass instruments until further notice. Singing only takes place in the open space, e.g. outside and is carried out in small groups. Additional RA from Music Hub received October 2020.	SLT Music Subject Leader Sept 2020	SLT 12/04/21
3.0 The risk of not being able to maintain appropriate social distancing and not being able to create	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.	Yes		-All year groups have been given staggered start/finish times. -One way systems continue for parents at school gate. -Pupils movement around school restricted to their allocated classroom, cloakroom, toilets. -Lunch in classrooms	SLT All staff	SLT 12/04/21

appropriate bubbles or consistent groups of students ALL AREAS				<p>-Staff are now wearing a face covering or a visor in communal areas around the school. Staff may choose to wear a visor or face covering in class if they feel they need it.</p> <p>Staff have been advised to wear a face covering where they cannot maintain a 2 metre distance or if they feel more comfortable in doing so. New DfE guidance.</p>	December 2020	Continue in Summer Term 1 May 2021
	2. For the above system, we have reduced the number of contacts between children and staff.	Yes		<p>-Where 2 bubbles share toilets we operate on one-in-one-out system, so that there is no more than one child in a toilet at any time.</p> <p>-All classes have hand sanitiser stations as well as an access to sink and soap.</p>	Updated January 2021	Continue in Summer Term 1
	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.	Yes		Each bubble allocated teacher, teaching assistant and MDS	SLT Ongoing	Continue in Summer Term 1

	4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable.	Yes		<p>All tables and chairs will face the front.</p> <p>EYFS and KS1 have an option to sit in small groups tables to reinforce social interactions and aid learning skills.</p> <p>Continue to reinforce at least 1m distance between children.</p>	SLT ongoing	<p>Continue in Summer Term 1</p> <p>Continue Summer Term 1</p>
	5. We have implemented an in-house strategy to ensure that consistent groups or bubbles do not mix.	Yes		<p>-Bubbles have designated areas inside and outside the school.</p> <p>-No Assembly in hall together.</p> <p>Dining hall is used on daily basis for hot dinners and packed lunches on a daily changing rota (one class per day in the hall)</p>		Continue Summer Term 1
	6. We understand that maintaining social distancing may be difficult for younger children, and therefore we are enhancing the concept of bubble groups.	Yes		Younger children will have bubbles within bubbles as appropriate.		12/04/21
	7. We encourage and teach social distancing at all times for both students and staff.	Yes		Reinforce new school rules that are displayed and reminded at frequent intervals.		12/04/21

	8. 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.	Yes				
	9. 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.	Yes		<p>New Behaviour policy with addendum communicated and under continuous review.</p> <p>The new Behaviour Policy addendum has been shared with governors and parents and now is on the school website.</p>	SLT October 2020	<p>SLT 12/04/21</p> <p>Updated in February 2021</p>
	10. 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.	Yes		<p>Do not anticipate a problem. Class sizes bubbles are manageable.</p>		SLT 12/04/21

	11. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups.	Yes		Kept to absolute minimum and agreed by SLT in advance. When they do enter another classroom in the same day, increased hygiene measures apply and where possible, keep a minimum distance of 1-2 metres. Adults may move between bubbles, however only on agreed circumstances e.g. covering for absence, first aiders, SLT monitoring etc.		Continue in summer Term 1
	12. 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.	Yes			SLT September 2020 September 2020	
	13. In classrooms, we have ensured that students are all facing forwards rather than face to face or side on.	Yes		This will be more flexible with younger year groups to facilitate group work where necessary for the curriculum.		
	14. We will not conduct assemblies with more than one consistent group.	Yes		Assembly in class or video link or with a single bubble on a day.		
	15. Movement around the school will be kept to an absolute minimum	Yes		Staff meetings now via zoom.		SLT 1/3/21

	when considering timetabling and changing classes			This will also remain in place for Staff briefings from 8th March.		
	16. We ensure the avoidance of busy corridors, entrances and exits.	Yes		YR, Y1, Y2, Y3 and Y4 have own entrances. Y5 and Y6 share entrance however they will enter and leave school at different times.		
	17. Where possible we have laid out a one-way system to minimise the chance of face to face contact.	Yes		One way system for parents dropping children off and collecting them from school	SLT Teachers September 2020	SLT 12/04/21
	18. We have enabled staggered break times (including lunch breaks).	Yes		Each class has allocated outside area. Where overlap may occur at lunch time, children will not mix.	SLT Teachers September 2020	SLT 1/3/21
	19. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance.	Yes		Staggered breaks and reorganisation of furniture allows social distancing.	8th March 2021	
	20. We have where necessary inhibited large numbers of staff in one area (e.g., staff rooms) at one time by staggering breaks.	Yes		Additional staffroom created in the school Library to reduce numbers of staff in one area.		
	21. We have where necessary, implemented staggered start and end times to the school day to	Yes		Parents are regularly reminded of this. Posters regarding timings		SLT 12/04/21

	keep groups apart as they arrive and leave.			for drop offs and pick up times displayed on both school gates.		
	22. We have reminded parents of the processes for drop off and collection.	Yes		We frequently remind parents and carers of social distancing measures when dropping children of and collecting them at the end of the day.	SLT Reminder in letter re-opening in March	SLT 12/04/21 Office team 12/04/21
	23. 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		Plan to meet vulnerable pupils just outside school premises where necessary.	SLT Sept 2020	SLT 12/04/21
	24. We have a clear process for hygiene control when entering the school premises.	Yes		Hand sanitiser and posters available at every entry point including all classrooms.	SLT and Office staff September 2020	SLT 12/04/21
	25. 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		Public transport rarely used by pupils and staff. SLT/Staff to remind parents how to safely remove face masks before entering school.		
	26. We have ensured that all changes and expectations have carefully been discussed with parents of	Yes		Individual meetings took place September 2020.		SLT 12/04/21

	SEND students and that if thought appropriate, they are invited into the school before term to view the arrangements.			The school is keeping in touch with vulnerable pupils throughout lockdown and half terms. Preparation for school return is reviewed in conversations and based on individual circumstances.	8 th March 2021	
	27. 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		All visitors will be informed of school protocol via email or telephone conversation.	SLT September 2020	SLT 12/04/21
	28. We ask all our staff and pupils to bring their own frequently used equipment (pens etc) into school so that they are not shared.		No	We supply frequently used equipment for staff and pupils to keep for personal use. We have advised that children do not need to bring in personal equipment unless agreed in advance. Job shares will have a separate pot of personal equipment.	SLT September 2020	SLT 12/04/21
	29. Only essential items owned by pupils as per the guidance are allowed on the premises.	Yes		Letter sent to parents September 2020 Will include a reminder of this requirement Aug 2020 letter.	SLT September	SLT 12/04/21

	30. We ensure that classroom resources are not shared outside the consistent group and even then continue to clean surfaces after use.	Yes			SLT September 2020	SLT 12/04/21
	31. We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently.	Yes		No overnight trips planned this academic year.		SLT 12/04/21
	32. 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		<p>School clubs restricted to key workers and vulnerable children in the first instance until after Easter 2021- this will be reviewed at the end of April following further easing of lockdown.</p> <p>Reviewed – invitations have been opened to all parents but numbers have been limited to 20 so that bubbles do not mix and appropriate spacing is available.</p> <p>Separate tables will be used for each bubble.</p>		<p>12th April 2021</p> <p>May 2021</p>
	33. PE lessons will be conducted in consistent groups.	Yes		One bubble only	SLT September 2020	SLT 12/04/21

	34. We will not allow the participation of contact sports within PESSPA allocated time.	Yes		No contact sports until further notice		
	35. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students.	Yes		Letter requesting outside sports clothing – track suit to use in winter.		
	36. 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.	Yes		Sports providers have submitted risk assessment. Activities will maintain social distancing.		SLT 12/04/21
4.0 The risk of spread of infection by using school transport and public transport	1. Dedicated school transport: We have worked with relevant Council personnel / private providers to ensure that as far as possible: a) pupils sit in bubbles that reflect their groups within school b) that hand sanitiser is available for use upon boarding and disembarking c) that vehicles are cleaned more frequently d) that queuing and boarding is organised and controlled	Yes		Swimming cancelled for Autumn and Spring Term. Further update from the SCC- swimming cancelled for this academic year.	SLT September 2020	SLT 16/04/21

	<p>e) that the seats available to students maintain distancing where possible</p> <p>f) that secondary school students should wear face coverings if the risk of being in close contact with those from different bubbles / groups is likely</p>					
	<p>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>	Yes		Rarely used. Travel to school survey to be conducted Summer 2021	SLT Sept 2020	
	<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>	Yes		Letter sent September 2020	SLT Sept 2020	Ongoing
	<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>	Yes				
<p>5.0 The risk of not ensuring robust</p>	<p>1. We have procedures for cleaning outdoor playground and PE equipment.</p>	Yes		Playground equipment not to be used. Early Years clean their outdoor equipment in small bubbles.	SLT September 2020	SLT 12/04/21

cleaning throughout the school premises				Each class to have a box of playground equipment for play and lunchtime.	November 2020	
	2. All frequently touched surfaces inside and outside the school premises are cleaned regularly.	Yes		Agreement with cleaning staff will continue. School staff clean throughout the day using wipes and spray. Photocopier has sanitiser and wipes to be used before and after use. Communal touch points e.g. door handles, phone in the Staff Room, kettles etc. are cleaned frequently throughout the day.		SLT/Office/ site staff 12/04/21
	3. Science, art and sports equipment is cleaned frequently and meticulously, and always between different groups using them.	Yes		Shared resources kept to a minimum. Cleaned before and after use.		SLT/Office/ site staff 14/04/21
	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.	Yes		72 hour spacing between using shared resources whenever possible		SLT/Office/ site staff 14/03/21
	5. We have introduced enhanced protocols and unambiguous procedures to ensure cleaning of the	Yes		Little Gems cleaning contract and staff made aware of		SLT/Office/ site staff 14/04/21

	premises and all touched surfaces, is effective.			responsibility throughout the day.	1 st March 2021	
	6. 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> .	Yes		PHE guidance referred to HERE .		May 21
	7. 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.	Yes		Ongoing communication with cleaning company.	SLT September 2020 SLT	SLT/Office/ site staff 14/04/21
	8. We will ensure that extra time is given for cleaning surfaces in the dining area(s) after use.	Yes		Extra time given to cleaning classroom surfaces used for lunch.	All staff reminded 14/04/21	SLT/Office/ site staff 14/04/21
6.0 The risk of being unaware of when PPE is required (or not)	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	Yes		PPE available in all rooms. Advice on use available Staff trained on how to use PPE equipment.		

	we are unable to maintain a distance of 2 metres. b) where a child requires intimate care and we use PPE in all cases					
	2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.	Yes		Staff replace PPE as it is used. School secretary maintains supplies.		SLT/Office 14/04/21
7.0 Catching and spreading the virus when giving or receiving first aid and/or supporting students and staff with medical needs	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.	n/a		Suffolk CC Risk Assessment in place for a clinically, medically vulnerable member of staff.	SLT September 2020	SLT 14/04/21
	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.	Yes		Part of interview/ induction process. 1 staff member returning who requires additional support. All staff to sensitively be made		SLT 14/04/21

	3. Our staff have been trained to administer medications or provide intimate care and are aware of the need for increased controls in each student's situation, to include the use of PPE if required.	Yes		aware and health plan completed. None at present		SLT 14/04/21
	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.	Yes		Guidance for CEV staff referred to HERE . None at present but will be continually reviewed.	SLT 1/3/21	May 21
	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	Yes		Staff informed of guidance above.	1 st March 2021	May 21

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>

	discussing individual cases of staff returning to work, or pupils back to school.					
	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.	Yes		Individual Risk assessment completed for a CEV member of staff, with regular reviews planned.		April 2021-ongoing
	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 September 2020) or raises again. Individual risk assessments will be reviewed at frequent intervals.	Yes			SLT September 2020	SLT 14/04/21
	8. We have ensured that concerning our bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area.	Yes		All support staff are now first aid trained.		April 2021

8.0 Catching and spreading the virus whilst maintaining premises management controls with a full complement of staff and students	1. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency.	Yes		Agreed in advance with contractors.	SLT Caretaker Finance officer September 2020	SLT 14/04/21
	2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.	Yes			SLT Caretaker Office staff September 2020	SLT 14/04/21
	3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.	Yes		Contractors asked to submit risk assessment in advance.	Ongoing April 2021	
	4. The school has ensured that relevant property statutory compliance checks have been completed and records updated.	Yes		Records available in the school office.		SLT 14/04/21
	5. Daily and weekly checks have been reinstated and we are up to date with all premises checks in all areas	Yes				

	of the school (i.e., those that were closed off for a period of time).					
	<p>6. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to:</p> <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) f. ventilation systems g. perimeter fencing h. noting any damage to the fabric of the building 	Yes				
	<p>7. 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		Health and Safety Audit spring 2020 is adhered to. This has been reviewed January 2021	SLT Caretaker Office staff September 2020	SLT 14/04/21
	<p>8. We ensure that all internal flip top waste bins in every room and welfare facility are emptied daily and that the</p>	Yes				

	bin liners are fully secured before disposing of them.					
	9. 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.	Yes		Caretaker, staff and cleaning staff to be reminded in September.	Ongoing SLT School secretary Caretaker September 2020	SLT 14/04/21
	10. 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.	Yes		All resource areas reviewed and cleaned March 2021.	SLT Teachers March 2021	
	11. 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.	Yes		School Library used by adults to facilitate learning and quarantined after use by bubbles for 72 hours. Timetable for each class to visit Library during Lunch time in the Summer Term 2.	SLT Office staff Catering staff September 2020 SLT	SLT 14/04/21
	12. 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).	Yes				

	13. We ensure that our catering facilities continue to be run in the usual safe way whilst also considering COVID-19 – Government guidance is followed.	Yes		Weekly meeting with catering staff to review previous week and address future weeks. Meetings when necessary.		SLT 14/04/21
	14. We understand the importance of good ventilation and follow the HSE's guidance ² on air conditioning and ventilation.	Yes		All staff reminded and parents informed to dress pupils in extra layers.	1 st March 2021	
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	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.	Yes		Refresh wellbeing leaflets available to staff with the introduction of a new Well-being board in the staffroom. Wellbeing Team have organised staff wellbeing events online and wellbeing resources in the staffroom. This will continue in the Summer Term	SLT Mrs. Mann September/Sept 2020 February / Ongoing 2021	January 2021 Ongoing 2021

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

	2. We are aware of the Leadership Wellbeing assistance from the LA.	Yes				
	3. We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all staff via notice boards, email communication and word of mouth.	Yes		Review all services available for staff wellbeing and Health		Ongoing 2021
	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		All H&S on Suffolk Learning to be reviewed to enhance planning and package for staff. Added staff mental health and wellbeing to the weekly DSL meeting. Survey to be sent to staff each half term to update SLT of issues.	SLT Well-being lead Sept 2020	SLT 14/04/21
	5. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded.	Yes			April 2021.	
	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.	Yes				

	7. We ensure that all staff are listened to, and their concerns taken on board.	Yes				
	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.	Yes		All class teachers have been prepared for changes and they are planning induction for pupils. Recovery curriculum has been planned for September 2020. Recovery curriculum delivered again from 8 th March till Easter Holidays to reflect Lockdown. Consolidation and continuation of the learning.	SLT September 2020 March 2021	SLT 14/04/21
	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).	Yes		Photographic newsletter, school video, Google meetings, school app and website.	SLT September 2020	SLT 14/04/21
	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.	Yes		Review of protocols shared with staff March 2021. All staff returned after Spring Term Lockdown.		SLT 14/04/21
10.0 Administration and the continual	1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – changes are apparently each day.	Yes		SLT keep abreast of changes via daily DfE updates to inbox and notifications on Suffolk Headlines.		SLT 14/04/21

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. 3. We know where to find Suffolk Schools' health and safety advice on Suffolk Learning	Yes Yes			All SLT and office know where to locate. As a MAT we utilise services from Norfolk LA and in house MAT H&S team.	SLT 14/04/21
	4. We are aware of how to get further advice from the Education and Learning team at the LA if required.	Yes			New Posters prepared for September and reviewed March 2021.	SLT September 2020
	5. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them.	Yes			Guidance available and understood by staff.	
	6. We actively seek guidance from our HR provider as required.	Yes			PPE and isolation room ready for use.- New Covid-19 room is the First Aid room.	
	7. We have displayed the Public Health 'COVID-19 SECURE' poster in a way	Yes				

	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.	Yes				
11.0 Testing staff in the Primary Workforce	1. We will communicate all information about testing to all staff and regular external providers e.g. cleaners.			<p>Share information in a staff meeting 25/1/2021 about the testing programme. Update external staff separately.</p> <p>Ensure staff are aware who they can talk to if they have any questions.</p> <p>Ensure surveys and communication is readily available in staff shared drives.</p>	SLT January 2021	SLT 14/04/21
	2. We will provide staff with 2 identical barcodes subject at collection and are carefully logged on register. <ul style="list-style-type: none"> Staff will register their details to a unique ID barcode before taking the test home School will keep their own records undertaken by Covid Co- 	Yes		<p>All these measures have been shared with the staff in a meeting prior to testing commencing.</p>	SLT January 2021	SLT 14/04/21

	<p>ordinator, staff to report using Google Form on a Sunday and Wednesday, to phone EHT is positive result.</p> <ul style="list-style-type: none"> • Staff will do another LFT is the first one is returned as invalid. 					
	<p>3. We have trained staff to mitigate any solution from test kit coming into contact with skin, eyes etc.</p> <ul style="list-style-type: none"> • Ensure staff complete DfE training and watch videos • Environmental: do not let product enter drains • Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures • Do not use if the solution has expired • Adhere to guidelines in these training procedures to prevent improper handling. • Use only the amount of solution advised • Do not touch the test tube with the solution bottle • Dispose of solution bottle in bag provided in waste. 	Yes		<p>Posters and videos shared with staff.</p> <p>Reminder emails to be sent ahead of testing.</p>	SLT January 2021	SLT 14/04/21

	4. We will ensure any injuries or incidents are reported as per the guidance.	Yes			SLT January 2021	SLT 14/04/21
	5. We will store securely all test kits. This can be at room temperature.	Yes		Stored securely on school premises and staff are handed test kits following instructions as stated above and below.	SLT January 2021	SLT 14/04/21
	6. We will advise staff of how the test data will be used and written consent will be obtained and recorded from each participant before being provided with test kits. We will store a copy of consent forms as required by Privacy Policy.	Yes		Staff have been issued with a consent google survey form and this will be updated to reflect those staff opting in or out.	SLT January 2021	SLT 14/04/21
12.0 Staff failure to report results or participate in testing.	1. We will remind staff the night before testing to report results.			<p>HOS and admin to check results before staff arrive at school and request results. Redo the test at school if necessary.</p> <p>If staff fail to provide results confirm whether they still wish to participate in the testing programme.</p> <p>Remind staff at each staff meeting to ensure a good uptake and display posters in staff</p>	SLT January 2021	SLT 14/04/21

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-September>

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>