



Hollesley and Waldringfield

Risk Assessment and Plan for School Reopening

Version 1: Written July 2020

Reviewed 28th September 2020

Reviewed 16th December 2020

Reviewed 20th January 2021

Reviewed 25th February 2021

Principles and Context

Following the outbreak of COVID-19, and under the direction of the DfE (March 2020), Hollesley and Waldringfield Primary Schools was temporarily closed to all pupils except those of Key Workers and vulnerable pupils. Following DfE guidance, from the 1st June, we extended the offer to all children in Reception, Year 1 and Year 6 in addition to vulnerable children and the children of key workers.

On Monday 4th January the Government announced that schools would close with immediate effect. Hollesley and Waldringfield Primary Schools began teaching all of its pupils remotely (see remote learning plan). On Wednesday 6th January Hollesley and Waldringfield Primary Schools were open to pupils of Critical workers and vulnerable children.

On Monday 22nd February the Government announced that schools would reopen to all pupils from Monday 8th March 2021.

Principles for the Hollesley and Waldringfield Primary School Community

1. School values and ethos are central to discussion about principles, priorities and compromise
2. DFE and Public Health Guidance is monitored rigorously and followed within the local situation to minimise the risk of infection
3. We need to regularly review with Governors our systems as we are now in a new lockdown. The school site is well maintained, safe and clear. Significant attention is given to hygiene, sanitisation and social distancing measures through clear signage
4. The Head Teacher will notify the Governing Body when they are not able to fulfil all the DFE / Public Health Guidance to minimise the risk of infection across the community

Principles for Staff/Parents

1. Safeguarding of all in the community is the number one priority; actions taken must be in line with all be in line with the DfE KCSIE 2020.
2. The safety of staff will be paramount to minimise the risk of infection at each stage of the phased reintegration of staff and pupils. Social distancing, hygiene and sanitisation measures are in place.
3. The well-being and mental health of all staff is considered and appropriate support offered.
4. The Staff Risk Register is accurate, updated regularly and used to inform staffing. Declarations made by staff are respected, and are integral to the plan moving forward. Staff are suitably employed providing educational support to respond to the different learning environments offered at different phases.
5. Staff are consulted and are well informed of their expectations in response to the pandemic both pre and post vaccine.
6. Attendance is monitored in line with our attendance policy (reflecting current DFE guidance) with vulnerable pupils monitored in accordance with personalised risk assessments. Pupil well-being and mental health are signposted to the well-being and safeguarding teams and addressed accordingly.
7. The safety of pupils will be paramount to minimise the risk of infection. Social distancing, hygiene and sanitisation measures in line with guidance and as appropriate are in place.
8. The establishment of school routines and behaviours to reflect appropriate social distancing measures are well established and implemented through teaching, reinforcement of routines and where appropriate, age appropriate signage.
9. DFE guidance is shared with pupils and parents appropriate to provide re-assurance and guidance on health, education and safety.
10. Curriculum Development – We need to follow our remote learning plan .

Calculating the risk

Throughout this plan, the risk has been established using the following criteria below.

Legend		To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1 - 5). See Table below for guidance on risk rating scores
I	Impact	
P	Probability	
IxP	Risk Rating	

Impact (or Consequence)	
Descriptor	Indicators
5 (Major)	The risk has a major impact of realised
4 (Significant)	The risk has a significant impact of realised
3 (Moderate)	The risk has a moderate impact of realised
2 (Minor)	The risk has a minor impact of realised
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Probability (or Likelihood)	
Descriptor	Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
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Score	Risk Description	Action Required
25	Extreme Risk	Immediate escalation to Headteacher for risk control activities
20-15	High Risk	Risk to be actively managed with appropriate risk control activities
12-6	Moderate Risk	Take appropriate action to manage risks
5 and below	Low Risk	Risk to be removed from register with monitoring activity to assess changes in risk rating

Broad Strategic Plans

All children attending school on a full-time basis								
	Inherent			Residual				
Risk	I	P	R	I	P	R	Controls	Responsibility
In school transmission of Covid-19							As of Monday 8 th March all staff and all pupils will attend school full time (or per their existing contracts in the case of part time staff). We must still follow the hygiene rules and maintain the class bubbles.	SW SLT in each school
Pupils	2	4	8	2	3	6	<p>Access arrangements</p> <ul style="list-style-type: none"> • Controlled and supervised entry to buildings to minimise the numbers of people on site and to ensure appropriate sanitisation procedures are applied. • Staggered start and finish times for pupils reduces contact. All families to drop off and collect from the front gate/staff car park. Face masks to be worn by adults and social distancing rules adhered to. Parents to distance themselves from one another and not allow any contact with other families, mixing the class bubbles. <ul style="list-style-type: none"> ○ KS2 children to arrive no earlier than 8.45 and will be collected no earlier than 3.30pm ○ KS1 children to arrive no earlier than 9.00 and will be collected no earlier than 3.15pm ○ If families have children across bubbles then they can drop off and collect at the earliest time (for example a family with children in KS1 and KS2 can arrive at 8.45 and collect at 3.15pm) • Children at Waldringfield will walk to the back entrance or their external class doors. • Children at Hollesley will walk to their external class door. • All children will use hand sanitiser on entering the building • Toilets for each bubble have been allocated and where possible, only one child from each class should use the toilet at once. • Protocols and arrangements for pick up and drop off communicated to parents and children in advance. 	

- Appropriate PPE is worn in circumstances as identified in DfE guidance. ***Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors or communal areas)A supply of face masks can be found at the front office. Staff are able to provide their own***
- Children will be required, where possible and practical, to restrict contact with others to their class only, this includes during breaks and lunch times (which will be supervised and segregated).
- Play spaces will be allocated on a daily basis to ensure bubbles do not mix.
- Where possible, staff, including midday supervisors, will be consistently allocated to bubbles.
- Lunch will be served in a way that minimises the number of surfaces touched and the proximity of children to food and equipment-there will be no self-select facilities. Kitchen staff will ensure that their actions comply with the guidance for food businesses on coronavirus (COVID -19).
- Children will eat their lunch (home packed or school lunch) in their classrooms, with the exception of KS1, who will eat in the hall/dining hall
- PPE equipment available in First Aid.
- Soap is available in all toilets and classrooms and is checked regularly.
- Hand sanitiser stations will be located at all entrances to school and in all classrooms.
- Children will be required to wear uniform. Uniforms do not need to be cleaned any more often than usual nor do they need to be cleaned using methods that are different from normal.
- External visitors to school will be limited to curriculum based providers, support for SEND and vulnerable children and essential visits only and always by appointment. Any meetings should take place at a safe distance. External visitors who need to move between classes should try and keep their distance from pupils and other staff as much as they can and ideally 2 metres from other adults. ***All visitors to the school MUST wear a face mask while moving around the building.***

Classrooms

- Consistent groups reduce the risk of transmission; maintaining and separating distinct groups also makes it quicker and easier, in the event of a positive case, to minimise and identify those who may need to self-isolate. Where possible children will keep within their own class bubble, taking lunch and breaks within this group and distancing themselves from those outside of the group.
- Staff and pupils respect social distancing recommendations with adults and older children where possible during the day, maintaining a 2-metre distance from each other.
- Pupils will, where practical, have access to only one indoor classroom as allocated to their group in line with the recommendations for social distancing as detailed by DfE
- Classrooms receive a thorough clean after each session according to DfE Guidance
- Classrooms will be equipped with lidded bins, which will be emptied twice daily, and waste will be discarded using double bags.
- A good supply of tissues will be available in each location and all will implement the 'catch it, bin it, kill it' approach which will be taught and regularly reinforced with children.
- All frequently touched surfaces, equipment and door handles used during the day will need to be cleaned thoroughly each day.
- Thought will be given to the choice of resources used, prioritising the use of resources that are easily washable or wipeable. Where possible, staff and pupils will have their own items of frequently used equipment that are not shared
- ***Where equipment is shared Staff and pupils will sanitize their hands BEFORE use.***
- Resources shared between classes will be cleaned between classes or their use rotated to allow them to be left unused and out of reach for a period of 48 hours (72 for plastics) between classes.
- Where practical, lessons will limit the amount of contact between group members and the use of indoor spaces beyond the allocated group base.
- PE will be taught in line with curriculum planning, when possible and practical, this will take place outside, the PE teacher will follow strict social distancing routines from staff and pupils.
- Assemblies and other whole school/partnership events will take place via zoom

• ***Classrooms must be ventilated by keeping windows open or opening doors at certain times to allow “blasts” of air to enter the room.***

Whole school safety

- Safeguarding policies and procedures **MUST** be followed in school and all actions will must be in line with the DfE KCSIE 2020.
 - At least one person with up to date Designated Safeguarding Lead (DSL) training will be on the school premises whilst children are in school.
 - At least one person with paediatric first aid training will be available for work in school.
 - *The Special Educational Needs Coordinator will be contactable each day.*
 - Cleaning staff will undertake regular cleaning of surfaces in areas of the school of high use at the end of every school day. These include, but may not be restricted to:
 - Taps and washing facilities
 - Floors and walls where required
 - Classroom desks / tables and chairs
 - Toilet flush handles and seats
 - Door handles and push plates
 - Fire call points and extinguishers
 - Handrails on staircases and corridors
 - Machinery and equipment controls
 - Eating areas, including chairs, door handles
 - Keyboards, photocopiers and other office equipment
 - Telephone equipment
 - Staffroom equipment – dishwasher, hot and cold water dispensers, cupboards, microwaves
- <https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings>
- Updated behaviour rules will be communicated to all parents, children and staff.
 - Age appropriate safety and information posters will be displayed where appropriate

						<ul style="list-style-type: none"> • Fire evacuation plans will be reviewed and children will be made aware of the evacuation plans specific to their teaching areas from March. An early fire evacuation drill will take place and further training planned in response to the review of this exercise – children and staff will be reminded that if a school evacuation is needed (e.g., fire alarm) then the social distancing rules will still apply as far as reasonably practicable • Personal Emergency Evacuation Plans (PEEPs) already in place will continue and will be reviewed in light of changing the school space before children are admitted back into school. • <u>A maximum of 4 people are to be seated in the staff room at one time(Hollesley)</u> • <u>A maximum of 6 people are to be seated in the staff room at one time(Waldringfield)</u> • Fire exits and routes remain clear. • National guidance from Public Health England, the NHS and the Education related pages on GOV.UK are reviewed daily and acted upon as necessary • Support and information from the Suffolk County Council is received via our SEO, HR and other departments and through the Suffolk Headlines publication and disseminated to all staff as required. • <u>There will be no provision for before and after school clubs for the first three weeks from the 8th March. Breakfast and after school club will recommence from Monday 12th April.</u> Guidance contained in 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 will be followed. 	
In school transmission of Covid-19						In addition to the above, staff have been invited to take two Lateral Flow Tests a week (provided by the DFE). If a member of staff tests positive they will self-isolate, following government guidance. (Please refer to LTF testing policy January 2021)	SW SLT across both schools
Staff	4	4	16	4	3	12	

<p>The impact on staffing, and staff welfare due to the risk of catching and spreading the virus</p>	4	4	16	3	3	9	<ul style="list-style-type: none"> • Staff are advised to access the resources for good mental health and wellbeing through various professional bodies and through Suffolk County Council via their Stress and Mental Health web pages on the H&S site on Suffolk Learning and guidance on Gov.uk on mental health support for pupils and teachers. • The wellbeing of the staff in school will be the responsibility of the SLT. Governors need to be regularly communicating with the SLT to ensure wellbeing is a priority. Leaders are signposted to the Leadership Wellbeing assistance provided by Suffolk County Council. (LA wellbeing support team. leadershipwellbeingsupport@suffolk.gov.uk (01473) 265656). • Staff are encouraged to take advantage of the Employee Assistance Programme and the Occupational Health Service, anyone requiring more information please see notices around the school or request a link from any member of the SLT. In addition, they are encouraged to make use of the Education Support Partnership’s free helpline for school staff. • Pupils will be supported by staff. Referrals from staff in school will be acted on by the Safeguarding team • Every effort is made to ensure that all staff are informed and consulted with in a timely way of any confirmed changes at the school and of any risks to their health and wellbeing. • We encourage all staff to voice their opinions and concerns so that these can be listened to, and concerns taken on board, these can be made directly to the Head Teacher • All staff have the opportunity to conduct lateral flow tests twice a week. • Some staff have been vaccinated against the virus, this number will increase as time goes on. <p>Clinically Extremely Vulnerable staff are advised not to attend the workplace. Staff who are CEV will have previously received a letter from their GP or the NHS telling them this.</p>	<p>SW SLT across both schools Governors</p>
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Transmission of Covid 19 when giving or receiving first aid and / or supporting pupils and staff with medical needs	4	4	20	4	2	8	<ul style="list-style-type: none"> • At least one person with paediatric first aid training will be available for work in school. • Where staff or pupils have medical needs these have been reviewed with them or their parents / carers, prior to their return to school and any necessary adjustments made. • Staff that have been trained to administer medications or provide intimate care are made aware of the need for increased controls in each child’s situation, to include the use of PPE if required. • Shielding advice for all adults and children is in line with latest Government guidance. • Individual risk assessments will be carried out for any member of staff or pupil with protected characteristics, including race (BAME) and disability. • Access to first aid facilities is maintained with staff from each bubble providing basic first aid in the event of minor cuts and grazes. Further first aid support will be administered by a member of staff with the appropriate current first aid certification. The school is suitably stocked with first aid equipment. 	SW SLT across both schools
Transmission of Covid 19 whilst maintaining premises management controls	4	3	12	4	2	8	<ul style="list-style-type: none"> • Any contractors on our site must provide a suitable and sufficient risk assessment for the activities they carry out which must include Covid-19 • Any planned or reactive maintenance that is carried out will be done out of hours unless seen as an emergency. • Daily and weekly checks have continued throughout the COVID-19 period and all premises checks will be maintained are up to date. These include but are not restricted to: <ul style="list-style-type: none"> ▪ all fire precaution checks as per the Fire Logbook ▪ safety of gas supplies ▪ visual checks on electrical services and equipment ▪ water temperatures and flushing of systems ▪ noting any damage to the fabric of the building • Government guidance will be followed with respect to the use of playground and PE equipment. • External waste bins are located in a way that allows easy access whilst maintaining social distancing protocols. • Internal waste bins are available in every room and are emptied once daily. 	SW SLT across both schools Premises teams in both schools

<p>The impact of absenteeism due to pupil/parental fear of attending school</p>	3	4	12	3	2	6	<ul style="list-style-type: none"> • Parents and pupils will be supported through regular updates regarding safety measures and in response to concerns raised and changes in the national and local situation. • Explanation of measures and precautions put in place to improve safety and the reasons behind these measures will be given regularly so that parents and pupils feel reassured and are more likely to comply. • Planned provision of activities that allow pupils to understand the benefits of coming to school both in terms of their academic progress and their mental health and to support them in finding strategies to support positive mental well-being including through the THRIVE approach. • Every effort is made to ensure that all parents are informed in a timely way of any confirmed changes at the school. • We encourage parents and pupils to voice their opinions and concerns so that these can be listened to, and strategies put in place to resolve and reassure as needed. 	<p>SW SLT</p>
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Appendix 1 – Detailed Risk register

Risk Register – Version 18 January 2021

Legend		To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1 - 5). See Table below for guidance on risk rating scores
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Pupils

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
1	All children have new safeguarding issues or existing ones that have escalated)	5	4	20	5	4	20	Safeguarding policies and procedures in line with the DfE KCSIE 2020. must be followed. See Safeguarding policy Annex 2.0 January 2021 Consideration will be given to any necessary changes and referrals including those with problems accessing online offers. using My Concern online reporting system.	<ul style="list-style-type: none"> Designated safeguarding leads (and deputies), will be provided with the time needed, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other 	DSL All staff

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
									agencies where these are appropriate.	
2	Pupil develops Covid19 symptoms during the day	4	4	16	4	4	16	<ul style="list-style-type: none"> • Follow LA guidance (Appendix 3) and Schools coronavirus operational guidance (February 2021) • Cleaning takes place in the areas occupied by the pupil • Protocols for the cleaning of the areas visited by pupil are adhered to • Staff supervising to wear PPE supplied and held in school office. SCC informed triggering provision of replacement PPE • 	<ul style="list-style-type: none"> • Isolation protocols are agreed for those pupils demonstrating symptoms of COVID including a return home as a matter of urgency, PPE equipment used by any member of staff supervising any waiting period • Protocols for the cleaning of any areas where the pupil has been prior to allowing access to others. • Suffolk County Council Guidance is followed with regard to Track and Trace procedures. 	Premises First Aid

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
3	Children within school are reported to have been taken ill during the school day	4	4	16	4	4	16	<ul style="list-style-type: none"> • Make family aware of their responsibility to self-isolate. • Isolate the pupil and contact family • Child to be collected at same time as sibling. 	<ul style="list-style-type: none"> • Deep clean all areas that were visited by the pupil 	First Aid Premises Teaching Teams
4	Pupils who are vulnerable due to protected characteristics	5	3	15	5	3	15	<ul style="list-style-type: none"> • Guidance will be followed regarding any specific extra precautions recommended for pupils with protected characteristics, including race (BAME) and disability. 		SLT
5	Spread of Covid-19 Coronavirus (Generic)	4	5	20	4	3	12	<ul style="list-style-type: none"> • Stringent hand washing taking place. • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Lidded bins available in all classrooms and toilet facilities. • Lateral flow testing twice weekly • Teachers being vaccinated 	<ul style="list-style-type: none"> • Handwashing facilities with soap and water in place • Gel sanitisers at all entrances in any area where washing facilities not readily available • Lidded bins acquired and put into classes and toilets 	Pupils Premises Supervising staff

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
6	Pupils do not display symptoms but later found to have the virus	5	4	20	4	3	12	<ul style="list-style-type: none"> • Follow LA guidance (Appendix 3) • Make family aware of their responsibility to self-isolate. • Track and trace within school to identify and inform all those who have been in contact. • Isolate group and follow guidelines regarding testing and self-isolation instructions. 	<ul style="list-style-type: none"> • Deep clean all areas that were visited by the pupil 	Premises Teaching Teams
7	Unwell pupils attend the school.	5	4	20	4	3	12	<ul style="list-style-type: none"> • Follow LA guidance (Appendix 3) • Make family aware of their responsibility to self-isolate • Isolate the pupil and contact family • Child to be collected and return home as matter of urgency. • Track and trace within school to identify and inform all those who may have been in contact to follow current Government guidance on isolation 	<ul style="list-style-type: none"> • Deep clean all areas that were visited by the pupil 	First Aid Premises Teaching Teams

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
8	Catering arrangement risk the spread of the virus	4	4	16	4	3	12	<ul style="list-style-type: none"> • Children given the option of bring in their own lunches. • Children will maintain social distancing from children in other year group bubbles. • Tables and other surfaces will be cleaned. 	<ul style="list-style-type: none"> • Catering arrangements follow the distancing arrangements found in the rest of the school • Kitchen staff to socially distance from all except those in their kitchen bubble. Within their bubble they should socially distance from each other for as much of the time as possible and practical. • <i>Other food and hygiene guidelines published by the Government must be followed including COVID specific advice provided through the guidance for food businesses on coronavirus (COVID – 19)</i> 	Premises kitchen staff Teaching Teams

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
9	Potential for spreading virus during social times	4	4	16	4	3	12	<ul style="list-style-type: none"> • Breaks taken within groups and distanced from other groups. • Movement reduced to a minimum • Separate entry/exit points for each bubble 		Teaching Teams Midday supervision staff
10	Relevant medical conditions of all pupils attending the school during this time has changed	5	3	15	5	2	10	<ul style="list-style-type: none"> • Raised awareness by school of the need to respond to well-being as well as physical medical conditions • Pupils deemed vulnerable will be contacted and invited to attend our Key Worker/Vulnerable school on site. 		Office First Aid Teaching staff
11	Pupils in the Key Worker or Vulnerable group feeling anxious about returning to school	3	4	12	3	3	9	<p>All pupils will have access to support from the wellbeing team.</p> <ul style="list-style-type: none"> • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing <p>Those children presenting with heightened concerns will be supported through nurture/ THRIVE sessions</p>	Teaching staff are encouraged to refer individual pupils to the wellbeing team as appropriate. THRIVE activities to continue	All staff

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
12	Pupil injury requiring close physical support	3	4	12	3	3	9	<ul style="list-style-type: none"> • Agree team with PPE and skills to intervene • As necessary, follow emergency service advice on movement or securing the area by removing other occupants • As necessary, agree route by emergency services to the patient 	<ul style="list-style-type: none"> • Deep clean areas after action taken 	First Aid
13	Ventilation is not maintained in classrooms	3	4	12	3	3	9	Staff continue to ensure proper ventilation in working areas of the school.	<ul style="list-style-type: none"> • Regular checks on ventilation in rooms is essential to prevent room temperature increasing. 	Teaching Teams Premises
15	Vulnerable children not identified upon return to school	4	3	12	4	2	8	<ul style="list-style-type: none"> • Known vulnerable lists reviewed and new concerns added • Heightened awareness of vulnerability by all staff – including the wellbeing of pupils 	Staff to receive additional training to enable them to be alert for any changes in presentation or behaviours of children since they were last in school and seen by staff that might indicate a safeguarding concern.	Safeguarding

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
14	Risk of spread of virus through personal belongings being stored on pegs.	4	3	12	4	2	8	<ul style="list-style-type: none"> • Children to minimise Children to minimise the belongings that they bring in each day. • Coat pegs to contain a coat only and these are to be cleared and taken home at the end of every day to allow for cleaning. 	Staff to ensure that items on coat pegs in/outside of classrooms, are kept tidy, Children will be supervised to ensure that they steer clear of items on pegs as they travel through the school.	All staff
15	Pupils refuse PPE guidance or are unable to understand agreed arrangements	5	2	10	4	2	8	<ul style="list-style-type: none"> • Pupil supervised during personal washing • Further training is provided for pupil 	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Gel sanitisers in any area where washing facilities not readily available 	All staff
16	Pupils who are vulnerable in terms of personal hygiene standards	5	2	10	4	2	8	<ul style="list-style-type: none"> • Staff support the home environment in ensuring that personal hygiene habits are improved. 		All staff

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
17	Risk of spread of virus through the use of personal electronic equipment in school	5	2	10	4	2	8	<ul style="list-style-type: none"> Pupils are not to bring any personal electronic equipment (including mobile phones) on to the school site. 	Where there are exceptional circumstances that require a pupil to bring in a mobile phone, this is to be done via individual arrangements agreed between their parent and Head Teacher.	All staff
18	Fire evacuation arrangements render the social distancing redundant.	4	2	8	4	2	8	<ul style="list-style-type: none"> Protocols agreed for the movement of pupils during fire evacuation 	<ul style="list-style-type: none"> Fire protocols shared with children making particular reference to any changes and implications resulting from recent events. <i>Fire drill carried out</i> 	Premises All staff
19	On entry to building hand cleaning routines not carried out correctly	4	5	20	3	2	6	<ul style="list-style-type: none"> Pupils trained in the correct use of cleaning stations and routines and procedures supervised more closely 	<ul style="list-style-type: none"> Clear signage in place around entry <i>Cleaning stations checked regularly and records maintained</i> 	All staff Premises

	Risk	Inherent			Residual			Action	Notes regarding actions	Responsibility
		I	P	L	I	P	L			
20	Appropriate signage alerting all staff, pupils to the need for high standards of hygiene is not in place	4	2	8	2	2	4	Ensure that this is reviewed regularly and replaced as needed.	<ul style="list-style-type: none"> Signage is distributed throughout the school which is pupil friendly and makes clear the actions to take 	Premises Teaching staff

Appendix 2 Guidance Used

DFE guidance full school opening from 8th March 2021:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance_e.pdf

Safeguarding – Keeping Children Safe in Education:

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

Health and safety:

<https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

Cleaning: <https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings>

HM Government and NHS ‘Coronavirus – advice regarding test and trace etc.:

<https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested>

<https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection>

<https://www.nhs.uk/conditions/coronavirus-COVID-19/testing-for-coronavirus/>

<https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance>

HM Government guidance for contingency plans for local outbreaks:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks>

Before and after school settings:

<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>

Suffolk Learning H&S pages:

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

Suffolk County Council – Principles and Planning Support Document:

[Suffolk Principles and Planning Support for September 2020 \(Word\)](#)

Management of Health and Safety Regulations 1999: <http://www.legislation.gov.uk/uksi/1999/3242/contents/made>

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>

Appendix 3 Suffolk LA Flowchart

Action to be taken by all schools (version 13th Jan 2021) (including academies and independent schools)

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent Covid-19 spreading in schools, as well as other infectious diseases.

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance, including cleaning and the use of Personal Protective Equipment (PPE) in schools.

The list of main COVID-19 symptoms can be found at: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>



