

1. Date of assessment:		2.0 Assessed by (job title / name):	
3.7.20		Sue Lowe - SBM Darron Jackson- Headteacher	
2.1 Ref number:		2.2 – Other personnel involved with assessment:	
Covid-19 School re opening Autumn Term 2020		Rachel Wallace Emily Orr Julie Cracknell	
2.3 Address / site:		Gorseland Primary School, Deben Avenue, Ipswich, IP5 3QR	
3.0 Activity to be assessed (or scenario):			
<p>It is our plan that all children and young people, in all year groups and setting types, will return to education settings full time from the beginning of the autumn term.</p> <p>The prevalence of coronavirus (COVID-19) has decreased. Returning to school or college is vital.</p>			
4.0 Identification of those at risk:		4.1 Line manager / class teacher (if appropriate)	
<ul style="list-style-type: none"> • Children • Their family groups 		n/a	

	<ul style="list-style-type: none"> ● Staff ● Their family groups ● Catering staff ● Cleaning Staff ● Visitors ● Contractors 		
<p>5.0 Harm / hazards which could or has occurred to those at risk (include detail regarding activity at the time)</p>	<p><i>Catching or spreading the COVID-19 virus. This is a virus which has a serious effect which debilitates those who have caught it and causes immense stress both physically and mentally. The UK has suffered huge fatality rates.</i></p> <p><i>Infection may happen through contact with someone with a confirmed case of COVID- 19, those who have come into contact with a confirmed case of COVID-19 and those who have been notified by the Public Health Agency that due to contact with a diagnosed case they are open to exposure.</i></p> <p><i>ALL personnel should be consistently adherent to the social distancing rules.</i></p> <ol style="list-style-type: none"> 1. Maintain social distancing - children that attend the school may not maintain social distancing. This could increase the risk of infection for the students and staff involved. 2. Catching and spreading the virus with the numbers of staff and pupils we currently have - children/ staff could be vectors for the virus. There is therefore a risk that they may spread the virus to others 3. Someone showing symptoms must not attend school - children/staff may start to show symptoms of the virus. This could include coughs & or high temperature & or loss of taste and smell. 4. Behavioural issues- children will be expected to work independently on the work set. Some may find this difficult and exhibit behavioural issues. Due to social distancing, and the potential spread of the virus, close 		

interaction with the teachers/ staff member is not recommended; therefore, dealing with complex behavioural issues will be more challenging and could pose a risk.

5. Medical issues- students have other medical issues or requirements.
6. Lunch and Break provision- due to social distancing/ Year Group, it will be difficult for our school to safely provide a break time and lunch service as normal.
7. Provision Provided- due to reduced staffing and the need for social distancing, we will not be able to offer guided learning in a safe and coherent manner.
8. Number of staff on site.
- 9. The risk of spread of infection by using school transport and public transport**
- 10. 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.**
- 11. Incorrect use or disposal of face coverings in school.**
- 12. Potential for increased risk of infection during music, dance and drama.**
- 13. Mismanaging wraparound provision and extra-curricular activity (incl trips).**
- 14. Potential for increased risk of infection during physical activity (PE etc).**
- 15. Not providing appropriate wellbeing support for pupils – mental ill-health.**
- 16. Not planning for local / national tier restrictions.**

6.0 What have you already done to control those risks and have those controls worked? (detail via bullet points)

7.0 What else should you do to control those risks – who is responsible and when by?

1. Measures to maintain social distancing

- Carefully manage desk spaces in each room- wherever possible we will ensure each desk is positioned so that children are all forward facing. *Teachers are to organise this in their own classrooms.*
- Children's behaviour must strictly follow the messages and rules laid out to them. Any deviances will not be tolerated and parents will be asked to come and collect their child.
- Toilets have been subdivided to allow designated basins and toilets to be used by specified classes, therefore reducing risk of cross contamination.
- Corridors will be used on a minimal basis, only for toilet use, by MDSA/ Office staff when delivering pick and mix lunches to the classroom and for other authorised staff (i.e. office staff dropping off printing, etc).
- All messages from the office will be sent to the teacher via the best method of communication. Messages will be left in class yellow trays from the office.
- Access only by fire exits and not using the corridors wherever possible.
- Staff to have predetermined breakout areas so few in one place- email sent by Headteacher to all staff to keep in their own 'bubble'.
- All year groups to be autonomous. They will have their own toilets, own pick up place, own door, lunches in the classroom, own place on the field and will never mix. There will be 20 sub areas, which will be roped and pegged on the field to manage this. Handyman to divide the North field in half using rope. KS1 & KS2 playground to also be divided into 2 sections each using rope.
- All visitors and deliveries are to only come as far as the entrance doors and speak to the office. Signs around the school and on the main entrance door are

- COSHH assessment to be completed for hand sanitiser-**done**

When information released by SCC send to staff cycle to work scheme to encourage staff to cycle to work where reasonably possible and not to use public transport.

displayed reminding staff and children to keep to 2 metre social distancing, regular washing of hands.

- All volunteers must either work within the same bubble and do not mix or work on their own in the library, this is to be agreed with the Headteacher prior to their visit. The visitors will need to remain 2 metres from pupils and staff where possible.
- Each class to remain 2 metres distance from all other classes to keep social distance.
- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable and specialist provision but should minimise the number of interactions or changes here possible. Personal risk assessment are in place for those members of staff crossing bubbles.
- If rates of disease rise in local areas, children from that area and that area only will be advised to shield during the period and therefore they may be temporarily absent.
- Those children who do not require shielding but remain under the care of specialist health professionals may need to discuss their care with their health professional. Where the child cannot return to school because they are complying with clinical or public health advice, we offer the children access to remote education and the child will not be penalised. Remote learning will be through Oak National Academy and our lockdown work on our website.
- We communicate clearly and consistently all expectations around attendance to families.
- We have identified pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans to re-engage them.
- The school will use additional catch up funding, pupil premium, existing pastoral support and support services to support children's regular attendance.
- We have ensured that fire exits and routes are not compromised.
- We are able to ensure a clear and safe route around the premises.
- Collect younger child first then older child- distance on the play areas.

- A class and B class separate using whole bubble space.
- One way system exists, ask parents to disperse on collection.
- EHCPs have been reviewed by the schools SENCO for pupils with protected characteristics including disability.
- SENCO will make contact with all pupils believed to be anxious due to characteristics, including race (BAME), due to the comparatively increased risk from Covid-19. This will include sharing the video made for those returning in September to help with anxiety of returning to school. Social distance stories have also been given to parents to read with children who are anxious.
- Children who attend After School and Breakfast Club are separated into Year Group bubbles.
- When a class is out of their bubble area- MUGA, computer room, library etc, staff need to take themselves and the children they are responsible for to the nearest area to line up and inform SLT asap. Children are not to walk through other bubbles to the classes exercise area.
- We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups.
- 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.
- We have reviewed the staff room layout and have ensured that those areas enable staff to socially distance.
- We have reminded parents of the processes for drop off and collection.
- 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.
- 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.

2. Measures to reduce the virus spreading

- People who are ill must stay at home.
- People who have taken paracetamol (including Calpol) to reduce temperature must not attend school.
- Our cleaning company ensures their availability for more thorough cleaning
- **ICT suite will be operated on a rota basis for each bubble to use. This will be disinfected after each bubble has used this area. It will be cleaned after every bubble has used the ICT suite using Selgeine Ultra. COSHH assessment will be displayed in the ICT suite for all staff to read prior to using the cleaning product. The cleaning product will be kept on the top of the computer cupboard.**
- Hand washing- all children will wash their hands before they enter the rooms and when they leave (before break/ lunch) for 20 seconds.
- Children must also wash their hands before eating snacks, eating lunch, sneezing and going to the toilet.
- Hand sanitiser stations are located in all classrooms, activity areas and toilets. The TA's/ Teachers can distribute to children to minimise the need to touch the hand sanitiser bottle- COSHH assessment completed and kept in the front of the cleaners purple folder in the cupboard next to the Office manager's desk. First aid measurements include if inhaled- breath fresh air, eye contact- rinse with plenty of water, ingestion- if swallowed accidentally wash your mouth, drink water and seek medical advice.
- Children will be asked to wash their hands in the sinks in the toilets and the activity areas. We will monitor children's hand hygiene after they use the toilet in line with usual hygiene practice.
- The activity areas will be used to fill up water bottles, which will be done by the children and taps to be cleaned after each use by the TA. Water fountains will be out of use with the exception of the water bottle filling stations, which can also be used to fill up their water bottles.
- Staff will be asked to wash their hands for 20 seconds when first entering the school and then regularly throughout the day including when leaving the school.

- Cleaning staff to check daily there is a good supply of soap and paper towels in next to each hand washing basin.
- TAs to clean all light switches and tables during the day.
- Keyboard spray and wipes, rooms will have disinfectant spray and wipes for keyboards/ photocopiers/ printers etc.
- All office staff use stationery allocated to their own desk or only share with a max of 1 other person. Desks to be cleaned daily by cleaners.
- No sharing of equipment. Equipment is placed in a box after use for cleaning staff to clean daily.
- PE to take place in bubbles. Bubbles to have their own equipment; sharing outside of year bubbles cleaning with disinfectant or quarantining for 48 or 72 hours (if plastic).
- The same staff to work with their groups as much as possible.
- Groups remain in the same classroom for the duration of the time that they are in school.
- Staff should adhere to social distancing guidelines as far as they are able to, but should take into account children's emotional needs.
- When face coverings are worn the following guidance must be adhered to:
 1. Cover both nose and mouth,
 2. Not be allowed to dangle around the neck,
 3. Not to be touched once put on, except when carefully removed before disposal,
 4. Be changed when they become moist or damaged,
 5. When discarded- hands must be cleaned after disposal. New tissues are located in the rooms the children and staff are using. Children are encouraged to use a tissue in the first instance, if not their sleeve. These tissues are to be disposed of immediately in the general waste bin. The cleaners dispose of this waste daily.
- Handymen to empty all bins every lunchtime.
- Signage on all external doors and in the main front office entrance reminding staff and children to the need for high standards of hygiene.

- Covid-19 secure workplace sign displayed on Front Office window
- Parents will be asked to check their child's temperature and their own before coming into school. If their temperature is 37.5 degrees or above they must self-isolate for 14 days
- Year group areas will be clearly signed.
- Classes will have designated entrance and exit doors.
- Children must only be accompanied by one adult.
- Parents should not enter the school building or approach members of staff. All queries will be taken by phone and triaged. Video meetings with appropriate staff arranged.
- Display signs to promote how to wash hands effectively and 'catch it, bin it, kill it'.
- We ask that everyone washes their hands thoroughly for at least 20 seconds, and as frequently as advised by PHE.
- In the event of a fire, teachers to take with them the children's medicine box.
- All windows and doors to be kept open, doorstops to keep doors open to ventilate the room. The wedges must be removed when room is not in use at the end of the day.
- The Cleaning contractor is under contract to thoroughly clean the areas the children and staff have used daily.
- Sports coaches to attend infection control training, including restricted to working in one bubble.

Focus cleaning in the following areas to be completed by cleaning contractor daily using Selgiene:

1. Classroom desks and tables,
2. Bathroom facilities (including taps and flush buttons),
3. Door and window handles,
4. Furniture,

5. Walls,
 6. Light switches,
 7. Reception desks,
 8. Teaching and learning aids,
 9. Computer equipment (including keyboards and mouse),
 10. Sports equipment,
 11. Hard toys (you should not have soft toys in school during coronavirus),
 12. Telephones,
 13. Photocopier,
 14. All touch points (silverware) and exit buttons,
 15. Handles,
 16. Soap dispensers,
 17. Taps,
 18. Bag and empty all bins into communal bin Clean toilets Inc. taps, flush buttons/ handles and soap dispensers,
 19. Reception desks,
 20. Teaching and learning aids,
 21. Sports equipment,
 22. Outdoor play equipment/toys (to be thoroughly cleaned Mon/Wed/ Thur evenings).
- An additional cleaner will also be on site between from 11:30am daily to carry out the following tasks:
 1. Clean toilets Inc. taps, flush buttons/ handles and soap dispensers. (must put out of order sign on toilet for safeguarding reasons when cleaning toilet),
 2. Flush all toilets regularly if they have not been flushed already,
 3. Replenish paper towels, soap and hand sanitiser when required,
 4. Outdoor nursery and reception equipment,
 5. Clean desk and chairs (during breaks),

6. Clean activity area surfaces and taps,
7. Clean all touch points.

All cleaning cloths to be changed daily, surfaces, and taps to be cleaned using Selgiene. Cleaner to initial the daily cleaning schedule located outside every classroom to confirm the above cleaning has been completed. School Business Manager to spot check the cleaning schedule to ensure this is completed correctly and tasks are completed

- All items not in regular use to be removed from the classroom i.e. soft furnishings and soft toys that cannot be cleaned to be bagged and labelled and stored in the storage container on KS2 playground.
- Nativity plays to be recorded potentially depending on the current Covid-19 situation- to be reviewed in October by the Senior Leadership Team.
- All play equipment to stay within the bubble.
- Taxis only needed for SSC children. Taxis to use the KS2 playground as before.
- Pupils and children can take resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.
- Children and staff to wash hands on departure .
- Headteacher has sent a letter to all parents encouraging children to cycle or walk to school.
- All children will be given a wallet with their name on to put their equipment in.
- All resources, such as books and games, can be used and shared within the bubble, these are to be cleaned regularly by TA's.
- Resources that are shared between bubbles, or classes such as sports, art and science equipment to be cleaned meticulously between bubbles or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.

- Outdoor equipment such as the wooden adventure playground by oak tree and monkey bars in the reception playground to be cleaned weekly by the handyman.
- Wooden climbing equipment can be used by a bubble per week and should be treated as dirty so wash hands before going on it, so as not to take anything in it, then on return so as not to take anything back
- Children on arrival into school enter class and sit on their chair. Each child will then be asked to put their belongings into their locker and then wash their hands.
- Staff and children will need to ensure they have change their clothes frequently.
- Holiday club, Breakfast club and Afterschool club provision- see separate Risk Assessment for details.
- When washing items in the washing machine, ensure a full cycle is selected and wash at 60 degrees or the hottest temperature the fabric will tolerate.
- Dispose of any items that are heavily soiled or contaminated with bodily fluids.
- All staff that are in school must be signed in and signed out by the front office staff for fire regulations.
- Teachers should make sure they wash their hands and surfaces, before and after handling children's book.
- Staff will need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.
- All meetings to take place over the phone or via video link, they must not be in person.
- Any outside professional to continue as pre-covid- washing hands etc on arrival, maintaining social distance.
- Put a kettle in the activity area rather than the staff room for staff to use, however this must be put out of reach of the children when not in use. When in use this must not be left unattended by staff and water to be emptied after use and unplugged.
- Not going into the main office but communicating with the office staff via email and/or radio.

- Staff to change a child's nappy from the side and not face on, a second member of staff to stand 2 metres apart from member of staff changing the nappy as the second member of staff in the room for safeguarding purposes and to ensure good hygiene immediately clean the area.
- Staff keep their heads above child's height so that when they speak, cough or sneeze the particles don't end up in the staff's mucus membranes.
- Staff to put their hands in front of them clasped to avoid touching items that could be contaminated and their own face.
- Children and staff to keep in their own 'bubble' (the year group) and not to mix with other member of staff or children outside of their 'bubble'.
- Children are not to play with sand and water.
- Ice will be located in the first aid room next to SEND office and the staffroom freezer.
- We provide welfare facilities for staff and pupils which contain suitable amounts of hand wash and the correct temperature of water.
- We provide tissues in each classroom and office for children and staff to use for those suffering from hayfever/ common cold etc. Everyone is instructed to use their tissues when coughing or sneezing and then place the used tissue in the bin before washing their hands.
- Everyone is reminded to not touch their eyes, nose or mouth and to wash hands afterwards if this occurs.
- Books can be used.
- Returned books to be quarantined for 48 hours and kept in a box in child's classroom.
- We will avoid working with paper/ other materials that are shared in a way that may aid transmission, i.e consideration to be given to marking work (done electronically) photocopying, etc.
- We will continue to ensure that all surfaces are frequently wiped with the advised solutions or wipes, using hand towel and dispose of after use

- Children who visit the allotment with their teacher to remain in their bubble. Children and staff wash hands thoroughly for 20 seconds before picking produce. Produce to be washed thoroughly before the children take this home.
- When handymen complete weekly water flushing, to sanitise each tap after use.
- Office staff to regularly check weekly supplies the school has good supplies of PPE, hand sanitiser, soap, hand towel, toilet roll and tissues.
- All contractors where possible to carry out works out of school hours.
- Where contractors or visitors are required on site they will need to be signed in at the office and their contact details. The visitor sign in book to be stored in locked cupboard over night and kept out of sight of visitors.
- If a child attends more than 1 setting on a part time basis, both settings to work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.
- Children to limit the amount of equipment they bring into the setting each day, to essentials such as lunchboxes, hats, coats, books, stationary and mobile phones.
- Children and staff using public transport are required to adopt a 2 metre social distance from people outside of their household or support bubble, or 1 metre or more.
- In all classrooms and office, school ventilation will be increased by opening windows.
- Separate activities and events risk assessment to be reviewed for those activities such as singing, chanting, playing wind or brass instruments or shouting. This applies even when individuals are at a distance.
- Outdoor sports to be prioritised where possible and large main hall to be used where this is not possible, but all equipment to be disinfected after use.
- All contractors, suppliers such as Premier Sports, peripatetic teachers (piano, brass, strings) to provide Covid-19 risk assessment to confirm how they are Covid-19 secure.

- Personal Emergency Evacuation Plans (PEEPs) already in place will continue and we have reviewed these in light of changing the school space
- We have reminded pupils and staff that if a school evacuation is needed (e.g., fire alarm) then the social distancing rules will still apply as far as reasonably practicable.
- In the first week of the Autumn Term, fire drill to be carried out- **completed 8.9.20**
- SBM to ensure additional statutory compliance checks for water safety, fire safety, boilers, air conditioning have been completed before the Autumn Term
- We recognise that where needed, fire doors can be propped open to reduce the need for touch and will adhere to fire protection measures by ensuring that they are closed after general use.
- We have given parents / carers / pupil transport contractors allocated drop off and collection times.
- Our staff have been trained to administer medications or provide intimate care and are aware of the need for increased controls in each child's situation, to include the use of PPE if required, this includes tying children's shoelaces and applying sunscreen.
- We have ensured that access to first aid facilities is maintained and our school is suitably stocked with first aid equipment.
- We have ensured that relevant cleaning materials to include wipes are provided wherever the equipment is and that staff are aware of cleaning protocols surrounding lifting equipment.

- We are aware of the Leadership Wellbeing assistance from the Local Authority.

- We are aware of the Local Authorities signposting for the mental wellbeing of all pupils and ensure that this is cascaded.

- 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.

- We ensure that all staff are listened to, and their concerns taken on board.
- We have ensured that all staff are aware of any changes in health and safety protocols, especially if they are returning to work.
- When a class is using the ICT suite they will be required to use one toilet cubicle boys/girls toilet.
- When a class uses ICT suite they must use external route or through the main hall if not in use.
- Benches out of use.
- All visitors when signing in to be asked for contact details as part of track and trace.
- The school has been provided home testing kits for Covid-19 from the Government, these test kits should only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere and that if you sent the individual home without a kit, they would not receive a test at all. The results will be sent to the email address provided and not direct to the school.
- Mobile phones to be kept in classroom and not brought to the office.
- Teaching staff to use phone in office, but must be wiped down after use.
- We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic.
- 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.

- Where a member of staff is concerned about returning to work (for medical reasons), we will use the Schools' Choice 'Guidance Principles Document – September 2020' to work out the best course of action.
- We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately.
- We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently.
- 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.
- 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.
- 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. We will use the Schools' Choice flowchart to help us in our decisions.
- Individual risk assessments for staff (called 'Individual Risk Assessment RTW – C 19').
- We understand that staff may have clinically extremely vulnerable people in their households who have been shielding, and we follow [current Government guidance](#) when discussing individual cases of staff returning to work, or pupils back to school.

- 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.
- We understand the importance of keeping up to date with Government guidance on shielding in terms of whether the decline in the rates of community transmission of the virus remains low (as at July 2020) or raises again. Individual risk assessments will be reviewed at frequent intervals.
- We have ensured that concerning our bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area.
- We acknowledge that there will still be pupils and staff who are concerned about the return to school and offer the appropriate wellbeing advice to them all. In addition, we share the measures we have put into place at school to reduce the risk.
- We use the 'COVID-19 Visitor Questions' document and have amended it where and if necessary to fit our school's business.

3. Administration and the continual knowledge of the risks of catching and spreading the virus

- With effect from September it is a parents duty to secure that their child attends regularly at their education setting where the child is a registered pupil and as compulsory school age.
- It is the school's responsibility to record attendance and follow up absence.
- The school will be able to issue sanctions, including fixed penalties in line with Suffolk County Councils Codes of Conduct.

- All staff to read Part 1 and Annex A Keeping Children Safe in Education prior to returning to work in September to be able to recognise any new safeguarding concerns.
- We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – changes are apparently each day.
- We receive and read *Suffolk Headlines* and disseminate this to all staff which details further support and information.
- We know where to find Suffolk Schools' health and safety advice on Suffolk Learning.
- We are aware of how to get further advice from the Education and Learning team at the LA if required.
- We actively promote the role of Union representatives in this current situation and acknowledge the LA's work with them.
- We actively seek guidance from our HR provider as required.
- We have displayed the Public Health 'COVID-19 SECURE' poster in a way that all students, staff and visitors can see it- in the main office window.

4. Catching and spreading the virus whilst maintaining premises management controls

- If PPE has been worn when dealing with anyone who is displaying Covid-19 symptoms, PPE is to be disposed of in the following way:
 1. Put in a plastic rubbish bag and tie it when full,
 2. Place the plastic bag in a second bag and tie it,
 3. Put in the garage which is a secure place and marked for storage for 72 hours before disposing of in the communal bin.

- If we have contractors on site, we have asked that they must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19.
- Office to relay messages to class teacher via radio at break times and lunchtimes only unless urgent
- The school has ensured that relevant property statutory compliance checks have been completed and records updated.
- Daily and weekly checks have been reinstated and we are up to date with all premises checks.
- We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to:
 - i. all fire precaution checks as per the Fire Logbook,
 - ii. safety of gas supplies,
 - iii. visual checks on electrical services and equipment,
 - iv. inspection of lifts and lifting equipment,
 - v. water temperatures and flushing of systems,
 - vi. perimeter fencing,
 - vii. noting any damage to the fabric of the building,
- 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

- 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.

5. The impact on staffing, and staff welfare due to the risk of catching and spreading the virus

- Line managers to speak to those staff who are currently shielding and discuss occupational health and employee assistance.
- All staff to read the current Covid-19 Phase 4 risk assessment.
- We recognise that these times are incredibly stressful for staff, pupils and parents / carers. Therefore, we are sharing all our resources for good mental health and wellbeing and signpost to relevant professional bodies
[.https://www.educationsupport.org.uk/](https://www.educationsupport.org.uk/)
- We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all staff via email communication and word of mouth.

6. Someone showing symptoms

- If anyone in the setting becomes unwell with a new continuous cough or high temperature, or has loss of, or change in their normal sense of smell, they must be sent home
<https://forms.office.com/Pages/ResponsePage.aspx?id=7GqcEEZQIUqPPI T2O6GK9M89C28BpbhHgRBWn4BLnXFURUVCQURFM1I1VkJZKOVEzQ1VN S1QxT1JCRC4u>

- **In accordance with the flow chart guidance if a case is confirmed as positive following a test, you will need to notify Public Health England (PHE) on 0300 303 8537 (option 1) and we ask that you also update CYP colleagues by completing the second part of the form which can be found here. The outcome of the PHE contact is also logged so we can support schools and settings further based on advice received and feed this into the work of the Local Outbreak planning.**
- **Any child/ staff or other adults displaying Covid-19 symptoms in the child/ member of staff's household should not attend the setting. This is the same for members of their household who have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the day are sent home.**
- **In the above situation the individual must self isolate for at least 10 days and should arrange to have a test to see if they have Covid-19. Other members of their household should self- isolate for 14 days from when the symptomatic person first had symptoms.**
- If a child is awaiting collection, they should be moved to the visitor toilet and the window opened until the parent arrives to collect the child. The child should be isolated behind a closed door.
- If a 2nd child is displaying Covid-19 symptoms they are to use the ladies toilet nearest the main office- the same procedures as using the visitors toilets to be followed.
- If adult supervision is required, the window should remain open and the child's TA from their class will supervise them from 2 metre distance whilst wearing full PPE.
- The child's parents must be called immediately requesting the child to be picked up immediately.
- Once the child has been collected by their parents the room must be cleaned thoroughly before using again. All waste to be disposed on in a double black bag.

- A standard letter will accompany any child sent home in relation to Covid symptoms in school to explain the next steps.
- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk
- Any members of staff who have helped someone with symptoms does not need to self isolate unless they develop symptoms themselves- in which case they should arrange a test.
- Anyone in direct close contact with a someone who has tested positive for Covid- 19 - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) is required to arrange a test. This is the same protocol for those in extended close contact (within 1-2 metres for more than 15 minutes) and for those travelling in a small vehicle like a car with an infected person- if the test delivers a negative result, they must remain in isolation for the remainder of the 14- day isolation period because they could still develop the coronavirus within the remaining days.
- If other cases are then also confirmed at the school, SLT to contact PHE who will advise the HT/school on next steps/ possible closure see link for local authority guidance
[.https://drive.google.com/drive/u/0/folders/0AJm6Vz4dSq1pUk9PVA](https://drive.google.com/drive/u/0/folders/0AJm6Vz4dSq1pUk9PVA)
- Everyone must wash their hand thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell
- Staff must book a test if they are displaying symptoms- staff and pupils must not come into the setting if they have symptoms and be sent home to self isolate if they develop them when in school.
- All children including children under 5 years old, but children under 11 years old and under will need to be helped by their parents/ carers if using a home testing kit
- Staff must provide details of anyone they have been in close contact with if they were to test positive for coronavirus or asked by NHS test and trace

- Tests can be requested by calling 119 or online through the NHS website, essential workers, which include anyone involved in education or child care have a priority to access testing
- School has a small supply of home testing kits which can be given directly to parents and staff who require the test and vulnerable children.
- We will ask staff and parents to advise them immediately of the results of the test.
- If someone tests negative, if they feel well and no longer have symptoms similar to Covid- 19, they can stop self isolating.
- **If someone tests positive, they should follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection and must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone - the 10-day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 14 days)**
- We contact the Suffolk County Council dedicated Covid-19 helpline as soon as we become aware of someone who has tested positive for Covid-19. SCC will also contact the school directly if they become aware that someone has tested positive for Covid- 19 attended the school- as identified by NHS Test & Trace.
- We must send those people the health protection team advise to be sent home who have been in close contact with the person who has tested positive, advising them to self isolate for 14 days since they were in last contact with that person when they are infectious.
- We must not share the names or details of people with Covid-19 unless essential to protect others.
- If the test result is positive, they should inform their setting immediately, and must isolate for at least 14 days.

- We request evidence of negative results or other medical evidence before welcoming children back after a period of isolation
- In some cases, the health protection team may recommend that a larger number of pupils self isolate at home as a precautionary measure
- Where an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school.
- Should we have a confirmed outbreak of Covid-19 it will still remain open to those who:
 - Have particular needs that cannot be accommodated safely at home
 - Do not have suitable alternative accommodation
- We must continue to support the children in our school that are in hospital, including through remote learning support, to minimise the impact of their hospital stay on their education
- We understand the process for reporting instances of those who have tested positive for Coronavirus.
- We engage with the NHS Test and Trace process and understand how to contact our local health protection team
- In addition we understand that we must report to the LA when positive cases are confirmed.
- We use the flowchart 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.
- We contain any outbreak by following Public Health Suffolk's advice, and have written procedures for this which all staff have been notified of

7. Behavioural issues

- All education settings have a statutory duty under equalities legislation to make reasonable adjustments for disabled children. Many children and young people will have found lockdown exceptionally difficult socially and emotionally. Settings should consider any challenging behaviours or social or emotional challenges arising as a response to the lockdown and offer additional support and phased returns where needed- *SSU and EKO to revise Risk Assessments for all EHCP and EBD pupils stating reasonable adjustments, in co production with parents.*
- Staff working with children who spit uncontrollably must wash their hands more frequently.
- Children who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' will need to wash their hands more frequently
- Children and parents are expected to follow social distancing and government guidelines.
- This risk assessment should be read in conjunction with our behaviour policy.
- Any failure to follow rules and guidelines will not be tolerated. Parents will be asked to come and collect their child. This may jeopardise their place within their group.
- To avoid close social interactions with the teacher/ staff member, children that do not behave in an appropriate way will be asked to work in a separate room until parents are contacted and able to collect them. Children that cannot behave will not be able to return due to the risk posed to others involved. Should there be children with behavioural issues attend then a key worker will be assigned to the child- using DFE guidance.
- If a non-symptomatic child presents behaviours which may increase the risk of droplet transmission (such as spitting) they would be sent home.

8. Medical issues

- All first aid to be recorded on the first aid administered Google doc
- PPE will be provided to staff who carry out duties such as intimate care and first aid. PPE provided to these members of staff will include disposable aprons (located in Reception toilets, SSC, Nursery and office), disposable gloves, face shields and disposable facemasks. To be disposed of immediately after use in general waste. This waste is then bagged up daily and disposed of in the main waste disposal bins by the cleaners
- All medicine, including storing of Epi pens to be stored in the child's classroom in a red box and any spares stored in the office
- Reminder sent to parents to bring in medicine required during the school day
- Piriton to be stored in medicine box in each classroom
- A small number of children will still be unable to attend in line with public health advice because they are self isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who have Covid-19- in this scenario the school will offer the child access to remote education
- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace
- People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace

9. Lunchtime and break time provisions

- Free Time (Lunch and Break) - They will have their break outside in their designated zone (weather permitting) and lunch in their classroom and must sit 2 at their allocated desk. They will be allowed to go to the toilet one at a time to the class designated toilet.

- SSU to use the adventure area and Nurture Base outside area for their play area
- TAs per class to support lunch breaks
- 1 MDSA per Year Group bubble to support during lunch breaks (with the exception of Yr 5 who will have 2 MDSA's supporting due to number of SEN children in year group.
- Staff to spread out in the staffroom. A and B lunches will help with this. **Lunch tables in staffroom set up to allow for social distancing and PPA time**
- Assemblies will be recorded by staff weekly.
- Year bubbles to alternate playtimes and staggered lunchtimes, 11:45am start and 12:30pm starts
- A class and B class separate using whole bubble play space
- Lunches in classrooms- which will help hungry children who need to wait for a later lunch- this will be reviewed before October Half Term
- Lunches will be brought to the classroom by staff

10. Fire Evacuation Procedures

- **When the fire alarm bell sounds, staff take children to either their assembly point/ play area- whichever is the closest assembly point to their current location. Teacher will complete a register call. SLT will be on the North & South Field to collude to ensure all children, staff and visitors are correct. In the event of a fire, those on the North Field exit using Dobbs Lane gate. Those individuals on the South side use Deben Avenue gate. Teacher to walk children to Birchwood Primary School for the nearest safety point.**
- **Teacher to bring red first aid kit to meeting point, children's medication is also included in the red box**

11. Missing a Covid 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.
- 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

12. The risk of spread of infection by using school transport and public transport

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

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
 - We have encouraged parents, staff and pupils to walk or cycle to school where it is safe to do so and is appropriate
 - 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
13. 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
- 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.
 - We are aware of the Leadership Wellbeing assistance from the LA.
 - 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
 - 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.
 - We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded.
 - 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.

- We ensure that all staff are listened to, and their concerns taken on board.
- 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.
- We have considered alternative ways to show parents and carers how we are conducting all practices and activities during this current situation via video
- We have ensured that all staff are aware of any changes in all health and safety protocols, especially if they are returning to work.

14. Incorrect use or disposal of face coverings in school

- We acknowledge that the government is not recommending the universal use of face coverings in all schools
- 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
- We understand that as a **primary school**, 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
- 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.
- 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.
- We ensure that a process for the safe disposal (in the black bag bin), for face coverings is in place.

- 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.

15. Potential for increased risk of infection during music, dance and drama

- Guitar lessons should resume from September in the small hall ensuring 2 metre social distance is adhered to at all times. Music and Guitar lessons grouped together, so one or two year groups a week rather than one a week for multiple weeks
- Music lessons will take place outdoors where possible, however in wet weather these lessons will be taken in the Main hall.
- 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.
- We adhere to the Government Guidance '[Working safely during coronavirus: Performing Arts](#)' for specific curriculum subjects (i.e., singing / drama / instrument playing etc).
- Special care is taken to social distance at 2 metres, all the 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 quarantined after use.

- 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).
- 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.
- Yr4 cornets, Yr5 trumpets will be taught in the outside areas or the halls for this.
- Brass must use the halls or outside areas, not blowing in the direction of another person and two metres at least from adults. I suggest a large arc, or smaller arc with staggered seating spaces in between front and back rows.
- All instruments are numbered, i.e. 1 of 60 = each child **must** have the same instrument each week and may not under any circumstances share an instrument unless it has been disinfected.
- Instruments to remain in school, however this will be reviewed.

16. Mismanaging wraparound provision and extra-curricular activity (incl trips)

- 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
- 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.

- We are aware of the guidance '[Protective measures for holiday and after school clubs, and out of school settings](#)' which may support our ongoing provision and planning.
- We understand that domestic and overseas overnight visits are advised against and will not be planning those until guidance is changed.
- We will request information from our Educational Visit Advice provider where visits are pending or being planned.

17. Potential for increased risk of infection during physical activity (PE etc)

- Children to come to school on PE day in their PE kit and stay in PE kit all day
- We adhere to the following set of guidelines for all PE activities:

- Grassroot sport: [Sport England](#)
- Gov.UK guidance on the [phased return of sport](#)
- The [Association for Physical Education](#)
- The [Youth Sport Trust](#)

For swimming: [returning to pools guidance documents](#) (Swim England)

We have incorporated all additional risks and controls into our PE risk assessments (as relevant)

18. 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

<p>both in-house, and general signposting to national organisations. We understand there are further resources within the <u>'Guidance for full opening: schools'</u> which are available (under 'Pupil wellbeing and support')</p> <ul style="list-style-type: none"> • 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: <u>https://youtu.be/MYmBLnSQh3M</u> 	
<p>7.1 What is the level of risk after all controls possible have been put in place? (HIGH/MED/LOW)</p>	<p>Medium</p>
<p>8.0 Is this a safeguarding risk – if so, please describe:</p>	<p>Yes- children and staff safety</p>
<p>9.0 Additional notes as required:</p>	<p>SLT will evaluate the above actions frequently and if deemed unsafe will contact the LA.</p>

10.0 This risk assessment will be communicated to – and how – and when:	<p>Risk assessment to be emailed to all staff and visitors inc peripatetic music teacher and sports coaches once approved by Headteacher.</p> <p>Reminder of the Employee Assistance Programme and Wellbeing Programme to also be sent again to all staff.</p> <p>SLT will have a register for staff in attendance to sign to confirm they have read and understood the Covid-19 re-opening risk assessment.</p> <p>Any changes made to the risk assessment after it has been cascaded to staff will be highlighted in bold.</p> <p>Risk assessment to be shared with all catering and cleaning contractors so they are aware of the protocols.</p>
11.0 Risk Assessment signed off by (job title / name and signature):	<p>This must be the Headteacher with the author.</p>

12.0 Date of assessment sign off:				
13.0 Review dates:	Weekly	In the event an individual in the school shows signs of Covid-19		