**RISK ASSESSMENT / CHECKLIST FOR WIDER OPENING – SECONDARY SCHOOLS - JUNE 2020**

***General notes:***

* This form is intended to support schools **in their decision-making process** with regards to their ability to facilitate the wider opening of schools as suggested by Central Government.
* In addition to the statements within the assessment there is a list of further planning considerations available on Suffolk Learning (COVID-19 Health & Safety pages) at <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19> – please note, not all these are strictly ‘H&S’ but may assist when thinking about general risk.
* This Risk Assessment/checklist should **be used, added to, and modified to suit your school or setting.** As many points as possible have been included, but you will need to adapt this to your own context and school including adding further measures and mitigations.  You should fill in the blanks as appropriate and ensure any dates for action are completed.
* During this evolving situation please monitor and follow government guidance given in the web links provided at the end of the document.
* Further guidance on risk assessments in general can be found on Suffolk Learning and at the Health and Safety Executive (HSE) - links below.

***Notes on completion:***

* The form is a series of **positive** statements reflecting the safety of personnel in a school where ‘wider opening’ is planned. Against each statement, you need to tick either ‘yes’ or ‘no/NA’.
* If you answer ‘no’ to a statement, you need to either complete that point by putting in measures to meet the standard **OR** note why you cannot do that. If it is not applicable, please note why.
* Work your way through the risk assessment checklist and judge at the end whether you are able to facilitate increased numbers of students and staff at this point in time.
* Please do not forget that you may need to add in additional points which are specific to your setting. The Word document will expand to enable further writing.
* There are some areas which point to other forms, such as your Fire Logbook, the Asbestos Management Plan, your Water Hygiene Risk Assessment, etc. It is imperative that **ALL** these areas are reviewed.
* The first set of statements relate to the practices you have already been following **IF** you have been open to certain pupil categories. Ensure you fill these areas in, in any case. If you have been closed, then these are the more ‘basic’ areas of consideration and therefore are vital to the embedding of safe practice.
* Each main section has been given a header number and the standards are numbered within the section. When you note your additional controls needed **OR** note that you cannot meet the standard, you can mirror the numbers in the second column so it makes it clear for you.
* There are a number of areas which point to Government, Public Health England or NHS guidance and those links are available at the end – documents are embedded if available. Sources are cited.
* Once completed it is expected that you will consult with your staff on your decision to facilitate wider opening.
* **You must share your completed assessment with all staff and ensure that you make the assessment readily available to Union representatives and parents / carers.**
* **The decision to facilitate wider opening is down to your individual school and should be made in liaison with all staff, as far as is possible, and your Governing Body / Management Committee. Ensure your Premises Responsible Person assists with this assessment. Ensure you liaise with the Local Authority when decisions are made.**

**RISK ASSESSMENT / CHECKLIST FOR WIDER OPENING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of assessment:** |  | **Assessed by (job title / name):** |  |
| **Local reference number:** |  | **Other people involved with this assessment:** |  |
| **Name and address of school:** |  | **Reason for assessment:** | Wider opening of the school to more students and staff on (XXXX date) during the COVID-19 situation. |
| **Identification of those at risk:** | * Students * Their family groups * Staff * Their family groups * Contractors and essential visitors * Their family groups | | |
| **Harm which could occur:** | 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.  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 a Public Health Agency that due to contact with a diagnosed case they are open to exposure.  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 should be shielded or self-isolating.  **ALL personnel should be consistently adherent to the social distancing rules.** | | |
| Any queries on the statements can be directed to [nina.bickerton@suffolk.gov.uk](mailto:nina.bickerton@suffolk.gov.uk) . Any queries on premises issues should be directed to your Property Advisor.  **These points might help you in your planning:**   * The risk assessment must guide your decisions and must take into account the application of the protective measures and keeping all people two metres apart where possible. * Therefore, if your building layout and staffing capacity mean that you may have fewer students in a classroom to operate in as safe a way as possible, your risk assessment will drive this decision. | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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. | **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)** |
| **1.0**  **Catching and spreading the virus with the numbers of staff and students we currently have (pre-wider opening and at all times)** | 1. We provide welfare facilities for staff and students which contain suitable amounts of handwash and the correct temperature of water 2. We ask that everyone washes their hands thoroughly for at least 20 seconds, and as frequently as advised by Public Health England (PHE) 3. ***Where******appropriate*** and as far as reasonably practical we monitor hand hygiene after students use the toilet in line with usual hygiene practice 4. We provide hand sanitiser for when soap and water is not readily available 5. We maintain, as far as possible, two metre social distancing in line with PHE guidance and educate our students and staff on this consistently 6. Where social distancing is not possible in school settings (such as intimate care) we provide Personal Protective Equipment (PPE) in line with PHE advice and ‘donning and doffing’ advice 7. We provide hand cleaning facilities or hand sanitiser at the entrance and exit which everyone is encouraged to use via pupil/staff awareness or via notices for essential visitors. 8. We provide (or ask staff and students to provide their own) tissues for those suffering from hay fever/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. 9. We provide lidded bins with pedals where reasonably practical. 10. Anyone either suspected or confirmed as having caught COVID-19 will be isolated and the appropriate measures followed in line with Government/PHE advice. 11. PHE/DfE advice is followed when cases are brought to light and the individual has been in school. 12. Everyone is reminded to not touch their eyes, nose or mouth and to wash hands afterwards if this occurs. 13. Any existing individual staff risk assessments (to include those with disabilities, new / expectant mothers etc) have been reviewed in light of the potential wider-opening, and we work with that staff member to ensure they are not further compromised. 14. We seek appropriate guidance about the need for Personal Protective Equipment (PPE) and all staff have access to this guidance. This includes the sharing of Suffolk Headlines newsletters, and the PHE/DfE/Gov.uk information. 15. We access and provide appropriate PPE where it is needed. 16. Staff are aware of what to do if anyone on the premises finds they have a new, persistent cough and/or a high temperature. 17. All staff are aware of what action to take if members of their household need to self-isolate OR are confirmed as having the virus. 18. We regularly remind parents/carers of what to do if members of their household need to self-isolate OR are confirmed as having the virus. 19. We will try to 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. 20. We will continue to wipe down any items which students have used, in between users, to include books, pens and computers. 21. We will continue to ensure extremely vulnerable people are shielding themselves, following their specific medical advice and are not at work 22. We will continue to ensure that all surfaces are frequently wiped clean with the advised solutions or wipes. 23. We have ensured that all staff understand the responsibility of cleaning down in their own areas. |  |  |  |  |  |
| **2.0**  **Catching and spreading the virus – with more personnel in school**  **(Note: These are all considerations for minimising the potential spread – each school needs to work out how best this can be facilitated).** | 1. We have been able to arrange part time or staggered time schooling and therefore the numbers of staff and students on site at one time is still minimised as far as reasonably practicable. 2. We have communicated with parents and carers to make them aware of the times their children and young people are allocated for attendance 3. We have encouraged all students to consider walking or cycling to school where possible. 4. We are in contact with school transport providers, have received their risk assessments and they have ensured us that social distancing for our students is possible (taxis and bus companies) 5. We have given parents/carers/student transport contractors allocated drop off and collection times and where possible have requested staggered start and finish times to enable social distancing. 6. We have reviewed the total space available for teaching activities beyond classrooms (i.e., external areas for PE etc) and have deemed the areas ‘controllable’ and safe 7. We are able to ensure that students sit at separate tables/desks and that these are two metres apart – where desks do not apply, then alternative seating will be at the advised distances. 8. We have moved classroom furniture and equipment so that safe movement (i.e., 2m apart) is possible. 9. We have ensured that fire exits, and routes are not compromised. 10. We have considered the manual handling issues surrounding these tasks and will refer to our separate manual handling risk assessment so it can be done safely. 11. We are able to ensure a clear and safe route around the premises and have included either one-way systems or staggered use of corridors which are clearly marked or supervised. 12. We will not be holding assemblies as usual 13. We are clear with our parents and carers regarding students’ ongoing attendance during this situation if maintaining social distancing is not possible. 14. We have contacted our cleaning company/cleaners to ensure their availability and potential requirements for more thorough cleaning as needed – a deep or thorough clean may be required before more students return, depending on the previous cohort’s risk (which relates to any cases found during minimal opening). 15. We have scheduled a more frequent cleaning procedure throughout the school particularly in communal areas and at touch points including:     * 1. Taps and washing facilities       2. Floors and walls where required       3. Classroom desks/tables and chairs       4. Toilet flush handles and seats       5. Door handles and push plates       6. Fire call points and extinguishers       7. Handrails on staircases and corridors       8. Lift and hoist controls       9. Machinery and equipment controls       10. Eating areas, including chairs, door handles, vending machines and payment devices (at the end of each break period)       11. Keyboards, photocopiers and other office equipment       12. Telephone equipment       13. Staff kitchenette areas – dishwasher, kettle, cupboards, microwaves 16. We are encouraging staff to bring in their own mugs etc for their own use each day, and to take them home after washing. 17. We have a system in place to monitor how many people are on site at one time and where they ‘should’ be. 18. We have a system in place to ensure visitors to the school are only those making essential visits (e.g., pre-planned maintenance/social care emergencies etc) 19. Personal Emergency Evacuation Plans (PEEPs) already in place will continue and we have reviewed these in light of changing the school space. 20. We have reminded students 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 21. We recognise that fire doors should **not** be open to allow the flow of air (as part of the COVID-19 measures) unless we have approved DorGuards (installed in line with manufacturers guidance) and will ensure that they are closed after general use. 22. We will stagger breaks/lunchtimes to achieve social distancing as far as reasonably practicable 23. We continually make students aware of the need to socially distance outside of school to ensure, as far as reasonably practicable that infection control is stringent at all times |  |  |  |  |  |
| **3.0**  **Catching and spreading the virus when giving or receiving first aid and/or supporting students and staff with medical needs** | 1. We have reviewed the assessments for all our staff and students who have medical needs with them or their parents/carers, and have made any adjustments necessary. 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. 3. We understand that any member of staff or student that is within the [Clinically extremely vulnerable group](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) must not attend school as per the Government guidelines until clinical professionals (NHS/PHE) confirm it is safe – this also includes those who live with extremely vulnerable people. 4. We risk assess on an individual basis if we have staff or students who meet the criteria of being at a ‘moderate’ risk of infection. This identifies any suitable control measures that must be in place before returning to work/school. If their safety cannot be assured, they will not be required to attend and they will be consulted with. 5. We have reviewed our first aid policy and considered the risk of infection of COVID-19. Where the giving or receiving of first aid would put either party at risk, having followed infection control procedures, we determine whether it is safe for the individual to be in school. 6. We have risk assessed the situation of having limited or appropriately qualified staff available to administer first aid. 7. We currently have appropriate numbers of, and appropriately qualified first aiders for our cohort. 8. We will seek guidance from the LA (H&S) if we are concerned about our first aid provision. 9. We have ensured that access to first aid facilities is maintained and our school is suitably stocked with first aid equipment. 10. We have ensured that all our equipment for moving and handling of students has been inspected before use. This includes the statutory 6-month checks under Lifting Operations and Lifting Equipment Regulations (LOLER). 11. 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. |  |  |  |  |  |
| **4.0**  **Catching and spreading the virus whilst maintaining premises management controls** | 1. 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. 2. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency. 3. Where we have a shared site (e.g. sports centre provision etc) we have ensured that we are working together and sharing our risk assessments to provide a safe area for everyone. 4. There is a system of communication between us and any other setting which shares our site and we ensure regular discussion of this topic. 5. The school has ensured that relevant property statutory compliance checks have been completed and records updated. 6. Daily and weekly checks have been reinstated and we are up to date with all premises checks. 7. We refer to our Premises Management Logbook to ensure that all checks are carried out. These include but is not restricted to: 8. all fire precaution checks as per the Fire Logbook 9. safety of gas supplies 10. visual checks on electrical services and equipment 11. inspection of lifts and lifting equipment 12. water temperatures and flushing of systems 13. ventilation systems 14. perimeter fencing 15. noting any damage to the fabric of the building 16. Any play apparatus and gym and PE equipment is still out of use until we are told by the Government (as advised by PHE or the NHS) that it can be used. We have cordoned it off until then so that it cannot be used, or locked the doors to the gym. 17. We have relocated all external waste bins if they are difficult to access without maintaining the 2m rule. 18. We have ensured that the external waste bins are **still** safe from being an arson or climbing risk. 19. We ensure that all internal waste bins in every room and welfare facility are emptied daily and that the bin liners are fully secured before disposing of them. 20. We ensure that all waste from potentially infected persons is doubled bagged and set aside for 72 hours before disposal. 21. All science, DT and art areas have been pre-checked as per Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) guidance and are ready for use. 22. We can ensure 2m distancing within all workshops, art studios, dance studios and science labs. 23. If we are not members of CLEAPSS we ensure that we seek alternative guidance from the relevant Health and Safety source (maintained schools via LA). |  |  |  |  |  |
| **5.0**  **The impact on staffing, and staff welfare due to the risk of catching and spreading the virus** | 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. 2. We are aware of the Leadership Wellbeing assistance from the LA. 3. We are actively promoting our Employee Assistance Programme and the Occupational Health Service to all staff via notice boards, email communication and word of mouth. 4. We are aware of the Stress and Mental Health web pages on the H&S site on Suffolk Learning, where resources can be found for staff. 5. We are aware of the LA’s signposting for the mental wellbeing of all students and ensure that this is cascaded. 6. We 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. 7. We ensure that all staff are listened to, and their concerns taken on board. 8. We have ensured that a staff shift rota is in place so as to keep social distancing maintained and minimising the risk of mixing between staff and pupils. 9. We have arranged the rota so that the staffroom is not overcrowded so that social distancing can be maintained. 10. We have designed an induction session (or sessions) for those staff and students who have not been present at the school until now, so they are clearly aware of any changes to the day to day running of the school. 11. We have considered alternative ways to show parents and carers how we are conducting all practices and activities during this current situation (e.g., perhaps by video, etc). 12. We have ensured that all staff are aware of any changes in health and safety protocols, especially if they are returning to work. |  |  |  |  |  |
| **6.0**  **Administration and the continual knowledge of the risks of catching and spreading the virus** | 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 *Suffolk Headlines* 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. |  |  |  |  |  |

**Decision to remain partially open to the same restricted numbers / or to remain closed explained below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Areas we cannot meet (number reference)** | **Standard** | **Why we cannot meet this standard at present** | **Review date:** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Sources and information:**

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

**Cambridge and Peterborough Council’s / LA:** Wider opening risk assessment

**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>

**Coronavirus: implementing protective measures in education and childcare settings:** [https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings](https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings)

**Actions for educational and childcare settings to prepare for wider opening from 1 June 2020:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

**NASUWT – checklist on preparation for the reopening of schools:** <https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf>

**Details on phased wider opening of schools, colleges and nurseries:** <https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries>

**Planning guide for secondary schools:** <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools>

**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>

**Suffolk Learning H&S pages:**

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

**Suffolk County Council – general COVID-19 information:**

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

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

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

**CLEAPSS:** **guidance for science departments doing practical work in a partially reopened school**: <https://public.huddle.com/a/lrVPERK/index.html>

**CLEAPSS: guidance for science departments returning to school after extended closure** <https://public.huddle.com/a/VdRjYeV/index.html>

**Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found here:** [https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance](https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance%22﷟HYPERLINK%20%22https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance)

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

**Guidance 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>