**RISK ASSESSMENT / CHECKLIST**

**FOR WIDER OPENING FROM MONDAY 8th MARCH**

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| **Date of assessment:** | **Review of assessment:**  **05.03.2021** | **Assessed by (job title / name):** | | **Stephany Hunter**  **Headteacher** |
| **Local reference number:** |  | **Other people involved with this assessment:** | | **Staff at Barningham**  **Governors** |
| **Name and address of school:** | **Barningham CEVC Primary School**  **Church Road**  **Barningham**  **Bury St Edmunds**  **Suffolk**  **IP31 1DD** | **Reason for assessment:** | | Following governments updated guidance and the return of all pupils on Monday 8th March. |
| **Identification of those at risk:** | * Students * Their family groups * Staff * Their family groups * Contractors and essential visitors * Their family groups | | | |
| **Harm which could occur:** | 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.  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.  **ALL personnel should consistently adhere to the current national social distancing rules.** | | | |
| **Headteacher name and signature:** | | | Stephany Hunter | |
| **Chair of Governors / Trust / Management Committee name and signature:** | | | Julie Surridge | |
| * 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](mailto: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](mailto:leadershipwellbeingsupport@suffolk.gov.uk) * Any queries on premises issues should be directed to your Property Advisor. | | | | |

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| **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. 2. We have acted on any outstanding actions and completed them. 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. 4. We communicate any changes of ***current practice*** as a result of any COVID-19 related risk assessment, to staff, students and parents alike. 5. We have communicated the findings of all our revised risk assessments, to all staff and offer this to parents and our young people. 6. We have reviewed our child protection policy (DSL) to reflect the changes | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | 1. **Reviewed in light of renewed guidance.** 2. **Revised information sent to parents and staff** 3. **All staff communicated with and will be uploaded to website** 4. **Accept staff feedback and amend where necessary.**   **6. Review Child Protection Policy to remove relevant appendices as all pupils return to school** | **by 08.03.21**  **HT by 08.03.21**  **HT by 12.03.21** |  |
| **2.0**  **Catching and spreading the virus with a full complement of students and staff in school** | 1. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus. 2. Where a staff member or student has a member of their family who has Coronavirus symptoms, we ask that they do not attend school. 3. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic. 4. We communicate with each group of people as above, in a relevant format and in a timely manner, to mitigate against the risk of them attending when unwell. 5. Where a member of staff is concerned about returning to work (for medical reasons) in, we will use the Schools’ Choice ‘Guidance Principles Document – September 2020’ to work out the best course of action. 6. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately. 7. We understand the process for reporting instances of those who have tested positive for Coronavirus. 8. We engage with the NHS Test and Trace process and understand how to contact our local health protection team. 9. In addition we understand that we must report to the LA when positive cases are confirmed. 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. 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. 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. 13. We continue to request all personnel on our school site cleans their hands thoroughly for 20 seconds, and more often than usual. 14. We ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. 15. We understand and adhere to the wearing of PPE only where necessary and advised. 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**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | 1. **Reviewed process of signing in visitors. Move most meetings to virtual where possible.** 2. **Staff now take part in LFD testing twice weekly** 3. **Parents informed about how they can access LFD tests moving forward**   **6. Isolation room to be the intervention room for any pupils with symptoms awaiting collection with door closed (unless close supervision needed)**  **8. Majority of staff conducting LFD tests. Results to be collated twice per week and non-results to be chased.**  **10. Update posters to most recent version in staff room and office**  **12. Staff to notify school of regular LFD tests on Sundays and Wednesdays and to remain at home if positive.**  **14. Teachers to deliver e-bug lessons again for pupils to remind them of importance of good hygiene. Ensure chn wash hands after sneezing/coughing.**  **15. PPE to only be worn in extreme circumstances as agreed with HT**  **Additional actions:**   1. **Ensure staff are aware of ventilation guidance and this is followed in school.** 2. **All staff to wear face coverings where 2m social distancing is not possible e.g during intimate care or working 1:1 with a pupil.** 3. **Staff to record daily their ‘close contacts’ as per the guidance.** | **OM ongoing**  **HT to oversee**  **OM to oversee**  **HT by 08.03.21**  **All staff**  **Teachers by 10.02.21**  **All staff**  **HT to share**  **All staff** |  |
| **3.0**  **The risk of not being able to maintain appropriate social distancing and not being able to create appropriate bubbles or consistent groups of students** | 1. We have designed a system for our school premises whereby we can minimise contact between individuals to maintain current social distancing requirements, wherever possible. 2. For the above system, we have reduced the number of contacts between children and staff. 3. We have devised a feasible and effective way of operating consistent groups of staff and students in bubbles and have a strict protocol on how this works in practice. 4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable. 5. We have implemented an in-house strategy to ensure that consistent groups or bubbles do not mix. 6. We understand that maintaining social distancing may be difficult for younger children, and therefore we are enhancing the concept of bubble groups. 7. We encourage and teach social distancing at all times for both students and staff. 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. 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. 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. 11. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups. 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. 13. 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.   1. In classrooms, we have ensured that students are all facing forwards rather than face to face or side on. 2. We will not conduct assemblies with more than one consistent group. 3. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes 4. We ensure the avoidance of busy corridors, entrances and exits. 5. Where possible we have laid out a one-way system to minimise the chance of face to face contact. 6. We have enabled staggered break times (including lunch breaks). 7. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance. 8. We have where necessary inhibited large numbers of staff in one area (e.g., staff rooms) at one time by staggering breaks. 9. We have where necessary, implemented staggered start and end times to the school day to keep groups apart as they arrive and leave. 10. We have reminded parents of the processes for drop off and collection. 11. 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. 12. We have a clear process for hygiene control when entering the school premises. 13. 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. 14. 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. 15. 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. 16. We ask all our staff and pupils to bring their own frequently used equipment (pens etc) into school so that they are not shared. 17. Only essential items owned by pupils as per the guidance are allowed on the premises. 18. We ensure that classroom resources are not shared outside the consistent group and even then continue to clean surfaces after use. 19. We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently. 20. 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. 21. PE lessons will be conducted in consistent groups. 22. We will not allow the participation of contact sports within PESSPA allocated time. 23. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students. 24. 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**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **N/A**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** | **No** | 1. **Bubble 1: EY/KS1 chn**   **Bubble 2: LKS2 chn**  **Bubble 3: UKS2 chn**  **Staff can cross bubbles but must remember to maintain social distancing where possible and regular handwashing.**   1. **Staff work mostly with the same pupils to minimise contact. Pupils will only stay in their bubble at all times.** 2. **Break and lunch time on different playgrounds. Separate toilets: bubble 1 & 2 use main toilet, bubble 3 use Owl toilets. Hall split in two when eating lunch.** 3. **Children have their own space to sit in in classrooms and at lunchtimes. Tables in rows.** 4. **Staff to deliver lessons on social distancing and remind chn of importance of this. HT to model this and reiterate importance in staff communication.** 5. **Policy for behaviour needs further updating** 6. **Ensure that space is given to avoid crossing of bubbles in the corridor in particular. Ensure chn use correct toilet at lunchtimes and break times.**   **19. Amended break and lunches to allow two bubbles outside at any one time.**  **20. Staff room to only be used for photocopying, heating food or collecting tea/coffee. No sitting in room for eating lunch as room does not facilitate effective social distancing. 3 members of staff maximum in room at any one time and if social distancing not viable, face coverings to be worn.**  **22. One way system for parents upon collection of their children and dedicated timeslot.**  **Staggered start and end time now implemented for 8th March.**  **23. Parent leaflet sent to parents.**  **25. All staff to use hand gel on arrival (situated on front table) before signing in. Hand washing/sanitising to happen frequently during the day.**  **26. Guidance around face coverings shared with staff. No pupils currently use public transport and do not wear face coverings**  **27. Contacted families of vulnerable children to check in and make sure everything was ready for their return**  **28. Most professionals to work remotely with schools and pupils. If visits to school needed, process to be shared with them upon arrival.**  **29. Staff and children to have their own set of frequently used items e.g. pens and pencils.**  **33. Breakfast and after school provision to be resumed from the 8th March. Bubbles to be kept on separate tables/separate groupings unless siblings.**  **34. Outside PE provider to continue delivering PE to bubble groups separately. Inform of current risk assessment update. Source company provided risk assessment as well.** | **All staff**  **All staff**  **MDSAs & TAs**  **Teachers, support staff**  **Teachers**  **HT**  **HT by end of Mar**  **HT to inform. MDSAs at lunchtime.**  **HT to inform parents**  **HT to inform staff.**  **HT to communicate with parents**  **HT to inform staff.**  **HT & SENDCo**  **OM**  **All staff**  **After school club staff**  **SH to inform** |  |
| **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  **e)** that the seats available to students maintain distancing where possible  **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   1. **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.   1. We have encouraged parents, staff and pupils to walk or cycle to school where it is safe to do so and is appropriate. 2. 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](file:///\\euser.eroot.eadidom.com\scc\data\Cexec\health_safety\Team%20Folders\Nina's%20folder\Schools\CORONAVIRUS%202020\Risk%20assessments%20etc\safer%20travel%20guidance%20for%20passengers.). | **N/A**  **N/A** |  | 1. **No pupils currently accessing school transport.** 2. **No pupils currently take public transport**   **Inform staff**   1. **Ensure that staff are not car sharing with other members of staff.** 2. **If this is the only way to get to work, then a face covering should be worn and they should be listed as close contacts on their form.** |  |  |
| **5.0**  **The risk of not ensuring robust cleaning throughout the school premises** | 1. We have procedures for cleaning outdoor playground and PE equipment. 2. All frequently touched surfaces inside and outside the school premises are cleaned regularly. 3. Science, art and sports equipment is cleaned frequently and meticulously, and always between different groups using them. 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. 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. 6. We have introduced enhanced protocols and unambiguous procedures to ensure cleaning of the premises and all touched surfaces, is effective. 7. We understand that there will be revised guidance for cleaning non-healthcare settings published by Public Health England by the end of the summer term. We will access this guidance [HERE](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) and follow the requirements 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. 9. We will ensure that extra time is given for cleaning surfaces in the dining area(s) after use. | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | 1. **Sports coach to ensure play equipment is cleaned between bubbles. No other resources to be shared between bubbles unless left for 72 hours if plastic, 48 hours for everything else.** 2. **Resume role of additional cleaner during lunchtimes to clean frequently touched surfaces. Head of kitchen to ensure high touch points in communal spaces are cleaned over lunchtime.** 3. **Computer wipes in each bubble classroom and cleaning equipment to be stored high out of reach of pupils.** | **HT to ensure this happens**  **Cleaners/ Head of kitchen**  **OM to reorder when needed** |  |
| **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 we are unable to maintain a distance of 2 metres.  **b)** where a child requires intimate care and we use PPE in all cases   1. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type. | **Yes**  **Yes** |  | 1. **HT to remind staff of when PPE to be used. PPE is stored in the cupboard opposite Rabbit classroom.** 2. **Check stock fortnightly and reorder when necessary** | **HT**  **OM** |  |
| **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. 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. 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. 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](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), as they return to work or school, and that individual risk assessments will be undertaken.[[1]](#footnote-2) 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](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) when 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. 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 or raises again. Individual risk assessments will be reviewed at frequent intervals. 8. We have ensured that concerning our bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area. 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). | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | 1. **One pupil with regular intimate care needs has updated care plan. Ensure all staff have read this and are aware of the need to wear PPE. Reassess any pupils with additional intimate care needs and ensure necessary care plans put in place.** 2. **First aiders have been updated so all staff know who these are. PFA as well. 1 member of staff PFA expired but less than 3 months ago and is therefore extended to March 2021.**   **Additional actions:**   1. **Encourage children to support themselves during minor first aid to avoid being in close contact.** 2. **Look into additional PFA training for end of March/beginning of April.** | **HT/SENDCo** |  |
| **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. 2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures. 3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment. 4. The school has ensured that relevant property statutory compliance checks have been completed and records updated. 5. 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). 6. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to: 7. all fire precaution checks as per the Fire Logbook 8. safety of gas supplies 9. visual checks on electrical services and equipment 10. inspection of lifts and lifting equipment 11. water temperatures and flushing of systems (Legionella risk) 12. ventilation systems 13. perimeter fencing 14. noting any damage to the fabric of the building 15. 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. 16. 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. 17. 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. 18. 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. 19. 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). 20. We ensure that our catering facilities continue to be run in the usual safe way whilst also considering COVID-19 – Government guidance is followed. 21. We understand the importance of good ventilation and follow the HSE’s guidance[[2]](#footnote-3) on air conditioning and ventilation. | **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | 1. **Book fire drill practice** | **OM** |  |
| **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. 2. We are aware of the Leadership Wellbeing assistance from the LA. 3. We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all staff via notice boards, email communication and word of mouth. 4. We are aware of the Stress and Mental Health web pages on the H&S site on Suffolk Learning, where resources can be found for staff. 5. We are aware of the LA’s signposting for the mental wellbeing of all students and ensure that this is cascaded. 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. 7. We ensure that all staff are listened to, and their concerns taken on board. 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. 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). 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**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | 1. **Share access to Education Support for staff.** 2. **Review guidance sent from DfE surrounding mental health and wellbeing** 3. **Welfare calls for pupils where necessary and shared relevant support where needed.** 4. **Weekly briefing emails and regularly informed of any changes.** 5. **Risk assessment shared and feedback welcomed from staff.**   **10. Ensure that staff are encouraged to take up LFD tests and have the NHS COVID-19 app on their phone and running. Advised for phones to stay on the person to ensure contact tracing is effective.** | **HT**  **HT**  **TAs/DSL**  **HT**  **HT**  **HT** |  |
| **10.0**  **Administration and the continual knowledge of the risks of catching and spreading the virus** | 1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – changes are apparently each day. 2. We receive and read *Suffolk Headlines* 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 4. We are aware of how to get further advice from the Education and Learning team at the LA if required. 5. We actively promote the role of Union representatives in this current situation and acknowledge the LA’s work with them. 6. We actively seek guidance from our HR provider as required. 7. We have displayed the Public Health ‘COVID-19 SECURE’ poster in a way 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**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes**  **Yes** |  | **Additional Actions:**   1. **Ensure attendance coding is accurate given most recent update** 2. **Ensure any recruitment needs are completed virtually** | **OM**  **HT** |  |

**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](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/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.nasuwt.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](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance%22﷟HYPERLINK%20%22https://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](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%20%20)

**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](http://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>

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> [↑](#footnote-ref-2)
2. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> [↑](#footnote-ref-3)