

# September 2020 Reopening: SJF RISK ASSESSMENT



## Introduction

### This Risk Assessment is in 5 sections

Section 1: Public Health advice to minimise covid-19 risks

Section 2: School Operations

Section 3: Curriculum, behaviour and pastoral support

Section 4: Assessment and Accountability

Section 5: Contingency Planning for outbreaks

This Risk Assessment has been produced using the Sheffield City Council guidance which was prepared with input from school leaders, unions and sector bodies and in consultation with PHE and the Health and Safety Executive (HSE). The information in this risk assessment is taken from the latest government guidance published 2nd July 2020. This risk assessment will be updated pending further guidance on protective measures and additional PHE guidance on schools settings

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Version 7 – Schools Covid-19 RA – 02.07.2020 Produced by Sarah Green, Bethan Plant & Debbie Hanson – Sheffield City Council



# September 2020 Reopening: SJF RISK ASSESSMENT



## Section 1: Prevention

### Potential Hazards:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID19) symptoms, or who have someone in their household who does, do not attend school
- 2) Handwashing procedure
- 3) Respiratory hygiene
- 4) Enhanced cleaning
- 5) Grouping of children
- 6) Classroom Measures
- 7) Contact between individuals
- 8) Meeting procedures
- 9) Beginning and end of day procedures
- 10) Visitors
- 11) Specialist clinicians
- 12) Cloakroom areas
- 13) PPE measures
- 14) COVID 19 situation report
- 15) Confirmed Cases of COVID19
- 16) First Aid
- 17) Administering medication



# September 2020 Reopening: SJF RISK ASSESSMENT

- 18) Intimate care
- 19) Toilets
- 20) Assemblies
- 21) Break times
- 22) Lunchtimes
- 23) Fire drills/ activation of the fire alarm system
- 24) Home visits
- 25) Deliveries
- 26) Contractors/ essential repair work
- 27) Information to staff, pupils and parents



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	Transmission of the virus	Staff and pupils	<p>Ensuring pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days.</p> <p>Ensuring anyone developing those symptoms during the school day is sent home, including anyone in the school who becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) they are immediately moved to the Ark and parents contacted. Staff are immediately sent home.</p> <p>If a child is awaiting collection, they should be moved to the Ark where they can be isolated behind a closed door, (The ARK) with appropriate adult supervision. A window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. (Sacred space)</p> <p>PPE must be worn by staff caring for the child while they await collection where 2 metre distance cannot be maintained In an emergency, call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>If bodily fluids have contaminated clothing, this should be changed immediately- showering if necessary.</p>	<p><b>They must be sent</b> They must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. All schools must follow this process and ensure all staff are aware of it.</p> <p>More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace</p> <p>The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



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Clean hands more thoroughly more often than usual	Transmission of the virus	Staff and Pupils	<p>Ensuring that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Points to consider and implement:</p> <ul style="list-style-type: none"> <li>• hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>• suitable supervision of hand sanitiser use, in case of risk of ingestion.</li> <li>• Cleaning of hands part of the school culture as this will be needed for the foreseeable future</li> <li>• Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and pupils have their own items that are not shared. These are kept on desks in plastic wallets</li> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</li> <li>• Outdoor playground equipment will be more frequently cleaned if shared and each bubble will have designated equipment for their sole use. This would also apply to resources used inside and outside by wraparound care providers.</li> <li>• Climbing frame and trim trail to be screened off.</li> </ul>	<p>(COVID-19) is an easy virus to kill when it is on the skin. This can be done with soap and running water or hand sanitiser</p> <p>Ensure that hand gels, sanitizers and wipes are available for staff and pupils to regularly use</p> <p>Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds</p> <p><a href="https://www.who.int/gpsc/clean_hands_protection/en/">https://www.who.int/gpsc/clean_hands_protection/en/</a></p> <p>Ensure approved cleaning products are available to clean hard surfaces regularly throughout the day.</p> <p>All cleaning products should be stored out of the reach of children.</p> <p>All cloths and wipes should be doubled bagged and put in the external waste</p> <p>Pupils regularly reminded not to share stationary.</p> <p>Bins (where possible to have a lid on) that contain used tissues, paper towels etc. must be regularly emptied</p> <p>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



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Ensure good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach	Transmission of the virus	Staff and pupils	<ul style="list-style-type: none"> <li>The catch it bin it kill it approach is very important. Tissues will be provided to support staff and pupils to follow this routine.</li> <li>As with hand cleaning, we will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates</li> <li>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant- These children will be monitored. Areas where they sit to be cleaned regularly and sensory stimulants to be cleaned in sterilising fluid daily.</li> </ul>	<p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.</p> <p>There may also be negative effects on communication and thus education</p>
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using approved products	Transmission of the virus		<p>A cleaning schedule has been implemented throughout the school, ensuring that contact points, e.g. work surfaces, door handles, bannisters, window levers, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>Hard surfaces to be cleaned prior to disinfecting</li> <li>A combined detergent disinfectant solution or chlorine-based cleaner is to be used</li> <li>Extra attention is to be given to frequently "Touched" areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, keyboards, whiteboards etc.</li> <li>Hand towels and hand wash area to be checked and replaced as needed by the cleaning and caretaking staff.</li> <li>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>Only cleaning products supplied by the school are to be used</li> <li>Bin liners should be used in all bins</li> <li>Ensure that all COSHH assessments are carried out for all cleaning products</li> </ul>	<p>To meet the cleaning regimes and conform to government guidance on maintaining the standard required to reduce the risk of contamination – you may need to consider increasing resources and extending the hours cleaning staff operate For further information on cleaning visit the governments advice</p> <p><a href="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/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Introduce enhanced cleaning, including cleaning frequently touched surfaces often using approved products (cont)			<ul style="list-style-type: none"> <li>Staff are trained in the safe use of cleaning products</li> <li>Ensure that all cleaning products are stored safely and out of the reach of pupils</li> <li>The correct PPE should be worn at all times by the Cleaning staff and disposed of by double bagging and put in the external waste</li> <li>Teaching staff to wipe down tables before lunchtime in Years 3, 4, 5 and 6</li> </ul>	<p>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p> <p>If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning It is advised that deep cleaning post COVID exposure (known or suspected) should be undertaken with chlorine based cleaning solutions with a concentration of 1000 parts per million (ppm) of available chlorine</p>
How to group children	Transmission of the virus	Staff and pupils	<p>At St John Fisher school, we will implement three groups of children following the recommendations. This will reduce the number of people who could be asked to isolate should someone in a group become unwell with coronavirus.</p> <p>These groups are: Group A: FS2, Year 1 and Year 2 Group B: Year 3 and Year 4 Group C: Year 5 and Year 6. Group D: Office staff</p> <p>Year groups will be kept separately where possible- keeping to their own classrooms and separate bathrooms.</p>	<p>These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>children's ability to distance</li> <li>the lay out of the school</li> <li>the feasibility of keeping distinct groups separate while offering a broad curriculum</li> </ul>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
How to group children (Cont)			<ul style="list-style-type: none"> <li>All MFL and music teachers can operate across different classes and year groups in order to facilitate the delivery of the school timetable as long as they maintain social distance conventions.</li> </ul>	
Measures within the classroom			<ul style="list-style-type: none"> <li>Public health advice maintains social distancing where possible, advising staff to maintain 2 metre distance from each other.</li> <li>Adults, where possible, to maintain a 2 metre distance from pupils. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Children should also be supported to maintain distance and not touch staff and their peers where possible.</li> <li>Schools has made adaptations to the classroom to support distancing where possible. This includes:                             <ul style="list-style-type: none"> <li>seating pupils side by side and facing forwards,</li> <li>moving unnecessary furniture out of classrooms to make more space.</li> </ul> </li> <li>Individual equipment to be provided for each child to limit cross contamination. These will be stored in plastic wallets on desks and the outside will be cleaned daily.</li> </ul>	
Minimise contact between individuals and maintain social distancing wherever possible.	Transmission of the virus	Staff and pupils	<ul style="list-style-type: none"> <li>Consistent groups reduce the risk of transmission. We will limit the number of pupils and staff in contact with each other to only those within their 'Bubble'. This will ensure that younger children who find it more difficult to socially distance will be limited to the number of children and adults that they are in contact with.</li> <li>Adults will not enter each others classrooms, unless they are teaching across the different classes and will maintain social distancing.</li> <li>Staff to be limited to 6 people at a time- ensuring social distancing across Bubble groups.</li> </ul>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).</p> <p>Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</p> <p>When using larger groups the other measures from the system of controls become even more important.</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



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Minimise contact between individuals and maintain social distancing wherever possible.			<ul style="list-style-type: none"> <li>Where staff need to move between classes and year groups, (MFL and Music) they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>We will maintain a distance between people whilst inside and reduce the amount of time they are in face to face to contact therefore lowering the risk of transmission</li> <li>Maintain consistent groups/ bubbles</li> <li>Adaptations have been made to the classrooms to support distancing where possible. This includes seating pupils side by side and facing forwards, rather than face to face or side on, and includes moving unnecessary furniture out of classrooms to make more space</li> <li>Movement around the school site will be kept to a minimum. While passing briefly in the corridor or playground is low risk, school will avoid creating busy corridors, entrances and exits.</li> <li>Movement between classrooms / on corridors will be limited with each class remaining in their classroom bubble. Entrances in and out of school are restricted to one entrance per bubble.</li> <li>Cloakrooms will be used, but will be timetabled in Years 3, 4, 5 and 6 to ensure limited numbers of pupils are gathered in this area.</li> <li>School start times will be staggered to ensure limited adult presence on the yard.</li> <li>School breaktimes and lunch times will be staggered to ensure the integrity of the bubbles are maintained.</li> <li>Spaces are available to help staff to distance from each other. PPA room, Fisher room and Library</li> <li>Use of staff room will be minimised to six people at a time. Each staff member will have a designated seat.</li> <li>Staff from different bubbles need to maintain the 2 metre guidance and should not enter any other classroom bubble.</li> </ul>	<p>to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p><b>See information on protective bubbles in Primary Schools</b></p> <p>Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Remind small children - using the correct format that it's not safe to hug / kiss / be in close contact with other children</p> <p>Parents are encouraged to reinforce social distancing rules at home</p> <p>Send letters to parents to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes / trainers, any clothing that doesn't require adult supervision</p> <p>Parents are reminded via a letter, newsletter etc. that their child is not allowed to take toys from home into the setting</p> <p>For the purpose of free flow - where possible one door should be used to allow the young children out and another door should be used for letting children back into the setting, these should be clearly signed</p> <p>"in and out"</p> <p><b>See guidance regarding gifts</b></p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Governors Meetings, SEN meetings with parents etc.	Transmission of the virus	Staff	<ul style="list-style-type: none"> <li>Where possible Staff are to maintain a safe distance between each other (2 metres) in the meeting room / office environment</li> <li>Arrange zoom conference calls</li> <li>Staff meetings to take place via Zoom 4.15pm Wednesdays. Staff need to vacate the building ASAP on this day so cleaning can be undertaken</li> <li>Other online conference call facilities</li> <li>Meetings with parents should be pre-arranged the meeting can take place over the telephone or via zoom etc.</li> </ul>	
Pupils arriving and leaving school	Transmission of the virus	Staff, pupils and parents	<ul style="list-style-type: none"> <li>Introduce staggered start and finish times to reduce congestion and contact at all times.</li> <li>Manage external site access points to enable social distancing- enter school site via the Church carpark-leave via the main school gate.</li> <li>Pupils wash their hands at the start of the school day with soap and warm water for at least 20 seconds. Hand sanitisers can be used throughout the day.</li> <li>Face masks may be worn by pupils in corridors and spaces shared with others outside the social bubble- but must be clean, be worn properly and stored/ disposed of sensibly. They must not be shared with others.</li> </ul>	School should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.
Visitors/ parents accessing the site dropping off/ collecting children	Transmission of the virus	Staff, pupils and parents.	<ul style="list-style-type: none"> <li>No one should enter the School premises if they are displaying symptoms of covid-19 e.g. staff, parents, pupils, contractors etc.</li> <li>School will limit the external visitors to the school during school hours</li> <li>Parents should only enter school buildings when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required).</li> <li>Any such meetings should take place at a safe distance</li> <li>A record all visitors to be made of those who attend site</li> </ul>	School to inform all staff and parents – not to enter the School premises if they are exhibiting symptoms of covid-19 <ul style="list-style-type: none"> <li>Signage to be displayed in the main entrance reinforcing the message to not enter the School if they are symptomatic</li> <li>Use signage to guide parents and carers about where and when they should drop off and pick up their children. This should happen at the school gate.</li> <li>A queuing system and process should be in place for staff to greet each child, ensure they wash their hands immediately on arrival and then go straight to their classroom</li> </ul>



# September 2020 Reopening: SJF RISK ASSESSMENT



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Visitors/ parents accessing the site dropping off/ collecting children (Cont)	Transmission of the virus		<ul style="list-style-type: none"> <li>A clear demarcation line is in place around the reception areas so that 2 metre social distancing where possible can be maintained- Parents wait outside until reception is free</li> <li>visual screen / barrier is in place to protect office staff</li> <li>Staff on duty at the beginning and end of the school day to wear face coverings.</li> <li>Introduce staggered start and finish times to reduce congestion and contact at all times. All adults to wear facemasks and adhere to 2 minute social distancing at all times.</li> <li>Manage external site access points to enable social distancing</li> <li>Allow plenty of space (where possible two metres) between people waiting to enter the site- Parents to follow markings indicated on the street</li> <li>Parents to leave the site immediately and not congregate on the road outside school</li> <li>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</li> <li>Where visitors are expected to sign in at reception – ensure this is carried out by office staff and no pens are visible</li> <li>Regularly clean staplers, hole punchers, “touch screen” photocopiers, marker pens &amp; whiteboards</li> </ul> <p>Handling of cash is discouraged- online contactless payments need to be made.</p>	<ul style="list-style-type: none"> <li>Parents are reminded not to park in the School car park and adhere to parking sensibly to avoid conflict with local residents</li> <li>Systems are in place to monitor how many people are on site at any one time</li> <li>If it is customary for parents to gather in the playground or to enter the building to drop off or collect children this should no longer be allowed and neither should gathering at the school gates to talk to other parents.</li> <li>Systems in place to deal with those arriving at school who are not supposed to be there</li> <li>A record is kept of all visitors to the site and who they visited.</li> <li>Where possible introduce one way systems in to the building</li> <li>Wipes to be made available at the side of the “signing in” system, photocopiers, marker pens etc.</li> <li>Signage should be displayed in the reception area to inform parents, pupils and visitors to keep 2 metres apart</li> <li>And also to wipe down screens after use</li> <li>Hand sanitizers / gels and wipes are available on reception for parents, pupils and visitors to us</li> <li>Ensure appropriate cleaning products are available for staff to clean all hard surfaces on a regular basis.</li> <li>All used wipes and cloths should be doubled bagged and put in the external waste bin</li> <li>Information to be sent to all parents explaining that no cash will be handled by the office staff</li> </ul>



# September 2020 Reopening: SJF RISK ASSESSMENT



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Specialist clinicians etc, visiting schools to provide a service to pupils with SEND			<ul style="list-style-type: none"> <li>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</li> <li>Supply teachers, peripatetic teachers or other temporary staff can move between settings.</li> <li>They should ensure they minimise contact and maintain as much distance as possible from other staff and ensure site guidance on physical distancing and hygiene is explained to them on or before arrival.</li> <li>Where visits can happen outside of school hours, they should.</li> <li>A record will be kept of all visitors</li> </ul>	<p>SENDCo and office will have appointments and lists of specialist clinicians/other services visiting</p> <p>Use of zoom meetings where possible (SALT)</p>
Cloakroom areas	Transmission of the virus- leading to potential ill health and fatality	Staff, parents and pupils	<ul style="list-style-type: none"> <li>Staff to manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the School day to ensure social distancing is maintained where possible</li> <li>Years 3 and 4 and Years 5 and 6 teacher's will organise the use of the cloakroom so four children maximum in y3/4 cloakroom, and 6 maximum in y5/6 cloakroom are in attendance at one time. Encourage children to drop things into their locker and quickly return to class.</li> <li>Children must not bring in books or pencil cases from home. Coats and lunchbags only to be placed in their lockers or on their pegs.</li> <li>Children will have their own named locker and peg- and recorded by teachers</li> </ul>	<p>Parents should be allowed onto school site only when strictly necessary and by appointment and one parent only.</p> <p>Inform all parents that once they have dropped their child off at School, they must leave the site as soon as possible.</p>
PPE equipment	Transmission of the virus	Staff and pupils	<p>The majority of staff in St John Fisher will not require PPE beyond what they would normally need for their work. PPE will only be needed in a small number of cases-</p> <ul style="list-style-type: none"> <li>Where an individual child or young person becomes ill with symptoms of coronavirus while at school.</li> <li>Where a child already has routine intimate care needs that involves the use of PPE</li> </ul>	<p>Refer to guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>



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COVID 19 situation report	Transmission of the virus		In order to monitor Positive Cases of COVID-19 settings are requested to provide a daily Situation Report to Sheffield Local Authority. This will enable case, cluster and outbreak monitoring as well as to provide bespoke support to individual settings from the LA Public Health Team where appropriate. Each setting is required to identify 2 lead names and provide contact details for these individuals. They will be contacted if management of COVID-19 cases and outbreaks is required	Do we need to mention here that we have forms that all TAs fill in when working with individual ch and small groups outside their bubble-these will be given to staff on the inset day
Confirmed cases of Covid 19 amongst the school community			We will take swift action when we become aware that someone who has attended has tested positive for COVID 19 See: COVID 19 Resource Pack for Educational Settings in Yorkshire and the Humber  School will ask parents and staff to inform them immediately of the results of a test. See flowcharts for staff and pupils return to work/ school-  Flowchart describing return to work Covid test- Asymptomatic worker Flowchart describing return to work following a Covid test Symptomatic worker  The PHE health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.	<ul style="list-style-type: none"> <li>You must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</li> <li>Book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> <p>If you have two or more confirmed cases within 14 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak, and must continue to work with colleagues in public health who will be able to advise if additional action is required.</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Confirmed cases of Covid 19 amongst the school community (cont)			<p>Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that <b>takes places between</b> children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.</p>	<p>The embedded flow charts are generic work place return to work diagrams. It is suggested that any staff member with a negative test result should discuss their return to work with their school head teacher in light of the further guidance given on pages 17 and 18.</p> <p><b>Form for working with ch in other bubbles kept updated by staff</b></p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Confirmed cases of Covid 19 amongst the school community (cont)			<p>They should get a test, and:</p> <ul style="list-style-type: none"> <li>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self- isolation ends before or after the original 14- day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19 )infection'</li> </ul>	
Administering first aid	Transmission of the virus	Staff and Pupils	<ul style="list-style-type: none"> <li>Children, young people or learners who require first aid should continue to receive care in the same way</li> <li>First aid kits will be in all classrooms and children will be treated at the point of injury. No child will be sent inside for first aid- A bell is rung if extra assistance is required</li> <li>No additional PPE beyond what would normally be needed is required because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms</li> <li>Wash hands and ensure the affected area is cleaned upon completion</li> <li>All first aid waste and PPE should be disposed of by double bagging and put in the clinical / external waste</li> </ul>	<p>For further information on administering first aid and PPE visit the government below</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p>
Administering medication			<ul style="list-style-type: none"> <li>Children, young people or learners who require administration of medicines should continue to receive care in the same way</li> <li>No additional PPE over and above what would be normally is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms</li> </ul>	<p>If a child's care plan requires updating a zoom meeting should be arranged with a member of school staff, parents and a professional health worker, school nurse etc. to address any issues relating to the care plan</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Administering medication (cont)			<ul style="list-style-type: none"> <li>Staggered times of administration of medicines- an individual care plan needs to be completed by parents.</li> <li>Wash hands and ensure the affected area is cleaned upon completion</li> <li>All waste and PPE should be disposed of by double bagging and put in the external waste</li> </ul>	
Providing Intimate Care			<p>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</p> <p>If you are not providing intimate care to someone, PPE is not needed.</p>	Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE
Toilets			<ul style="list-style-type: none"> <li>Access is maintained to warm running water</li> <li>All toilets are cleaned on a daily basis with an approved product, paying particular attention to the toilet seat, taps, flush, door handles, sinks etc.</li> <li>Toilets are checked and cleaned regularly throughout the day</li> <li>Hand washing frequently with soap and warm water where possible or use of hand gels to be administered by staff</li> <li>Staff ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>Staff understand that some children and young people will need additional support to follow these measures</li> </ul>	Different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet
Assemblies			<p>Assembly will not be held in large groups.</p> <ul style="list-style-type: none"> <li>Assemblies will be held on a Monday, Tuesday and Friday over Zoom.</li> <li>Liturgical gatherings will take place in social bubbles, recorded and uploaded to allow access for other social bubbles.</li> </ul>	



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Break times	Transmission of the virus	Staff and pupils	<ul style="list-style-type: none"> <li>Pupils will have staggered breaks to ensure that social distancing can be maintained.</li> <li>Numbers of pupils using the toilets will be restricted</li> <li>Water bottles will be allowed on the pupils desks- shared cups will not be allowed.</li> </ul>	Pupils encouraged to bring their own water bottles from home.
Lunchtimes	Transmission of the virus- leading to potential ill health and fatality	Staff, pupils, kitchen staff, lunchtime supervisors	<ul style="list-style-type: none"> <li>All persons should be required to stay on site once they have entered the School premises -access to the local shops is not allowed</li> <li>When staff take their lunch breaks they need to ensure that they adhere to social distancing at all times and wash their hands before entering back into the classroom</li> <li>Lunchtimes to be staggered to avoid congestion and at one time see below re children mixing with other groups.</li> <li>Food and drink should only be consumed in dedicated areas. FS2, Y1 and Y2 in the school hall, Years 3, 4, 5 and 6 in classrooms. Social distancing, hand washing will be incorporated and wiping and cleaning of the designated space before teaching and learning recommences.</li> <li>Teachers will clean tables prior to lunch. Lunchtime supervisors will clean tables after lunch.</li> <li>Each class will have a designated lunchtime supervisor.</li> <li>Food and drink should not be shared by both pupils and staff.</li> <li>Hand cleaning facilities or hand sanitiser should be available at the entrance of the dining room where people eat and should be used by all persons when entering and leaving the area</li> <li>All classes should sit 2 metres apart (where possible) from each other whilst eating</li> <li>All food displays should be protected against contamination by coughing, sneezing, etc.)</li> </ul>	<p>We expect that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19).</p> <p>Allocated lunch breaks for staff to allow for social distancing within the staff room / eating areas</p> <p>The School may need to consider employing additional lunchtime supervisors</p> <p>If you use a catering contractor ensure that you have seen their risk assessments and safe systems of work on how to keep themselves, staff and pupils safe from transmission of the virus</p> <p>Further advice can be obtained from the Local Authority School Meals Service</p> <p>All kitchen waste should be doubled bagged and put in the external waste</p> <p>A seating plan should be displayed in the dining area that ensures social distancing is maintained.</p> <p>Children should not mix with other groups. This may mean having several lunch sittings or serving lunch in more than one location including a classroom.</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Lunchtimes (Cont)			<ul style="list-style-type: none"> <li>Tables and chairs should be cleaned between each use.</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles,</li> <li>Parents must inform any changes to their child's dietary requirements via email to the school office – if parents don't have access to email / a telephone conversation / zoom call to be arranged</li> </ul>	<p>Plastic screens should be made available to protect the food. Further advice can be obtained from your catering contractor and the Local Authority School Meals Service</p> <p>All tables and chairs should be cleaned after sitting with an approved product</p> <p>All cloths and wipes should be disposed of by double bagging and put in the external waste. Headteacher to liaise with the catering staff on any changes to a pupils dietary requirement</p>
Fire Drills/ Activation of the fire alarm	Transmission of the virus	Staff, pupils, cleaners, catering staff etc.	<ul style="list-style-type: none"> <li>When undertaking a fire drill social distancing should be maintained at all times where possible</li> <li>Markers should be displayed at the assembly area / muster point to avoid congestion</li> <li>A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing</li> <li>Washing of hands etc. still required on entry back into the building</li> <li>P. Andrews will work with the F. Barratt to ensure that staff will be informed of any changes to the fire evacuation route during this time. If some exit doors are not in use, all staff and pupils will be briefed.</li> <li>Pupils will practice the fire alarm drill during the first week of returning to school, taking into account social distancing rules whilst lining up in classrooms and also lining up at the assembly point.</li> <li>All staff will be briefed on sweeping the building and isolating the fire control panel – in case Head Teacher or Maintenance Officer is not on the premises during a fire drill.</li> </ul>	<p>Ensure a fire drill plan is produced highlighting where each year group will be positioned</p> <p>You may have to use one or more external areas of the School to achieve social distancing where possible</p> <p>Ensure someone is in charge to co-ordinate the fire drill and communicate with others who might be using other areas of the site. You may need one more fire marshal to achieve this. A debrief must be undertaken to share any lessons learnt</p> <p>Ensure the fire drill is recorded in the fire precautions log book</p> <p>Ensure that the fire alarm is regularly serviced / maintained to reduce the risk of false activations</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Home visits to be undertaken by staff	Transmission of the virus- leading to potential ill health and fatality	Staff	<ul style="list-style-type: none"> <li>Home visits should only be undertaken if absolutely necessary</li> <li>Staff should use their own vehicle to get to the visit</li> <li>Once they arrive they must knock on the door and step back to maintain social distancing</li> <li>It may be possible to have a conversation with parents and pupils via an open window</li> <li>Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School</li> </ul>	If staff are concerned over a pupils welfare this must be reported immediately to the Headteacher
Deliveries	Transmission of the virus- leading to potential ill health and fatality	Staff, pupils and delivery drivers	<ul style="list-style-type: none"> <li>When placing orders for delivery we will inform the company of the Schools protocol for accepting deliveries</li> <li>If practicable drivers should wash or clean their hands before unloading goods and materials</li> <li>Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance</li> <li>Staff should not sign for deliveries</li> <li>Hands are to be thoroughly washed after handling all deliveries</li> <li>Keep deliveries to a minimum with essential items only</li> </ul>	All deliveries to School (including milk and fruit) should be left at the main entrance and sanitized with wipes before taking them inside the School premises
Contractors essential repair work	Transmission of the virus- leading to potential ill health and fatality	Staff pupils contractors etc	<ul style="list-style-type: none"> <li>Only contractors carrying out essential maintenance work are to be allowed on the School site</li> <li>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</li> <li>All contractors are to wash their hands upon entering the site Strict hygiene rules to be implemented, all contractors <b>are to be asked to do the</b> following:</li> <li>Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>Repeat the hand washing/sanitising every hour.</li> <li>Site inductions are to be carried out following social distancing principles (2m separation).</li> </ul>	The contractor is to notify the Headteacher / Senior manager of all areas visited, in order that these can then be thoroughly cleaned



# September 2020 Reopening: SJF RISK ASSESSMENT

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Information to staff, pupils and parents		Staff, pupils, parents etc.	<ul style="list-style-type: none"> <li>• Posters to displayed in the main entrance, staff room and in suitable places around the School site</li> <li>• Regular meetings with staff will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available</li> <li>• Regular updated information will be shared with parents via a letter, email, newsletter, school website etc.</li> </ul>	Staff encouraged to regularly visit the government website for updated information <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>



# September 2020 Reopening: SJF RISK ASSESSMENT

## Section 2: School Operations

### Potential Hazards:

Staff using public transport to get to and from School

Attendance expectations

Pupils who are shielding or self-isolating

Pupils and families who are anxious about the return to school

Staff who are clinically vulnerable or extremely clinically vulnerable

Staff who may otherwise be at increased risk from coronavirus (Covid 19)

Supporting Staff

Staff Deployment

Supply teachers and other temporary peripatetic teachers

Safeguarding

Building checks

Educational visits

School Uniform



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Staff using public transport to get to and from work	Transmission of the virus		<ul style="list-style-type: none"> <li>Staff will be encouraged to walk or cycle to work where possible</li> <li>Where staff use public transport they must maintain social distancing at all times and avoid contact with hard surfaces (where possible)</li> <li>Face coverings must be worn when using public transport</li> <li>Staff are discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face</li> <li>When staff arrive at school they must clean their hands for at least 20 seconds with soap and warm water before entering any of the office, kitchen areas etc.</li> </ul>	
Attendance expectations			<p>School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> <li>parents' duty to secure that their child attends regularly at school where the child compulsory school age;</li> <li>schools' responsibilities to record attendance and follow up absence</li> <li>the availability to issue sanctions, including fixed penalty notices in line with the local authorities' code of conduct</li> <li>communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year</li> <li>Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.</li> </ul>	



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Pupils who are shielding or self-isolating			<ul style="list-style-type: none"> <li>A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September</li> </ul>	<p>Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, it is expected that schools will be able to immediately offer them access to remote education. Schools should monitor engagement with this activity</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>
Pupils and families who are anxious about return to school			<ul style="list-style-type: none"> <li>Schools has considered the potential concerns of pupils, parents and households who may be reluctant or anxious about returning through a parental and pupil questionnaire.</li> <li>Individual concerns include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</li> </ul>	<p>If parents of pupils with significant risk factors are concerned, its recommended that we discuss their concerns and provide reassurance of the measures we are putting in place to reduce the risk in school.</p> <p>We are clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Staff who are clinically vulnerable or extremely clinically vulnerable			<p>All staff within these categories have been contacted and risk assessments are in place for them to return to the work place. Where necessary, staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>Staff who live with those who are clinically extremely vulnerable or clinically vulnerable will attend the workplace.</p> <p>As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p> <p><a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a></p>	<p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p>
Staff who may otherwise be at increased risk from COVID 19			<p>Individual risk assessments have been completed</p>	<p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future.</p> <p>If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. Headteachers should try as far as practically possible to accommodate additional measures where appropriate.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Supporting Staff			<p>The Governing Body and Headteacher have the highest regard to the staff's (including the headteacher) work-life balance and wellbeing.</p> <ul style="list-style-type: none"> <li>School ensures that they have explained to all staff the measures proposing to be put in place and involve all staff in that process e.g implement flexible working practices in ways that promote good work life balance for teachers and leaders</li> <li>Staff meetings carried out through a virtual meeting.</li> <li>Posters displayed in the staff room to include support lines – stress and bereavement counselling</li> <li>A nominated member of staff is available to staff on a daily basis to be contacted to discuss staff concerns. (A. Pickering Mon, Wed and Fri- MMB at other times)</li> <li>Risk assessment to be reviewed on a weekly basis – until the school returns to 'normal'. This may be <b>reduce</b> to fortnightly if cases are not a concern to staff.</li> <li>Designated staff areas will be allocated.</li> <li><b>Staff will leave school by 4pm each day so that cleaning can be undertaken.</b></li> </ul>	
Staff deployment			<ul style="list-style-type: none"> <li>Discussion with staff who may need to work in other year groups than usual have taken place,</li> <li>Appropriate support has been made available for pupils with SEND.</li> <li>Designated work areas have been created for different classes</li> <li><b>Interventions will be established</b> for all children to access the curriculum.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</li> <li>Staff who deliver interventions will be particularly rigorous about hand washing and respiratory hygiene (catch it, bin it, kill it).</li> </ul>	<p>It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit .</p> <p>DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing.</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Safeguarding			<ul style="list-style-type: none"> <li>Revision of the child protection policy (led by the Designated Safeguarding Lead) to reflect the return of more pupils- with regard to the statutory safeguarding guidance, keeping children safe in education and should refer to the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance.</li> <li>Individual Children's risk assessments are in place and welfare checks being undertaken.</li> <li>Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.</li> <li>Work with other agencies has been undertaken to support vulnerable Children and families.</li> </ul>	
Building checks			<ul style="list-style-type: none"> <li>Pre-term building checks are undertaken to make the school safe.</li> <li>Ventilation to be maintained on reopening. Windows in classrooms to remain open along with classroom doors to ensure good ventilation.</li> </ul>	
Educational Visits			<ul style="list-style-type: none"> <li>Non-overnight educational visits can resume from the Autumn term.</li> <li>School will make maximum use of outdoor spaces in the local area to support delivery of the curriculum. Risk assessments for these will be completed in the usual manner through the Evolve website. RA will need to include control measures to be used to ensure awareness of wider advice on visiting indoor and outdoor venues.</li> </ul>	This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.
School Uniform			<ul style="list-style-type: none"> <li>Uniforms do not need to be cleaned any more often than usual- nor using any other than the normal method of cleaning.</li> <li>School is supportive of parents who are experiencing financial pressures.</li> </ul>	



# September 2020 Reopening: SJF RISK ASSESSMENT

## Section 3: Curriculum, Behaviour and Pastoral Support

### Potential Hazards

Curriculum expectations

Specific points for FS2, KS1 and KS2

Musical Instruments, choirs etc.

Physical Education

Behaviour Expectations

Pupil Wellbeing and support



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Curriculum Expectations			<ul style="list-style-type: none"> <li>Development of the recovery curriculum Whole school approach to including:                             <ul style="list-style-type: none"> <li>Wellbeing curriculum</li> <li>recognising 'non curriculum' learning that has been done</li> <li>capturing pupil achievements/ outcomes</li> </ul> </li> <li>Current learning plans, revised expectations and required adjustments have been considered.</li> <li>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</li> </ul>	<ul style="list-style-type: none"> <li>Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.</li> <li>Aim to return to the school's normal curriculum in all subjects by summer term 2021.</li> <li>Plan on the basis of the educational needs of pupils</li> <li>Develop remote education so that it is integrated into school curriculum planning</li> </ul>
Specific points for early years foundation stage 2 (EYFS/ FS2) to KS2			<ul style="list-style-type: none"> <li>Gaps in language, early years reading and mathematics are assessed and addressed</li> <li>Pupils in KS1 and KS2 are assessed for gaps and re-establishment of good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, PE/sport, RE and RHE.</li> </ul>	
Musical Instruments, choirs etc	Transmission of the Virus	Staff and pupils	<p>Music lessons may continue providing that:</p> <ul style="list-style-type: none"> <li>Each pupil has their own individual instrument, the instrument is wiped down before and after use with an approved product / wipe</li> <li>The instrument is stored securely in a case with the pupils name on</li> <li>Pupils are regularly reminded not to use other pupils instruments</li> <li>Small groups of children can partake in a music lesson – but they must remain in their protective bubbles</li> </ul>	<p>School understands that there may be an additional risk of infection in environments where children or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <p>Singing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
			<ul style="list-style-type: none"> <li>The lessons can be provided by zoom / online conference call</li> <li>If the music teacher visits the School – he/she must maintain social distancing at all times and adhere to all hygiene protocols that the School has in place</li> </ul>	
Physical Education			<ul style="list-style-type: none"> <li>Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</li> <li>Outdoor sports will be prioritised where possible, and the church hall used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</li> <li>School will be able to work with external coaches, clubs and organisations for curricular and extra-curricular activities providing all measures are in place and this is safe to do so</li> <li>Where possible Staff are to maintain a safe distance between each other (2 metres where possible).</li> <li>Pupils must be encouraged to do the same where possible</li> <li>Hand sanitizers / gels are made available for staff and pupils</li> <li>All PE equipment is wiped down after each session</li> <li>Social distancing measures must be implemented in swimming changing rooms where possible</li> </ul>	
Behaviour Expectations/ conflict management between pupils			<ul style="list-style-type: none"> <li>Behaviour policy reviewed and updated to create the right conditions to re-engage pupils in their learning <b>and reintegrate them</b> back into school life.</li> <li>Provide additional pastoral and support services, for <b>those children finding</b> the transition back to school more challenging.</li> <li>School to work with pupils and parents to ensure that behaviour expectations are clearly understood and consistently supported.</li> </ul>	<p>Further details are available at Behaviour and discipline in schools</p> <p>The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion should only be used as a last resort. Where a child with a social worker is at risk of exclusion, their social worker should be informed and involved in relevant conversations.</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Pupil well being and support			<ul style="list-style-type: none"> <li>Identify the most important missed knowledge and make use of flexibilities to plan how this will be covered, within a broad curriculum in all subjects.</li> <li>Plan formative assessment of pupils to inform modifications to the school's curriculum.</li> <li>Identify children most at risk of disengagement/most in need of additional support</li> <li>Consider the provision of pastoral and extra-curricular activities to all pupils designed to:                             <ul style="list-style-type: none"> <li>support the rebuilding of friendships and social engagement</li> <li>address and equip pupils to respond to issues linked to coronavirus (COVID-19)</li> <li>support pupils with approaches to improving their physical and mental wellbeing</li> </ul> </li> <li>Provide more focused pastoral support where issues are identified</li> <li>Consider the support needs of particular groups who need additional help (for example children in need), and any newly vulnerable pupils on their return to school</li> <li>Revise behaviour and attendance policies if necessary, to create the right conditions to re-engage pupils in their learning and reintegrate them back into school life.</li> </ul>	<p>Schools and school nurses need to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.</p> <p>Guidance for Primary Care - Children and Y</p> <p>Healthy Minds Top Tips for school staff d</p> <p>All staff briefed to be aware of children who may need additional pastoral support- these children must be discussed with APi/IHa/MBa. Intervention/support will be arranged for these children</p> <p>APi based in year groups that have high number of vulnerable children??</p>



# September 2020 Reopening: SJF RISK ASSESSMENT



## Section 4: Assessment and Accountability

Phase	Risk	Who might be harmed	Existing control measures	Additional control measure
Phase 1- Initial Assessment			<p>Assess who might need:</p> <ul style="list-style-type: none"> <li>• additional emotional support</li> <li>• Additional physical well-being support</li> </ul> <p>Assess:</p> <ul style="list-style-type: none"> <li>• stamina of the group</li> <li>• readiness for learning</li> <li>• Moods</li> <li>• Relationships in the group</li> <li>• How well routines are being followed</li> <li>• Look for gaps in routines/ behaviours/ emotions</li> </ul> <p>Address gaps <b>to explicitly reteach</b>, practise and reinforce.</p> <p>Assess readiness to move on.</p> <p>Initial baseline assessments- quizzes</p>	
Phase 2-			<p>Assessment of basic skills</p> <p>PM benchmarking</p> <p><b>Boxhall</b> for children who are a concern</p> <p>Daily grammar, times tables and spelling quizzes</p> <p>Identification of vulnerable groups- do these match what they were before?</p> <p>Assessments against the National Curriculum to begin in English Maths and RE</p> <p>Marking to be done in <b>class books- but not to leave the Bubble- wherever possible children self-assess in books. Teachers give verbal feedback</b></p>	



# September 2020 Reopening: SJF RISK ASSESSMENT



Phase 3			<p>Continuing observation and assessing children and identifying interventions when needed.</p> <p>English, maths and RE assessed as normal with adapted set of objectives.</p> <p>Retrieval quizzes used to jog memories/ reduce learning loss.</p> <p>Continue to address technical language and referral to this during lessons.</p>	
Phase 4- Return to normal			<p>Return to normal methods of assessment pre-lockdown</p> <ul style="list-style-type: none"> <li>• FS2 assessed against early learning goals</li> <li>• Year 1 phonic screening</li> <li>• Year 2 end of Key Stage tests and re-test for phonics</li> <li>• Year 4 multiplication check</li> <li>• Year 6 end of Key Stage tests</li> </ul>	

- A baseline assessment week will take place at the beginning of September term. These will be simple quizzes to identify gaps and current attainment against the National Curriculum requirements.
- FS2 will continue as normal- although schedule and method may be different.
- Pupil Progress Meetings and Inclusion meetings will happen at the three Assessment points
- Standards and high expectations have not changed
- Embedding practise from earlier phases will lay foundations to enable accelerated learning for all.



# September 2020 Reopening: SJF RISK ASSESSMENT

## Section 5: Contingency Planning

For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).

In the event of a local outbreak, the PHE health protection team or local authority Public Health team may advise a school or number of schools to close temporarily to help control transmission. We will include a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Remote Education Support			<p>In the event of a 'bubble' having to close or in the event of a localised lockdown we will:</p> <ul style="list-style-type: none"> <li>Continue to support learning through Microsoft Teams and the school Home Learning Tab on the school website. We will supply teaching videos linked to current curriculum topics.</li> <li>Provide remote high quality education resources.</li> <li>Consistently use online education tools (Microsoft Teams) across school to support learning, allow interaction, assessment and feedback- ensure all staff are trained in their use.</li> <li>Provide printed resources- reading books and workbooks for pupils.</li> <li>Provide suitable resources to allow online interaction for children who have lack of technological provision at home.</li> <li>Work with families to help support those children who may not be able to access remote education without supervision through Microsoft teams and phone calls.</li> </ul> <p>When Teaching pupils remotely we will:</p> <ul style="list-style-type: none"> <li>Set assignments so that pupils have ambitious work each day in a number of different subjects.</li> </ul>	<ul style="list-style-type: none"> <li>Where a class, group or small number of pupils needs to self-isolate, or there is a local lockdown requiring pupils to remain at home, there is an expectation that you have the capacity to offer immediate remote education.</li> <li>You should consider how to continue to improve the quality of your existing offer and have a strong contingency plan in place for remote education provision by the end of September.</li> <li>This planning will be particularly important to support a scenario in which the logistical challenges of remote provision are greatest, for example where large numbers of pupils are required to remain at home.</li> </ul>



# September 2020 Reopening: SJF RISK ASSESSMENT



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|  |  |  | <ul style="list-style-type: none"><li>• Teach a planned and well sequenced curriculum so that knowledge and skills are built incrementally. Intention of the learning is clear and sequenced.</li><li>• Provide clear explanations of new content delivered by the class teacher or through good quality curriculum resources and videos</li><li>• Ask questions to gauge how well pupils are accessing and progressing through the curriculum- set clear expectations.</li><li>• Teachers adjust the pace or difficulty of planned work in response to children's interaction- simplifying explanations or revising materials +.</li><li>• Plan a programme of lessons that is equivalent in length to core teaching pupils would receive at school- including contact with teachers.</li></ul> |  |
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# September 2020 Reopening: SJF RISK ASSESSMENT

