




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



<b>Date of assessment:</b>	3.9.21 This review 20.10.21	<b>Assessed by (job title / name):</b>	Andi Dodds Head of School
<b>Local reference number:</b>	935/3320	<b>Other people involved with this assessment:</b>	Teaching Staff
<b>Name and address of school / setting:</b>	St Felix RC Primary School	<b>Reason for assessment:</b>	Review of previous risk assessments in light of the national move to Stage 4 and removal of some restrictions. Some measures are still in place.
<b>Identification of those at risk:</b>	<ul style="list-style-type: none"> <li>▪ Students</li> <li>▪ Their family groups</li> <li>▪ Staff</li> <li>▪ Their family groups</li> <li>▪ Contractors and essential visitors</li> <li>▪ Their family groups</li> </ul>		
<b>Harm which could occur:</b>	<p>Catching or spreading the COVID-19 virus. Symptoms and health effects are well known, and further information in relation to this can be found via the <a href="#">Coronavirus-specific NHS website</a>. <i>This risk assessment is based on guidance from Public Health England, and reflects the information within the DfE's <a href="#">Schools' Covid-19 Operational Guidance</a> updated in August 2021. <a href="#">Additional Operational Guidance for SEND and Specialist Settings</a> has also been published nationally and reflected here.</i></p>		
<b>Headteacher name and signature:</b>	Andi Dodds 		
<b>Chair of Governors</b>	Magalie Cooper / Michael Bradshaw		
<ul style="list-style-type: none"> <li>• If you have a concern or query about your risk assessment, please contact the LA's Safety, Health and Wellbeing Advisor at <a href="mailto:nina.bickerton@suffolk.gov.uk">nina.bickerton@suffolk.gov.uk</a> .</li> <li>• You should contact your SEO or call 01473 263942 if you would like to discuss your planning.</li> <li>• For leaders' wellbeing support: <b>01473 265656</b> (new phone number) or email: <a href="mailto:leadershipwellbeingsupport@suffolk.gov.uk">leadershipwellbeingsupport@suffolk.gov.uk</a></li> <li>• Any queries on premises issues should be directed to your Vertas Account Manager.</li> </ul>			

What are the hazards or where are the dangers?	Control Measure/Standards checklist These are things which are needed to control the spread of the virus as far as reasonably practicable. <b>This is Public Health and DfE advice.</b>	Yes they are in place	No they are not in place /NA	Our school needs to add these following control measures to reduce the risk as far as possible, OR this is why we cannot meet this standard:	Action by when and by who?	Additional Action Completed (initials and date)
<b>1.0 Catching and spreading the virus – including hygiene measures</b>	<ol style="list-style-type: none"> <li>1. We require any member of staff, and any pupil, to remain at home if they have symptoms of, or have tested positive for Coronavirus. Any visiting professional, contractor or parent will not be granted access if symptomatic or a known positive case.</li> <li>2. We have communicated the revised information on self-isolation to staff and families. This can be seen at the end of this risk assessment.</li> <li>3. We will continue the practice of reporting positive cases from our school / setting to the appropriate body<sup>1</sup></li> <li>4. We contain any outbreak by following <a href="#">Public Health Suffolk's advice</a>, and have written procedures for this which all staff have been notified of.</li> <li>5. Parents and staff will be asked to notify us immediately of any tested positive cases.</li> </ol>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>			<p>This RA sent to staff and parents 3/9/21</p>	

<sup>1</sup> As national guidance changes, please seek advice from the Education Covid-19 team: [EdC19@suffolk.gov.uk](mailto:EdC19@suffolk.gov.uk)

	<p>6. We continue to request all personnel on our school site should clean their hands thoroughly and more often than usual, and will maintain the hand hygiene measures upon entering the school.</p> <p>7. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>8. We understand and adhere to the wearing of PPE only where necessary and advised.</p> <p>9. We understand that the Government no longer advises the general wearing of face coverings within the school premises, however we understand that there are circumstances where it is recommended that they are worn<sup>2</sup> or are chosen to be worn.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>		<p>From November 1st 2021, Suffolk County Council Public Health is advising;</p> <ul style="list-style-type: none"> <li>• Staff in education settings to wear face coverings in communal areas outside of the classroom, unless exempt for medical reasons.</li> <li>• Specialist, primary, secondary, further and higher education settings to restrict entry to their site to essential visitors only.</li> <li>• Any visitors to wear a face covering while on-site, this includes adults collecting children in the playground.</li> </ul> <p><b>To be reviewed w/c 15/11/21</b></p>	<p><b>Advice issued to staff and parents 20/10/21</b></p>	
<p><b>3.0 Social distancing and bubbles – Non-adherence to Government guidance for the workplace vs</b></p>	<p>1. Whilst social distancing (and bubbles) have been removed as mandatory control measures in schools (and therefore the workplace) we understand there may be a specific need within the cohort. At this point of notification, we will seek advice from our SHaW Advisor, our HR</p>	<p><b>Yes</b></p>				

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

<p><b>local requirements.</b></p>	<p>consultant and / or Occupational Health.</p> <p>2. Where a risk assessment for individual students or staff is either required or requested, this will be carried out without delay.</p> <p>3. We understand that our outbreak / contingency plan should cover the possibility that bubbles may have to be reintroduced for a temporary period.</p> <p>4. We will continue to review our behaviour policies irrespective of the easing of restrictions. We will communicate these clearly and consistently to staff, students, and parents or carers with clear and reasonable expectation of student behaviour set out.</p> <p>5. We work with other professionals who may need to visit our school, to ensure that both we and they adhere to our hygiene requirements.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>		<p><b>Added 3/9/21</b></p> <p><b>Policy to be updated Oct 2021</b></p>	<p><b>AD - done</b></p> <p><b>AD/LGB</b></p>	
<p><b>4.0</b></p> <p><b>Virus spreading - School and public transport</b></p>	<p><b>1. Dedicated school transport:</b> We have worked with relevant Council personnel / private providers to ensure that <b>as far as possible:</b></p> <ul style="list-style-type: none"> <li>that hand sanitiser is available for use upon boarding and disembarking</li> </ul>	<p><b>Yes</b></p>		<p><b>Only used for swimming on Tuesday mornings by Y5</b></p>		

	<ul style="list-style-type: none"> <li>• that vehicles are cleaned more frequently</li> <li>• that queuing and boarding is organised and controlled</li> </ul>					
<b>5.0</b>  <b>The risk of not ensuring robust cleaning throughout the school premises</b>	<ol style="list-style-type: none"> <li>1. All frequently touched surfaces inside and outside the school are cleaned via an appropriate cleaning schedule.</li> <li>2. We have ensured that relevant cleaning materials to include wipes are provided wherever required.</li> <li>3. We use cleaning products which include standard detergents and ensure that if a contracted cleaning company is used, that we liaise with them to understand what their products are and their efficacy.</li> </ol>	<b>Yes</b>  <b>Yes</b>  <b>Yes</b>				
<b>6.0</b>  <b>Understanding correct PPE requirements</b>	<ol style="list-style-type: none"> <li>1. We understand that additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> <li>a) where a young person <a href="#">becomes ill with COVID-19 whilst at school and we have to have close contact</a>, or</li> <li>b) when performing <a href="#">aerosol generating procedures (AGPs)</a></li> </ul> </li> </ol>	<b>Yes</b>				

	2. We ensure that our stocks of required PPE will be maintained, are in date and are of the appropriate type.					
<b>8.0 Premises management controls</b>	<p>1. We welcome contractors on site only by appointment and they are required to adhere to all school measures.</p> <p>2. The school has ensured that relevant property statutory compliance checks have been completed and records updated, alongside usual daily and weekly checks<sup>3</sup> .</p> <p>3. We ensure that all waste from potentially infected persons is disposed of as per current <a href="#">Government Guidelines</a>.</p> <p>4. We understand the importance of good ventilation and follow professional guidance<sup>4</sup> on air conditioning and ventilation.</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>				
<b>9.0 The impact of the pandemic on staffing, and staff welfare,</b>	1. We recognise that the pandemic has been incredibly stressful for staff, students, and parents/carers. Therefore, we are sharing all our resources for good mental health and	<b>Yes</b>				

<sup>4</sup> Suffolk Learning's Safety, Health and Wellbeing's [Coronavirus page](#) hosts a precis of relevant professional advice on ventilation updated August 2021

<p><b>and also the mental wellbeing of students</b></p>	<p>wellbeing and signpost to relevant professional bodies.</p> <p>2. We are aware of the Leadership Wellbeing assistance from the LA.</p> <p>3. We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all staff via training, email communication and word of mouth.</p> <p>4. We are aware of the Stress and Mental Health web pages on the H&amp;S site on Suffolk Learning, where resources can be found for staff.</p> <p>5. 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><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>				
<p><b>10.0 Administration and the continual knowledge of the risks of catching and spreading the virus</b></p>	<p>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK</p> <p>2. We receive and read <i>Suffolk Headlines</i> and disseminate this to all staff which details further support and information.</p> <p>3. We know where to find Suffolk Schools' Safety, Health and Wellbeing advice on Suffolk Learning.</p> <p>4. We actively promote the role of Union representatives in this current</p>	<p><b>Yes</b></p> <p><b>Yes</b></p> <p><b>Yes</b></p>		<p><a href="https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing">https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing</a></p>		

	situation and acknowledge the LA's work with them. 5. We actively seek guidance from our HR provider as required. 6. We have laid out structured and robust outbreak management / contingency plans for action should a local outbreak occur.	<b>Yes</b>		<a href="https://www.stfelixhaverhill.com/about-us/policies">https://www.stfelixhaverhill.com/about-us/policies</a>		
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**Outstanding Control Measures / Standards Action Plan**

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

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



## COVID-19 Guidance for Parents/Carers from 16<sup>th</sup> August 2021

