

RISK ASSESSMENT / CHECKLIST FOR FULL OPENING – SEPTEMBER 2020

Date of assessment:	21 August 2020	Assessed by (job title / name):	Andrew Bentley Acting Head
Local reference number:	n/a	Other people involved with this assessment:	Mrs V. White, Mrs S. Judd, Mrs M. Putt, Mrs K. Hawksworth, Mr P. Allan, Mr T. Biddlecombe
Name and address of school:	Riddlesworth Hall School, Hall Ln, Diss, Norfolk, IP22 2TA	Reason for assessment:	The Government's requirement that there is a full opening of the school in September 2020 during the COVID-19 situation.
Identification of those at risk:	<ul style="list-style-type: none"> ▪ Students ▪ 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. 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 social distancing rules.</p>		
Headteacher name and signature:			
Chair of Governors / Trust / Management Committee name and signature:			
<p>Risk Assessment</p> <p>Below you will find the updated Risk Assessment we have produced for pupils at Riddlesworth Hall.</p> <p>This document should be read in conjunction with Mr Bentley's 'back to school' letter.</p> <p>Any feedback on the risk assessment should be directed to a.bentley@riddlesworthhall.co.uk.</p>			

<p>2.0 Catching and spreading the virus with a full complement of 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>	<ol style="list-style-type: none"> 1. We require any member of staff, and any pupil, to remain at home if they have symptoms of Coronavirus. 2. Where a staff member or student has a member of their family who has Coronavirus symptoms, we ask that they do not attend school. 3. We ensure via notification and local protocols, that any visiting professional, contractor, parent or carer does not enter the premises if symptomatic. 4. 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. 5. Where a member of staff is concerned about returning to work (for medical reasons) in September, we will use the Schools' Choice 'Guidance Principles Document – September 2020' to work out the best course of action. 6. We closely monitor instances of all people with Coronavirus symptoms whilst on the school premises so that we can respond appropriately. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>				
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	<p>7. We understand the process for reporting instances of those who have tested positive for Coronavirus.</p> <p>8. We engage with the NHS Test and Trace process and understand how to contact our local health protection team.</p> <p>9. In addition we understand that we must report to the LA when positive cases are confirmed.</p> <p>10. 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>11. 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>12. We continue to request all personnel on our school site cleans their hands thoroughly for 20 seconds, and more often than usual.</p> <p>13. We ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>14. 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>YES</p> <p>YES</p>				
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	<p>15. We note there may be additional risks of infection where students sing, shout or play wind and brass instruments even when people are at a distance. We therefore follow the current Government guidance to mitigate this risk, to include limiting group sizes, positioning students back to back or side to side and ensuring good ventilation. We understand this is not an exhaustive list of potential controls.</p>	YES				
<p>3.0 The risk of not being able to maintain appropriate social distancing and not being able to create appropriate bubbles or consistent groups of students</p>	<p>1. We have designed a system for our school premises whereby we can minimise contact between individuals to maintain current social distancing requirements, wherever possible.</p> <p>2. For the above system, we have reduced the number of contacts between children and staff.</p> <p>3. We have devised a feasible and effective way of operating consistent groups of staff and students in bubbles and have a strict protocol on how this works in practice.</p>	<p>YES</p> <p>YES</p> <p>YES</p>				

ALL AREAS	<p>4. In addition, we adhere to social distancing within those bubbles as far as is reasonably practicable.</p> <p>5. We have implemented an in-house strategy to ensure that consistent groups or bubbles do not mix.</p> <p>6. We understand that maintaining social distancing may be difficult for younger children, and therefore we are enhancing the concept of bubble groups.</p> <p>7. We encourage and teach social distancing at all times for both students and staff.</p> <p>8. We understand that older students will be more able to social distance, and we will support them to keep to this. We will also maintain consistent grouped bubbles, and will assist all young people to keep to these arrangements.</p> <p>9. We have reviewed our behaviour policies with any new rules included. 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>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>		<p>Where early morning drop-off or late pick-up is pre-booked, some bubbles will have to mix. This will be socially distanced as much as possible and is envisaged that only a few children will need this facility.</p> <p>To be reminded by Form Tutors</p>		
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	<p>10. We are aware of the Government guidance which stipulates that if class-sized groups are not compatible with students' education or managing the practical logistics, then year group bubbles may have to be implemented.</p> <p>11. We are aware of the Government guidance that to facilitate education, teachers and other staff can operate across different classes and year groups.</p> <p>12. 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.</p> <p>13. We have made our staff aware that Public Health England strongly advises that secondary school staff should:</p> <ul style="list-style-type: none"> a) stay at the front of the class b) stay away from colleagues where possible – and if not, at 2-metres where appropriate c) stay away from students – again, at 2-metres where possible d) avoid face to face contact e) minimise time spent within 1 metre of anyone. 	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>				
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	<p>14. In classrooms, we have ensured that students are all facing forwards rather than face to face or side on.</p> <p>15. We will not conduct assemblies with more than one consistent group.</p> <p>16. Movement around the school will be kept to an absolute minimum when considering timetabling and changing classes</p> <p>17. We ensure the avoidance of busy corridors, entrances and exits.</p> <p>18. Where possible we have laid out a one-way system to minimise the chance of face to face contact.</p> <p>19. We have enabled staggered break times (including lunch breaks).</p> <p>20. We have reviewed the staff room (s) layout and have ensured that those areas enable staff to socially distance.</p> <p>21. We have where necessary inhibited large numbers of staff in one area (e.g., staff rooms) at one time by staggering breaks.</p> <p>22. We have where necessary, implemented staggered start and end times to the school day to keep groups apart as they arrive and leave.</p> <p>23. We have reminded parents of the processes for drop off and collection.</p>	<p>YES</p>				
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	<p>24. We will consider implementing a system for vulnerable parents / carers who pick up their young people from school so that they do not have to enter school premises.</p> <p>25. We have a clear process for hygiene control when entering the school premises.</p> <p>26. We have a clear process for staff and students who use face coverings in public, and public transport to remove them upon entering the school.</p> <p>27. 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.</p> <p>28. We have worked collaboratively with placements where our students are dual registered, to ensure we address the risks inherent in moving from setting to setting.</p> <p>29. 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.</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>n/a</p> <p>YES</p>		<p>Mrs Ballard to complete</p>		
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	<p>30. We ask all our staff and pupils to bring their own frequently used equipment (pens etc) into school so that they are not shared.</p> <p>31. Only essential items owned by pupils as per the guidance are allowed on the premises.</p> <p>32. We ensure that classroom resources are not shared outside the consistent group and even then continue to clean surfaces after use.</p> <p>33. We will adhere to Government advice against domestic (UK) overnight and overseas visits until we are advised differently.</p> <p>34. We understand that we are able to consider resuming breakfast and after school provision from September 2020. This will be planned carefully, considering bubbles within the school and by using small consistent groups. We understand that guidance from the DfE is available.</p> <p>35. PE lessons will be conducted in consistent groups.</p> <p>36. We will not allow the participation of contact sports within PESSPA allocated time.</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>37. We prioritise outdoor sports where appropriate – where this is not available, we allocate large indoor spaces, maximising distances between students.</p> <p>38. We understand that we can work with external coaches or clubs where we are satisfied that it is safe to do so and ensure all our protective measures are adhered to throughout.</p>	<p>YES</p> <p>YES</p>				
<p>4.0 The risk of spread of infection by using school transport and public transport</p>	<p>1. Dedicated school transport: We have worked with our transport team to ensure that as far as possible:</p> <ul style="list-style-type: none"> 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 	<p>YES</p>		<p>Mr P. Allan</p>		

	<p>e) that the seats available to students maintain distancing where possible</p> <p>f) that secondary school students should wear face coverings if the risk of being in close contact with those from different bubbles / groups is likely</p> <p>2. 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.</p> <p>3. 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>4. 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.</p>	<p>n/a</p> <p>YES</p> <p>n/a</p>				
<p>5.0</p> <p>The risk of not ensuring robust cleaning throughout the school premises</p>	<p>1. We have procedures for cleaning outdoor playground and PE equipment.</p> <p>2. All frequently touched surfaces inside and outside the school premises are cleaned regularly.</p>	<p>YES</p> <p>YES</p>				

	<p>3. Science, art and sports equipment is cleaned frequently and meticulously, and always between different groups using them.</p> <p>4. If we are unable to ensure cleaning of resources between groups, we will rotate the equipment to allow it to be left unused and out of reach for 48 hours, or 72 hours for plastics.</p> <p>5. We have ensured that relevant cleaning materials to include wipes are provided wherever equipment belongs, and that staff are aware of cleaning protocols surrounding person-lifting equipment.</p> <p>6. We have introduced enhanced protocols and unambiguous procedures to ensure cleaning of the premises and all touched surfaces, is effective.</p> <p>7. We understand that there will be revised guidance for cleaning non-healthcare settings published by Public Health England by the end of the summer term. We will access this guidance HERE and follow the requirements <i>(current last update is 15 May 2020)</i>.</p> <p>8. We use required cleaning products including standard detergents.</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>				
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	<p>3. Some of 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> <p>4. 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.¹ We will use the Schools' Choice flowchart to help us in our decisions.</p> <p>5. 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.</p> <p>6. We risk assess on an individual basis if we have staff or pupils who meet the criteria of being at a specific risk</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>				
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¹ Individual risk assessments for staff (called 'Individual Risk Assessment RTW – C 19') can be found here: <https://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

	<p>of infection. This identifies any suitable control measures that must be in place before returning to work/school if that is appropriate.</p> <p>7. 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.</p> <p>8. We have ensured that concerning our bubble groups, that we have appropriate numbers of, and appropriately qualified, first aiders for each area.</p> <p>9. 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).</p>	<p>YES</p> <p>YES</p> <p>n/a</p>				
<p>8.0 Catching and spreading the virus whilst maintaining</p>	<p>1. We ensure that all planned or reactive maintenance is carried out, out of hours wherever possible unless seen as an emergency.</p>	<p>YES</p>				

<p>premises management controls with a full complement of staff and students</p>	<p>2. We welcome contractors on site only by appointment and they are required to adhere to all social distancing measures.</p> <p>3. We liaise with contractors to be assured of their own measures of hygiene and control measures in general via their risk assessment.</p> <p>4. 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.</p> <p>5. 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>6. The school has ensured that relevant property statutory compliance checks have been completed and records updated.</p> <p>7. Daily and weekly checks have been reinstated and we are up to date with all premises checks in all areas of the school (i.e., those that were closed off for a period of time).</p> <p>8. We refer to our Premises Management Logbook to ensure that</p>	<p>YES</p> <p>YES</p> <p>n/a</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>				
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	<p>all checks are carried out. These include but is not restricted to:</p> <ul style="list-style-type: none"> a) all fire precaution checks as per the Fire Logbook b) safety of gas supplies c) visual checks on electrical services and equipment d) inspection of lifts and lifting equipment e) water temperatures and flushing of systems (Legionella risk) f) ventilation systems g) perimeter fencing h) noting any damage to the fabric of the building <p>9. 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.</p> <p>10. 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.</p> <p>11. We ensure that all waste from potentially infected persons is doubled bagged and set aside for 72 hours before disposal and that we</p>	<p>YES</p> <p>YES</p> <p>YES</p>				
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	<p>contact the local authority for advice if we are unsure of which collection service is required.</p> <p>12. 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.</p> <p>13. We can ensure 2m distancing within all workshops, art studios, dance studios and science labs. Where this is not possible we will adhere to the 1m plus rule, with additional mitigation arrangements.</p> <p>14. 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).</p> <p>15. 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>16. We understand the importance of good ventilation and follow the HSE's guidance² on air conditioning and ventilation.</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>				
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² <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

	<p>activities during this current situation (e.g., perhaps by video, etc).</p> <p>8. 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>	YES				
<p>10.0 Administration and the continual knowledge of the risks of catching and spreading the virus</p>	<p>1. We regularly review national guidance from PHE, the NHS and the Education related pages on GOV.UK – changes are apparently each day.</p> <p>2. We are aware of how to get further advice from the Education and Learning team at the LA if required.</p> <p>3. We actively promote the role of Union representatives in this current situation and acknowledge the LA’s work with them.</p> <p>4. We actively seek guidance from our HR provider as required.</p> <p>5. We have displayed the Public Health ‘COVID-19 SECURE’ poster in a way that all students, staff and visitors can see it.</p> <p>6. 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>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>		In progress	MP By 4 Sept	

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.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing/coronavirus:-covid-19>

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 school guidance on COVID-19 (includes FAQs):

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

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>

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>

Coronavirus: Safeguarding in schools, colleges and other providers:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

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>

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>

NASUWT – checklist on preparation for the reopening of schools:

<https://www.nasuwt.org.uk/uploads/assets/uploaded/d8b46e47-fa23-466c-af6e4d55e3022efd.pdf>

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>

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>

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

Guidance for food businesses on coronavirus (COVID-19):

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19> (it may look as though this wouldn't apply to schools, but the Full Opening Guidance points to this PHE document)

Premises safety in terms of Legionella throughout the C-19 outbreak:

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

Coronavirus: travel guidance for educational settings:

<https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (Breakfast and after school clubs):

<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>

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

Youth Sport Trust: <https://www.youthsporttrust.org/coronavirus-support-schools>