

RISK ASSESSMENT / CHECKLIST – AUTUMN TERM 2021 – EDUCATIONAL SETTINGS – UPDATED

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

Important / general points:

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

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

Date of assessment:	11/9/2021	Assessed by (job title / name):	C Wass (Head and All Staff)
Local reference number:	935/3010 426	Other people involved with this assessment:	All staff governing body
Name and address of school / setting:	Cavendish Church of England Primary School. The Green, Cavendish, CO10 8BA	Reason for assessment:	Review of previous risk assessments in light of the national move to Stage 4 and removal of some restrictions. Some measures are still in place.
Identification of those at risk:	<ul style="list-style-type: none"> ▪ Students ▪ Their family groups ▪ Staff ▪ Their family groups ▪ Contractors and essential visitors ▪ Their family groups 		
Harm which could occur:	<p>Catching or spreading the COVID-19 virus. Symptoms and health effects are well known, and further information in relation to this can be found via the Coronavirus-specific NHS website. <i>This risk assessment is based on guidance from Public Health England, and reflects the information within the DfE's Schools' Covid-19 Operational Guidance updated in August 2021. Additional Operational Guidance for SEND and Specialist Settings has also been published nationally and reflected here.</i></p>		
Headteacher name and signature:	Cheryl Wass		
Chair of Governors / Trust / Management Committee name and signature:	Rebecca Fitzpatrick		
<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 Vertas Account Manager. <p>Please ensure that your most recent risk assessment is available to the local authority should you be asked to provide this. You may choose to place your completed risk assessment on your school web site as part of your communications around COVID19 security.</p>			

	<p>2. We have communicated the revised information on self-isolation to staff and families. This can be seen at the end of this risk assessment.</p> <p>3. We will continue the practice of reporting positive cases from our school / setting to the appropriate body¹</p> <p>4. We contain any outbreak by following Public Health Suffolk's advice, and have written procedures for this which all staff have been notified of.</p> <p>5. Parents and staff will be asked to notify us immediately of any tested positive cases.</p> <p>6. We continue to request all personnel on our school site should clean their hands thoroughly and more often than usual, and will maintain the hand hygiene measures upon entering the school.</p> <p>7. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>8. We understand and adhere to the wearing of PPE only where necessary and advised.</p> <p>9. We understand that the Government</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		<p>All information in this section included in parental communication and updated NHS leaflet.</p>		
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¹ As national guidance changes, please seek advice from the Education Covid-19 team: EdC19@suffolk.gov.uk

	no longer advises the general wearing of face coverings within the school premises, however we understand that there are circumstances where it is recommended that they are worn ² or are chosen to be worn.					
3.0 Social distancing and bubbles – Non-adherence to Government guidance for the workplace vs local requirements.	1. Whilst social distancing (and bubbles) have been removed as mandatory control measures in schools (and therefore the workplace) we understand there may be a specific need within the cohort. At this point of notification, we will seek advice from our SHaW Advisor, our HR consultant and / or Occupational Health.	Y		School fully aware of contingency framework: Education and childcare settings and Schools Covid 19 operation guidance.		
	2. Where a risk assessment for individual students or staff is either required or requested, this will be carried out without delay.	Y				
	3. We understand that our outbreak / contingency plan should cover the possibility that bubbles may have to be reintroduced for a temporary period.	Y				
	4. We will continue to review our behaviour policies irrespective of the	Y				

² See '[In circumstances where face coverings are recommended](#)' – part of Schools' Operational Guidance

	<p>easing of restrictions. We will communicate these clearly and consistently to staff, students, and parents or carers with clear and reasonable expectation of student behaviour set out.</p> <p>5. We have worked collaboratively with placements where our students are dual registered, to ensure we address the potential risks in moving from setting to setting.</p> <p>6. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to our hygiene requirements.</p>	Y	N/A	The School has a separate risk assessment for visitors into school including reference to this assessment.		
<p>4.0</p> <p>Virus spreading - School and public transport</p>	<p>1. Dedicated school transport: We have worked with relevant Council personnel / private providers to ensure that <i>as far as possible</i>:</p> <ul style="list-style-type: none"> • that hand sanitiser is available for use upon boarding and disembarking • that vehicles are cleaned more frequently • that queuing and boarding is organised and controlled • that secondary school students should wear face coverings if the risk of being in close contact with those 	N/A	N/A	<p>The school does not have a dedicated transport system and, due to its location, few if any families use wider public transport.</p> <p>Open access start time of 8.30am to 9.00am is designed to provide flexibility for family needs.</p>		

	<p>from different schools is likely</p> <p>2. Wider public transport: We have encouraged parents, staff and pupils to walk or cycle to school where it is possible, appropriate or safe to do so. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the Government Guidance 'Coronavirus (Covid-19): Safer travel guidance for passengers'.</p>	Y				
<p>5.0</p> <p>The risk of not ensuring robust cleaning throughout the school premises</p>	<p>1. All frequently touched surfaces inside and outside the school are cleaned via an appropriate cleaning schedule.</p> <p>2. We have ensured that relevant cleaning materials to include wipes are provided wherever required.</p> <p>3. We will follow the PHE guidance named 'Cleaning of non-healthcare settings'.</p> <p>4. We use cleaning products which include standard detergents and ensure that if a contracted cleaning company is used, that we liaise with them to understand what their products are and their efficacy.</p>	Y Y Y Y		<p>Touchpoints at lunchtime will continue as well as full daily cleaning schedule.</p> <p>Full liaison with vertas catering.</p>		

<p>6.0</p> <p>Understanding correct PPE requirements</p>	<p>1. We understand that additional PPE for COVID-19 is only required in a very limited number of scenarios:</p> <p>a) where a young person becomes ill with COVID-19 whilst at school and we have to have close contact, or</p> <p>b) when performing aerosol generating procedures (AGPs)</p> <p>2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.</p>	<p>Y</p> <p>Y</p> <p>y</p>	<p>N/A</p>			
<p>7.0</p> <p>First aid and/or supporting students and staff with medical needs</p>	<p>1. We are aware that additional PPE is NOT required to treat pupils or students who need first aid UNLESS they show COVID-19 symptoms.</p> <p>2. We have reviewed the assessments for all our staff and returning students who have medical needs or their parents/carers and have made any adjustments necessary.</p> <p>3. We have ensured that we are aware, as far as possible, of new students' and staff medical conditions so that we may be able to consider their needs in light of COVID-19.</p>	<p>Y</p> <p>Y</p> <p>Y</p>		<p>Class teachers to review IEP and health plans</p> <p>Data collection sheets at start of new term</p> <p>Request in newsletter and in parent communication letter for families to be proactive in contacting the school.</p>		

	<p>4. Our staff have been trained to administer medications or provide intimate care and are aware of the need for relevant controls in each student's situation, to include the use of PPE <i>if</i> required.</p> <p>5. We will offer confidential meetings with any member of staff or parents/carers of a pupil who are, or have been in the clinically extremely vulnerable group, as they return to work or school, and that individual risk assessments will be undertaken as required.³</p> <p>6. We have ensured that all our equipment for moving and handling of students has been inspected before use. This includes the statutory 6-month checks under Lifting Operations and Lifting Equipment Regulations (LOLER) and it shall be cleaned appropriately.</p>	<p>Y</p> <p>Y</p> <p>N/A</p>		<p>PPE and equipment held on site</p> <p>All new families have been offered face to face contact with class teacher to share needs.</p>		
<p>8.0 Premises management controls</p>	<p>1. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.</p>	<p>Y</p>				

³ 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>

	<p>2. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</p> <p>3. Where we have a shared site (e.g. pre-school / sports centre provision etc) we have ensured that we are working together and sharing our risk assessments to provide a safe area for everyone.</p> <p>4. The school has ensured that relevant property statutory compliance checks have been completed and records updated, alongside usual daily and weekly checks⁴.</p> <p>5. We ensure that all waste from potentially infected persons is disposed of as per current Government Guidelines.</p> <p>6. All science, DT and art areas have been pre-checked as per (CLEAPSS) guidance and are ready for use.</p> <p>7. We understand the importance of good ventilation and follow professional guidance⁵ on air conditioning and ventilation.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>N/A</p>	<p>Brownies and Guides outdoor access only in the summer term, to be reviewed</p>		
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⁴ Use your Premises Management Log Book to ensure you are carrying out all checks and inspections.

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

<p>9.0 The impact of the pandemic on staffing, and staff welfare, and also the mental wellbeing of students</p>	<ol style="list-style-type: none"> 1. We recognise that the pandemic has been incredibly stressful for staff, students, and parents/carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies. 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 have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are returning to work. 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>y</p>		<p>Inset day to promote</p> <p>Newsletter frequently</p>		
<p>10.0 Administration and the</p>	<ol style="list-style-type: none"> 1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK 	<p>Y</p>				

<p>continual knowledge of the risks of catching and spreading the virus</p>	<p>2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information.</p> <p>3. We know where to find Suffolk Schools' Safety, Health and Wellbeing advice on Suffolk Learning</p> <p>4. We are aware of how to get further advice from the Education, Skills and Learning team at the LA if required.</p> <p>5. We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them.</p> <p>6. We actively seek guidance from our HR provider as required.</p> <p>7. We have laid out structured and robust outbreak management / contingency plans for action should a local outbreak occur.</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>N/A</p>	<p>No union rep on site, shared with newer staff</p>		
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Outstanding Control Measures / Standards Action Plan

Control measure / standard we cannot meet (reference number and outline)	Why can't we currently meet this standard?	What are we going to do about it?	Who is going to do it, and by when?	Have we done it? What date did we do it?	Review date if needed:

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

Concern 13/01/2021 – Reviewed Sept 2021	Best case scenario	Worst case scenario
<p>Potential for increased numbers of key worker and vulnerable pupils.</p> <p>April 2021 – not currently relevant as school now fully reopened but best and worst case scenarios would remain the same.</p> <p>Sept 2021 – as per April 2021 entry</p>	<p>School can meet need as operating with the same 4 bubbles as when school is fully open.</p> <p>All staff able to work on site and share load between them.</p>	<p>Staff illness or isolation impacts on ability to meet requested places on site whilst following bubble criteria. On site provision may not be offered to all bubbles.</p> <p>If sufficiently serious or wide ranging, school may have to close.</p>
<p>Potential for decreased numbers of staff due to sickness or other absence.</p>	<p>Sept 2021 -Staff deployment can be more flexibly applied as not restricted to bubble organisation of child and staff. Staff:child ratios would inform any short term adjustments.</p>	<p>We do not have sufficient staff who are able to be on site and meet the safety criteria. See Reopening document.</p> <p>Minimum onsite requirements DSL, First Aider, access to SENDCo.</p> <p>Number of bubbles in school and current take up means that adult/child ratios are met. Should the school be unable to provide 4 bubbles, liaise with Suffolk H&S Department to establish criteria of reduced offer.</p> <p>Sept 2021 -When bubbles are not a requirement the school would use the child:staff ratios to inform teaching sizes. In any event of onsite provision being unable to take place full remote learning would take place</p>
<p>Review of the ability to socially distance on school premises.</p> <p>Sept 2021 – Formal requirement for social distancing has been reduced under PHE stage 4,</p>	<p>Staff and pupils adhere to social distancing criteria as established as appropriate for each bubble/space. This has been further supported by 2 metre lines drawn at school gate entrances and additional internal notices by photocopier and in staffroom.</p>	<p>Health is potentially compromised by staff not following 2 metre/1metre + guidance and handwashing advice.</p>

school continues to operate best practice guidance for space and ventilation.		
Sept 2021 - Face masks are no longer required in school by staff or visitors. School advocates a system of personal choice.	<p>Staff have been given freedom to wear face coverings/visors in non-teaching areas of school at own choice.</p> <p>School has adequate supplies of disposable face masks/visors and county issued PPE.</p> <p>School has supplies of postable Covid19 tests to issue in accordance to established criteria.</p> <p>Staff use existing formal PPE if a suspected ill child cannot be supervised 2 metres apart awaiting collection. Staff take appropriate PPE guidance when cleaning any areas used by a potentially infected ill child or staff member.</p> <p>Any onsite medical visits (ie school nurse) wear full PPE.</p>	<p>School does not have adequate resources on site, ie, resources used and delay in replacements being sourced.</p> <p>Staff do not feel supported in deciding whether they would prefer masks/visors as part of their daily working practice.</p> <p>Staff protection is compromised by not following procedure and wearing PPE if social distancing is not possible with a sick child waiting for collection.</p> <p>Staff health is compromised, if appropriate measures are not taken with any emergency cleaning required.</p>
Sept 2021 - Local cases increase	<p>Sept 2021 - School will follow PHE PHS and national guidance and continue to monitor cases to help spot possible signs of localised outbreak. School will implement scale up/scale down local adjustments to their control measure to meet any increased potential need.</p>	<p>Sept 2021 - School and families not monitor the Covid situation and opportunity for early intervention and containment is missed.</p>

Sources and further information:

Guidance for Full Opening: Schools:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Public Health England COVID-19 resources: <https://coronavirusresources.phe.gov.uk/>

Public Health England – Action to be taken by schools:

<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

Suffolk Learning Health and Safety (schools) pages:

<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing>

Suffolk County Council – general COVID-19 information:

<https://www.suffolk.gov.uk/coronavirus-covid-19/>

Suffolk County Council’s school guidance on COVID-19 (includes FAQs):

<https://www.suffolk.gov.uk/coronavirus-covid-19/schools-guidance/>

Clinically vulnerable groups: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Schools’ Choice ‘Guidance Principles Document – September 2020’:

<https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19> and also via Schools’ Choice directly

Staying alert and safe (social distancing):

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

Coronavirus: implementing protective measures in education and childcare settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Coronavirus: Safeguarding in schools, colleges and other providers:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Guidance on supporting children and young people's mental health and wellbeing can be found here: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

The Education Support Partnership has a free helpline for school staff and targeted support for mental health and wellbeing: <https://www.educationsupport.org.uk/>

Extra mental health support for pupils and teachers (articles with links to support networks): <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>

Keeping children safe in education: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

NASUWT – checklist on preparation for the reopening of schools:

<https://www.nasuwat.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf>

HM Government and NHS 'Coronavirus – Stay Alert, Stay Safe at Work':

<https://industrialstrategy.frontify.com/d/55EzeVU6rhza/covid-19-business-support#/keeping-your-business-safe/working-safely-guidance>

CLEAPSS: guidance for science departments returning to school after extended closure

<https://public.huddle.com/a/VdRjYeV/index.html>

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be

found here: <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance>

CLEAPSS – school support for DT, ART and Science: <https://www.cleapss.org.uk/>

Guidance for food businesses on coronavirus (COVID-19):

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> (it may look as though this wouldn't apply to schools, but the Full Opening Guidance points to this PHE document)

Premises safety in terms of Legionella throughout the C-19 outbreak:

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Coronavirus: travel guidance for educational settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (Breakfast and after school clubs):

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Sport England: Grassroot Sport: <https://www.sportengland.org/how-we-can-help/coronavirus>

Guidance on the phased return of sport and recreation:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Association for Physical Education: www.afpe.org.uk (general) and <https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf> for risk assessment assistance

Youth Sport Trust: <https://www.youthsporttrust.org/coronavirus-support-schools>