

## RISK ASSESSMENT / CHECKLIST FOR FULL OPENING OF ALL SCHOOLS IN SEPTEMBER 2020

### ADDENDUM AND UPDATE

This document is an addition to previous assessments and checklists that you have undertaken to ensure the safety, health and wellbeing of pupils, staff and visitors during the Coronavirus pandemic. It details updated Government advice and requirements as of 28 August 2020. The table below should be completed in exactly the same way as before. You can refer to previous assessments which provide general notes and completion guidance. Weblinks to can be found at the end of the table. Please ensure you communicate this additional part of your risk assessment to all staff.

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)
<b>1.0 Incorrect management of C19 cases within the school</b>	We have thoroughly reviewed our previous risk assessments using the acknowledged <a href="#">system of controls</a> to minimise the risk of transmission.	x				
	We engage with the <a href="#">NHS Test and Trace</a> process	x				
	We engage with and adhere to the <a href="#">suspected and confirmed case notification system</a> via Suffolk County Council	x				
	We are clear on our own procedures where any member of the school presents with C19 symptoms including enhanced cleaning.	x				
	We always refer to the most recent <a href="#">Gov.UK guidance</a> for detailed information on the management of cases within schools.	x				
<b>2.0 Inadequate support regarding transport to and from school</b>	We follow the guidance set out in the <a href="#">Transport to school and other places of Education: Autumn term 2020</a>			Not applicable		
	We liaise with transport providers with regards to school bubbles / pods / constant groups, to ascertain matching them on school transport.			Not applicable		
	We support the use of face coverings by students over 11 when on school transport, and actively encourage this.			Not applicable		

	We support the mandatory wearing of face coverings on public transport and actively encourage this amongst the school population.	x			
	We encourage parents, staff and students to walk or cycle to school if possible.	x			
<b>3.0 Inadequate or incorrect support for pupils and staff who are vulnerable* / self-isolating</b>	We acknowledge that there will still be pupils and staff who are concerned about the return to school and offer the appropriate <a href="#">wellbeing advice</a> to them all. In addition, we share the measures we have put into place at school to reduce the risk.	x			
	We continue to consider what is feasible and appropriate for those administrative staff who wish to continue to work from home, by conducting a risk assessment in conjunction with clinical advice.	x			
	We support all staff members who have previously been " <a href="#">clinically extremely vulnerable</a> " and understand we should follow the "clinically vulnerable" guidance for those staff. This is centred around the system of controls as above.	x			
	We support those who live with people who are clinically extremely / clinically vulnerable as they return to the workplace.	x			
	<i>*to include clinically, and clinically extremely vulnerable, pregnant women and those from the BAME community</i>				
<b>4.0 Incorrect management of visitors to the school</b>	We only accept visitors to the school where the appointment is essential. All visits are recorded.	x			
	We use the ' <a href="#">COVID-19 Visitor Questions</a> ' document and have amended it where and if necessary to fit our school's business.		x	<b>Not found</b>	
	We ensure that all hand hygiene measures are available for visitors and that all visitors understand the school's system of controls (as above).	x			
	Where the use of supply / peripatetic teachers or coaches are necessary, we ensure that they comply with our school's arrangements for minimising risk.	x			
<b>5.0 Incorrect use or</b>	We adhere to the latest <a href="#">Government Guidance on face coverings in education</a> .	x			

<b>disposal of face coverings in school</b>	We acknowledge that the government is not recommending the universal use of face coverings in all schools.	x				
	We understand that we have the discretion to require face coverings for Year 7 and above, and for staff / visitors in areas where social distancing cannot be maintained.				<b>Not applicable</b>	
	We understand that as a <b>primary school</b> , our pupils are not required to wear a face covering on site but that we have the discretion to ask adults to do so where social distancing is not possible.	x			<b>Parents asked to wear masks during pick up and drop off as social distancing sometimes difficult.</b>	
	We understand that this discretion for Years 7 and above (and adults) will change if a local lockdown is imposed. We will seek appropriate advice when advised.				<b>Not applicable</b>	
	We understand that some individuals are exempt from wearing a face covering and are sensitive to their needs. We are especially considerate with regards to the systems of controls in this respect.	x				
	We instruct all pupils to wash their hands before and after donning and doffing their face coverings.				<b>Not applicable</b>	
	We ensure that a process for the safe disposal (in the black bag bin), for face coverings is in place.	x				
	We have a supply of face coverings for those staff or students whose coverings have been damaged or lost during the course of the day.	x				
<b>6.0 Potential for increased risk of infection during music, dance and drama</b>	We acknowledge that there may be an additional risk of C19 spread in the following activities – singing, chanting, playing wind and brass instruments, dance and drama, due to the aerosol transmission, especially with combined numbers of people in a confined space.	x			<b>All activities to continue – with social distancing where possible, side to side for singing and increased ventilation when indoors.</b>	
	We adhere to the Government Guidance <a href="#">‘Working safely during coronavirus: Performing Arts’</a> for specific curriculum subjects (i.e., singing / drama / instrument playing etc).	x				
	Special care is taken to social distance at 2 metres, all the		x		<b>Pupils not able to socially distance as not enough room in classrooms</b>	

	participants of performing arts classes.					
	Where possible microphones are used to reduce the need for the raising of voices within the class setting. Microphones are not shared.		x			
	We avoid using large groups for singing, wind and brass playing unless we can adhere to the natural airflow requirements (10l/s/person for everyone in the area).		x	<b>Singing is an important part of pupil wellbeing. Airflow is encouraged and side to side seating arrangements will be in place. Parents have been notified and none object.</b>		
	We consider holding some performing arts classes outside where appropriate, and if indoors, we use the largest room possible. The positioning of seats are never face to face and wind instruments' flow of air does not blow onto another player.	x				
<b>7.0 Mismanaging wraparound provision and extra-curricular activity (incl trips)</b>	We are aware that the reopening of breakfast and after-school provision is encouraged and liaise, where possible, with providers to maintain bubbles throughout the day.			<b>Not applicable</b>		
	Where the maintenance of bubbles is not possible, we liaise with providers to encourage small and consistent groups in an attempt to match the school bubbles.			<b>Not applicable</b>		
	We are aware of the guidance ' <a href="#">Protective measures for holiday and after school clubs, and out of school settings</a> ' which may support our ongoing provision and planning.	x				
	We understand that domestic and overseas overnight visits are advised against and will not be planning those until guidance is changed.	x				
	We will request information from our Educational Visit Advice provider where visits are pending or being planned.			<b>Not applicable</b>		
<b>8.0 Potential for increased risk of infection during physical</b>	Our school only participates in physical activities that are on the ' <a href="#">return to recreational team sport framework</a> '.	x		<b>No after school sports clubs or participation in county events. All sports take place within bubbles.</b>		
	We adhere to the following set of guidelines for all PE activities: <ul style="list-style-type: none"> <li>Grassroot sport: <a href="#">Sport England</a></li> </ul>	x				

activity (PE etc)	<ul style="list-style-type: none"> <li>Gov.UK guidance on the <a href="#">phased return of sport</a></li> <li>The <a href="#">Association for Physical Education</a></li> <li>The <a href="#">Youth Sport Trust</a></li> <li>For swimming: <a href="#">returning to pools guidance documents</a> (Swim England)</li> </ul>					
	We have incorporated all additional risks and controls into our PE risk assessments (as relevant).	x			<b>Where possible – equipment not shared.</b> <b>Antibacterial spray used on all resources that must be shared between groups.</b>	
9.0 Not providing appropriate wellbeing support for pupils – mental ill-health.	We acknowledge that the current national situation has given many pupils a great deal of concern, and will continue to offer appropriate support. This will be both in-house, and general signposting to national organisations. We understand there are further resources within the ' <a href="#">Guidance for full opening: schools</a> ' which are available (under 'Pupil wellbeing and support').	x				
	We acknowledge the existence of the DfE, PHE and NHS webinar, which sets out how to support pupils and students We make this available to all staff: <a href="https://youtu.be/MYmBLnSQh3M">https://youtu.be/MYmBLnSQh3M</a>	x				
10.0 Not planning for local / national tier restrictions	We have planned for the possibility of local tiered restrictions either via our Business Continuity Plan or as part of our Covid-19 risk assessments.	x				
	These plans have been communicated to all staff.	x				
	Where relevant and appropriate we have sought guidance from the Government Guidance ' <a href="#">Covid-19 contain framework: a guide for local decision makers</a> ' to ensure our plans are robust.	x				