

RISK ASSESSMENT / CHECKLIST FRONT SHEET – UPDATED Sept 2021

Date of assessment:	1 st Sept 2021	Assessed by (karenb title / name):	Karen Bilner – Head
Local reference number:		Other people involved with this assessment:	Matt Carney – C of G
Name and address of school:	Stratford St Mary Primary	Reason for assessment:	Updated guidance, Step 4 of the Government's response to COVID-19.
Identification of those at risk:	<ul style="list-style-type: none"> ▪ Students / pupils / their family groups ▪ Staff / their family groups ▪ Contractors and essential visitors / their family groups 		
Harm which could occur:	<p>Catching or spreading the COVID-19 virus. This is a virus which has serious effects which debilitates those who have caught it and causes immense distress both physically and mentally. The UK has suffered huge fatality rates.</p> <p>Infection may happen through contact with someone with a confirmed case of COVID-19, potentially through touching a contaminated surface, and those who have been notified by a Public Health Agency that due to previous contact with a diagnosed case they are open to exposure.</p> <p>Categories of people who are especially at risk from infection are clearly described in the Government's published guidelines (link at end) and those people may still be shielding or self-isolating.</p> <p>ALL personnel should consistently adhere to the current national guidance and where advised, social distancing rules.</p>		
Headteacher name and signature:	Karen Bilner		
Chair of Governors / Trust / Management Committee name and signature:	Matt Carney		
<p>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 .</p> <p>You should contact your SEO or call 01473 263942 if you would like to discuss your planning.</p> <p>For leaders' wellbeing support: 01473 265656 (new phone number) or email: leadershipwellbeingsupport@suffolk.gov.uk</p> <p>Any queries on premises issues should be directed to your Account Manager / Property Advisor.</p>			

<p>students and staff in school</p> <p><i>(Note: These are all considerations for minimising the potential spread – each school needs to work out how best this can be facilitated).</i></p>	<p>professional, contractor, parent or carer does not enter the premises if symptomatic.</p> <p>3. 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.</p> <p>4. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately.</p> <p>5. We understand the process for reporting instances of those who have tested positive for Coronavirus.</p> <p>6. We engage with the NHS Test and Trace process and understand how to contact our local health protection team.</p> <p>7. In addition, we understand that we must report to the LA when positive cases are confirmed.</p> <p>8. 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.</p> <p>9. We contain any outbreak by following Public Health Suffolk’s advice, and</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>				
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	<p>have written procedures for this which all staff have been notified of.</p> <p>10. Where students and / or staff are tested for COVID-19, we will ask parents and staff to notify us immediately of the test results.</p> <p>11. We continue to request all personnel on our school site cleans their hands thoroughly for 20 seconds, and more often than usual.</p> <p>12. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>13. Hand sanitiser is used regularly in high traffic areas eg library</p> <p>14. Good ventilation is maintained in all areas of school.</p> <p>15. We understand and adhere to the wearing of PPE only where necessary and advised.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>				
<p>3.0 The risk of spread of infection by using school and public transport</p>	<p>1. We have encouraged parents, staff and pupils to walk or cycle to school where it is safe to do so and is appropriate.</p> <p>2. Where it is impossible for people to walk or cycle, and public transport is required, we refer them to the guidance.</p>	<p>Yes</p> <p>Yes</p>				

	https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers					
4.0 The risk of not ensuring robust cleaning throughout the school premises	<ol style="list-style-type: none"> 1. All frequently touched surfaces inside and outside the school premises are cleaned regularly. 2. We have ensured that relevant cleaning materials to include wipes are provided wherever equipment belongs. 3. We have introduced enhanced protocols and unambiguous procedures to ensure cleaning of the premises and all touched surfaces, is effective. 4. We use required cleaning products including standard detergents. 5. We will ensure that extra time is given for cleaning surfaces in the dining area(s) after use. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>				
5.0 The risk of being unaware of when PPE is required (or not)	<ol style="list-style-type: none"> 1. We understand that staff may not require PPE within our setting and recognise the following scenarios are those that will require it: <ol style="list-style-type: none"> a) where a young person becomes ill with COVID-19 whilst at school and we are unable to maintain a distance of 2 metres. 	Yes		face coverings may be used by staff in communal areas, eg staffroom due to small space and when speaking with parents, if required.		

	<p>b) where a child requires intimate care and we use PPE in all cases (following a risk assessment)</p> <p>2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.</p>	Yes				
6.0 Catching and spreading the virus when giving or receiving first aid and/or supporting students and staff with medical needs	<p>1. 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>2. 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.</p>	Yes Yes				
7.0 Catching and spreading the virus whilst maintaining premises management controls with a full complement of staff and students	<p>1. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</p> <p>2. There is a system of communication between us and any other setting which shares our site and we ensure regular discussion of this topic.</p> <p>3. The school has ensured that relevant property statutory compliance</p>	Yes Yes Yes				

	<p>bin liners are fully secured before disposing of them.</p> <p>8. 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.</p> <p>9. We ensure that our catering facilities continue to be run in the usual safe way whilst also considering COVID-19 – Government guidance is followed.</p> <p>10. We understand the importance of good ventilation and follow the HSE’s guidance¹ on air conditioning and ventilation.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>				
<p>8.0 The impact on staffing, and staff welfare, and also the mental wellbeing of students, due to the risk of catching and</p>	<p>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.</p> <p>2. We are aware of the Leadership Wellbeing assistance from the LA.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>				

¹ <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

<p>spreading the virus now that a full complement of staff and students are present</p>	<p>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.</p> <p>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.</p> <p>5. We are aware of the LA's signposting for the mental wellbeing of all students and ensure that this is cascaded.</p> <p>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.</p> <p>7. We ensure that all staff are listened to, and their concerns taken on board.</p> <p>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.</p> <p>9. 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>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>				
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<p>9.0 Administration and the continual knowledge of the risks of catching and spreading the virus</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 – changes are apparently each day. 2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information. 3. We know where to find Suffolk Schools’ health and safety advice on Suffolk Learning 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. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>				
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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.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

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 latest guidance on COVID-19 (includes FAQs):

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

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>

Guidance on supporting children and young people’s mental health and wellbeing can be found here: <https://www.nhs.uk/every-mind-matters/>

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>

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>

Premises safety in terms of Legionella throughout the C-19 outbreak:
<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

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