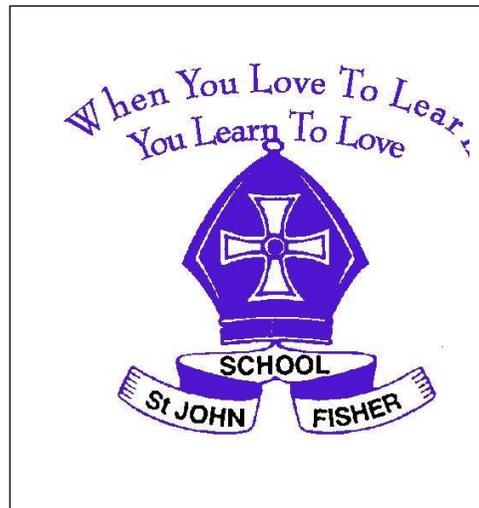


ST JOHN FISHER CATHOLIC PRIMARY SCHOOL

COVID 19 - RISK ASSESSMENT

SEPTEMBER 2021



IDENTIFYING, EVALUATING AND MANAGING RISKS

LEGEND	
I	impact
P	Probability
1XP	Risk Rating

To Establish risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1- 5) with the perceived likelihood (or probability) of that risk occurring (score 1 - 5).

Impact (or consequence)	
Description	Indicators
5 Major	The risk has a <i>major</i> impact if realised
4 Significant	The risk has a <i>significant</i> impact if realised
3 Moderate	The risk has a <i>moderate</i> impact if realised
2 Minor	The risk has a <i>minor</i> impact if realised
1 No consequence	The risk has <i>no</i> consequence if realised

Probability (or Likelihood)	
Description	Indicators
5 Very Likely	The risk <i>will</i> emerge
4 Likely	The risk <i>should</i> emerge
3 Unlikely	The risk <i>could</i> emerge
2 Very Unlikely	The risk is <i>unlikely</i> to emerge
1 Impossible	The risk <i>will not</i> emerge

Score	Risk Description	Action Required
25	Extreme Risk ()	Stop
20 - 15	High Risk	Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	Take appropriate action to manage the risk
5 and below	Low risk	Risk to be removed from register with monitoring activity to assess changes in risk rating.

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
<p>Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils</p> <p>Staff and pupil concerns not taken into account. Concerned about return to work and school</p>	3	4		<ul style="list-style-type: none"> The country is easing out of National Lockdown with a road map of measures and we are now in Stage 4. This advice on www.gov.uk for education settings is a summary of the key control measures required: The Operational guidance dated 17 August 2021 should be read in conjunction with this risk assessment. School Leaders must ensure systems are implemented, staff and pupil behaviour supervised and that control measures are followed and any breaches recorded. 'Near miss' incidents and positive cases among staff must be recorded Staff have access to a 24-hour Carefirst EAP counselling and advice service where schools have subscribed. School Heads encourage active communication between staff on concerns and ensure staff read all communications and this includes senior leaders and governing bodies. Senior leaders implement working practices promoting a good work-life balance. School Governing Bodies must be involved in overseeing this risk assessment and its implementation at local level. Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. Staff can support pupils using this advice: promoting and supporting mental health and wellbeing in schools. Safeguarding: Where remote learning is occurring due to self-isolation or school bubble closures, the school should encourage parents to have regular conversations with their child about risks online such as sexual imagery, grooming, cyberbullying, suicide content and radicalisation, and how to speak to someone if they are worried. Schools encourage parents to set age filter controls on online content. <p><u>Guidance for schools for Step 4:</u> The following control measures must all be met, which are incorporated throughout the risk assessment below:</p> <ol style="list-style-type: none"> 1) Ensure good hygiene for everyone 2) Maintain appropriate cleaning regimes 3) Keep indoor spaces well ventilated 4) Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19 <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	<p>Headteacher Assistant Head Teachers SLT Teachers Teaching Assistants</p> <p>Governors</p> <p>Outside Contractors - helping reduce risks</p>

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Existing Health and Safety compliance and building considerations	3	4	12	<ul style="list-style-type: none"> Ensure health and safety compliance checks have been undertaken in required timescales. This is particularly important if the school premises have been closed to pupils and staff for any periods of time Report to DFE - following advice in September 2021 Test all water systems, fire alarms, gas supply, kitchen equipment - see action plan September 2021 Deep Clean to be considered if Risk is identified Ensure all required safety check are undertaken - try to arrange before or after school working times 09.00am to 15.00pm <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Outside Contractors - helping reduce risks
Follow government systems of control	3	4	12	<ul style="list-style-type: none"> Follow DFE guidance for systems of control - essential measures Report to DFE - New support line September 2021 Report to COVID 19 team at Bexley Report to EIS at Bexley Report to the Education Commission Anyone who is POSITIVE with symptoms stays at home for 10 days Face coverings MAY be worn by staff /visitors where social distancing is not possible and in ALL communal spaces within the school building Hands will be cleaned often - use outdoor sinks - hand sanitising stations around the school Good respiratory hygiene in place - keep windows open to allow fresh air to flow Enhanced cleaning arrangements - additional daily cleaning in all class bubbles Consideration of how to reduce contacts and maximise distancing whenever possible and minimise potential for contamination so far as is reasonably practicable - school procedures plan Use of PPE where appropriate - all necessary PPE is available to all staff if required or requested Respond to any infection by: Active engagement with NHS Test and Trace Manage confirmed cases within the school community - inform all stakeholders as required Contain any outbreak by following DFE and local health protection team advice <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher SLT Governing Body

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Review Pupil well-being and Risk assessments	4	4	16	<ul style="list-style-type: none"> Review the circumstances of pupils who are likely to be returning - are there any new circumstances that may pose a risk Risk assess individual pupils who need specific care which cannot be delivered whilst ensuring social distancing Risk assess pupils with behaviour issues or who may be potentially violent especially those with a known risk of spitting and or requiring physical restraint Assess pupils who may be worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not) All Clinically Extremely Vulnerable children can attend their setting unless advised not to by a medical professional. Further information is at supporting pupils at school with medical conditions. Social distancing measures for school staff have now ended however Clinically Extremely Vulnerable staff are advised to seek their GP or medical professional's advice on whether their condition should still be shielded. <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Class group and size configuration	3	4	12	<p>It is no longer necessary to keep children in consistent groups (bubbles) and assemblies can resume, as well as mixing of groups at meal times.</p> <ul style="list-style-type: none"> <i>Outbreak management plans in place ready to reintroduce bubbles if required and a review made of hygiene, improving ventilation without impacting thermal comfort, and other controls including encouraging testing and using outdoor space where possible. Schools can seek advice from the Dfe Helpline (0800 046 8687, option 1).</i> Public Health guidance (18-9-21) Thresholds for detecting transmission in the setting are described as: 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID-19 (either by PCR testing or LFD Ag testing with a follow-up PCR) within 10 days, among students or staff clustered in a consistent group or cohort⁵. For primary school classes configure class group in no more than 30 pupils per small group and one teacher and a teaching assistant minimum For pre-school children in early years settings, the staff ratios within the early years foundation stage continue to apply and used to group these children <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Timetable	3	3	9	<ul style="list-style-type: none"> Begin with full Curriculum - age related - all subjects covered - 1st half term Autumn allow for some catch up on previous years missed curriculum for Maths English Reading and Phonics Maths, English and RE taught each morning - afternoons will be more topic based Booster Classes YR 6 - targeted children from YR 5 and YR 4 to be introduced Extended school day - 1 day a week for KS2 - TBC Teacher to plan for activities that could take place outdoors Stagger break times (including lunch), so that all children are not moving around the school at the same time <p>ONLINE/REMOTE learning via 'SEESAW APP' - to be a daily work in progress - combination of OAK NATIONAL LESSONS and work book lessons - Teachers will work with children remotely from 09.15am to 15.00pm - The teachers will be in communication throughout the day explaining the next steps and discussing lessons</p> <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants MDS
Curriculum & Transition	3	3	9	<ul style="list-style-type: none"> Balancing the need for remedial work and "catch up" with the social/emotional needs of the children & young people 2nd half Spring Term catch up on previous years missed curriculum for Maths English Reading and Phonics - continued for school year due to the disruption in school with positive cases closing some year group bubbles. Address gaps in learning in a structured and appropriately paced way to maximise impact of teaching without overwhelming the pupils Managing transition (at all stages) to best support the next stage of learning Supporting the handover of critical information to best support transition (SENCO to lead and complete requested Bexley Forms) Promote understanding of the different experiences for our children and young people during lockdown Consider how pupils with specific needs are reintegrated - separate risk assessment if appropriate Deliver activities that focus on relationships and well-being Local curriculum trips and visitors to resume - review in line with guidance from DFE Extra curricular activities or clubs can be re-started - review in line with guidance from DFE and PHE/PHB <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants SENCO

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Classroom and learning environment layout	3	4	12	<ul style="list-style-type: none"> Organise classrooms and other learning environments maintaining social distancing space between seats and desks where possible Consider how play equipment is used ensuring it is appropriately cleaned between groups of children and that multiple groups do not use simultaneously. Children use the same classroom or area of a setting throughout the day - unless for curriculum lessons which involve moving to another approved work space Access rooms directly from outside where possible Staggering breaks Staggering lunch breaks - ALL children to eat lunch in hall or outside Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Shared Space	3	4	12	<ul style="list-style-type: none"> Normal use of the hall will resume - assemblies, lunch time, PE central meeting point The use of the computer suite will be strictly timetabled with strict cleaning routines in place EYFS and KS1 will continue to use EYFS and KS1 Playground without restrictions KS2 will continue to use KS2 playground without restrictions Staff to utilise staggered lunchtimes so the staffroom is not over crowded - this will be monitored and an additional space will be provided if required <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Outdoor space	3	3	9	<ul style="list-style-type: none"> Maximise the use of designated outdoor space for outdoor education, exercise and breaks Ensure that if used outdoor equipment is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Encourage children to eat outdoors - KS2 <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Children, parents and carers	4	4	16	<p>Tracing contacts and actions for isolation</p> <ul style="list-style-type: none"> • From 16 August close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. • As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The school may need to help identify close contacts, as currently happens in managing other infectious diseases. <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. LBB encourages all individuals to take a PCR test if advised to do so.</p> <ul style="list-style-type: none"> • All Stakeholders and any suppliers, will be informed not to enter the school if they are displaying any symptoms of coronavirus • Parents to inform the school if anyone in the house is displaying symptoms • Ensure parents are aware of recommendations on transport to and from school (including avoiding peak times) and not blocking the road to the school. • Ensure all stakeholders understand the 'Drop and Go' and 'Collect and Go' systems in place to avoid groups gathering in or outside the school <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Staff	3	3	9	<ul style="list-style-type: none"> Communicate channels open - keep moral up Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful Consider the support needs of staff and put in place interventions to support everybody's mental health <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Contractors and suppliers	4	3	12	<ul style="list-style-type: none"> Communicate with contractors and suppliers and prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this if needed Contractors on site only with agreed permission of the headteacher for Spring Term 202/Summer Term 2021/Autumn 2021 Suppliers on site only with agreed permission of the headteacher for Spring Term 2021/Summer Term 2021/Autumn 2021 <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants
Entry onto school site for children and families so that they do not come into closer contact than 1m where possible	2	5	10	<ul style="list-style-type: none"> Use age appropriate materials to explain and maintain social distancing Support pupils who are worried about returning to school or who have been in challenging home circumstances or experienced bereavement during the pandemic (covid19 related or not) Promote understanding of the different experiences for our children and young people during lockdown Consider how pupils with specific needs are reintegrated - stagger times of day - introduce shorter day if required - <u>SCHOOL GATES OPEN FROM 08.45am</u> Deliver activities that focus on relationships and experiences - discuss emotions and feeling through RE and PSHE Ensure drop off and collection procedures are followed by all parents <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Entry into classroom for children and teachers so that a 1m social distance is maintained where possible	2	5	10	<ul style="list-style-type: none"> Children will go direct to class from the main playground. Teachers will model for pupils how to line up and walk around the school to the outside doors of the classroom Entry to the classrooms will always be via the outside door, so that the washing facilities are directly accessible on entering the classroom Any child or teacher leaving and re-entering the classroom, must wash their hands. Ensure children use hand sanitisers and new outside sinks to reduce queuing <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Cleaning and Hygiene	3	4	12	<ul style="list-style-type: none"> Review the arrangements for routine maintenance of the premises Ensure that sufficient handwashing facilities are available. Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal Ensure that all adults and children: <ul style="list-style-type: none"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing are encouraged not to touch their mouth, eyes and nose Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') Ensure that help is available for children and young people who have trouble cleaning their hands independently Ensure that bins for tissues are emptied throughout the day where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation Any child displaying illness - must be sent home and have a PCR test - a negative result the child may return to school - if positive then the 10 day isolation rule will be implemented <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teacher Teaching Assistants

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Spreading of the virus through hygiene rules not being adhered to	4	3	12	<ul style="list-style-type: none"> Parents will be sent guidelines relating to required behaviour Teachers and children will wash hands regularly in class, Teachers will model how to wash hands correctly. Hand Sanitisers installed all around the school -Soap dispensers, paper towels and pedal bins in all classrooms to facilitate regular handwashing New outdoor sinks installed to assist in regular hand washing Monitoring of hand washing will happen with constant reminders throughout the day - monitor use of new outdoor sinks <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Spreading of the virus through contact on surfaces	4	3	12	<ul style="list-style-type: none"> Surfaces such as door handles toilets, taps, tables, will be cleaned by the cleaning staff each day. Surfaces in the classrooms, such as tables and door handles, will be cleaned by the teachers during the school day Children will be encouraged to keep their work space clean and tidy - allowing them to wipe their personal equipment daily The school will be deep cleaned each Friday. <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Cleaners
Spreading of the virus through contact on toys and other EYFS equipment	3	4	12	<ul style="list-style-type: none"> Only toys that can be easily washed will be available Large play equipment that cannot be easily cleaned, will not be available Any equipment used will be sanitised each day to reduce contamination EYFS will set out different sets of equipment allowing 7 days between using any equipment again <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Spreading the virus on clothing	4	3	12	<ul style="list-style-type: none"> Staff will wear robust, own clothes Children will wear uniform - reminders sent if needed about the need for clean uniform to be worn Parents will be asked not to send their child to school with a coat unless it is raining Children will be required to wear school shoes and have plimsolls in school School bags may be brought to school - <p>As a result: All pupils and staff working with pupils are adhering to current advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Spreading of the virus through poor respiratory behaviours	4	5	20	<ul style="list-style-type: none"> Parents will be sent guidelines relating to the correct respiratory behaviours - covering cough or sneeze with a tissue, throwing it in the bin, avoiding touching eyes, nose and mouth with unwashed hands. Information will be on the website Posters will be displayed reminding children what to do Teachers will regularly remind children about what to do, and model correct behaviour <p>As a result: All pupils and staff working with pupils are adhering to Government advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Cleaners
Spreading the virus due to poor ventilation in classrooms	4	3	12	<ul style="list-style-type: none"> All doors and windows must be left open - if very cold then outside door may be shut BUT windows MUST remain open - Internal doors to be left open The time spent in classrooms must be very limited. Children and staff should wherever possible use the outdoor spaces for learning <p>As a result: All pupils and staff working with pupils are adhering to current Government advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Early years and primary age children cannot be expected to remain 1 m apart from each other and staff <small>(Government/publications/preparing for the wider opening of schools from June 1)</small>	4	3	12	<ul style="list-style-type: none"> Normal classes will be maintained. Mixing of classes will be permitted and reviewed as required Break times, and lunchtimes children can mix with other year groups Government guidelines to mitigate this will be followed - A hierarchy of measures should be followed <ol style="list-style-type: none"> Avoid contact with anyone with symptoms Frequent hand cleaning and good respiratory hygiene Regular cleaning of setting Minimising contact and mixing <ul style="list-style-type: none"> Families and Staff will be expected to continue to practice good social distancing outside of school Staff will provided with PPE - gloves, aprons and face coverings <p>As a result: All pupils and staff working with pupils are adhering to current Government advice.</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Spreading the virus due to sharing of equipment	4	3	12	<ul style="list-style-type: none"> Teachers will not take any books away from school for marking Some feedback will be given verbally - marking will resume in books Children will be encouraged to keep their work space clean and tidy - allowing them to wipe their personal equipment daily <p>As a result: All pupils and staff working with pupils are adhering to Government advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Spreading of the virus due to an infected child or adult coming into school when unwell	5	5	25	<p>When an individual develops Covid-19 or has a positive test, pupils, staff and other adults follow public health advice on <u>when to self-isolate and what to do</u>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops <u>COVID-19 symptoms</u>, however mild, you should send them home and they should follow public health advice.</p> <ul style="list-style-type: none"> • Asymptomatic testing is necessary to reduce the risk of transmission within schools. • Staff must undertake twice weekly home tests throughout all of September. • Those who test positive must isolate for 10 days and take a confirmatory polymerase chain reaction (PCR) test and continue to isolate if the result is positive. Schools must be prepared to support home learning for any pupils who are well enough to study if tested positive. <p>New guidance is that for under-18s, irrespective of their vaccination status, and double vaccinated adults, will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate.</p> <ul style="list-style-type: none"> • People who feel unwell should stay at home and should not attend work or any education setting. • Communicate to staff and parents the importance of following national guidelines in staff briefings, emails and website information. • Risk assessment to be shared with staff and parents. • Should any staff member, child, or family member of those groups, be tested positive for COVID19, everyone in that group will qualify for testing • Any staff member, parent, child or their families, will qualify for testing if they show any symptoms of COVID19. This testing should be done as soon as is possible, so that contact tracing can be done, and all contacts can be informed that they have had contact. <p>As a result: All pupils and staff working with pupils are adhering to current Government advice.</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Spreading the virus in shared areas such as the lunch hall	4	3	12	<ul style="list-style-type: none"> The Catering staff will provide lunches and minimise contact in the lunch hall - all children will now eat in the hall - social distancing will apply - staggered times introduced Kitchen staff will sanitise all equipment used by staff and children and will wash hall floor daily <p>As a result: All pupils and staff working with pupils are adhering to current Government advice.</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Kitchen staff
Spreading the virus due to contact at lunch and break times	4	3	12	<ul style="list-style-type: none"> Children will mix during lunch times and play times - this will be monitored Lunch/Play times will be staggered, or held in different areas of the school to allow for some socialising but also allow for space for the children and staff <p>As a result: All pupils and staff working with pupils are adhering to current Government advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Kitchen staff
Spreading the virus due to staff interactions	4	3	12	<ul style="list-style-type: none"> All staff must remain at a safe distance from one another Communal areas such as staff rooms used at staff discretion Toilet areas must be approached with caution, particularly taps and door handles Handwashing advice must be followed after using any communal area - photocopier, toilets. <p>As a result: All Pupils and staff working with pupils are adhering to current Government advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants
Clinically Extremely Vulnerable Staff (shielding letter) or children	5	5	25	<p>All Clinically Extremely Vulnerable children can attend their setting unless advised not to by a medical professional. Further information is at supporting pupils at school with medical conditions.</p> <p>Social distancing measures for school staff have now ended however Clinically Extremely Vulnerable staff are advised to seek their GP or medical professional's advice on whether their condition should still be shielded. The HSE advice on protecting vulnerable workers, must be followed.</p> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	Headteacher Assistant Head Teachers

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Staff or children living with a family member who is shielding	5	5	25	<p>All Clinically Extremely Vulnerable children can attend their setting unless advised not to by a medical professional. Further information is at supporting pupils at school with medical conditions.</p> <p>Social distancing measures for school staff have now ended however Clinically Extremely Vulnerable staff are advised to seek their GP or medical professional's advice on whether their condition should still be shielded.</p> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	Headteacher Assistant Head Teachers
Clinically Vulnerable Staff or children	5	5	25	<p>All Clinically Extremely Vulnerable children can attend their setting unless advised not to by a medical professional. Further information is at supporting pupils at school with medical conditions.</p> <p>Social distancing measures for school staff have now ended however Clinically Extremely Vulnerable staff are advised to seek their GP or medical professional's advice on whether their condition should still be shielded.</p> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	Headteacher Assistant Head Teachers
Staff or children living with a family member who is Clinically Vulnerable (Including those who are pregnant)	4	5	20	<p>All Clinically Extremely Vulnerable children can attend their setting unless advised not to by a medical professional. Further information is at supporting pupils at school with medical conditions.</p> <p>Social distancing measures for school staff have now ended however Clinically Extremely Vulnerable staff are advised to seek their GP or medical professional's advice on whether their condition should still be shielded.</p> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	Headteacher Assistant Head Teachers
Travel and quarantine	5	3	15	<p>Where pupils travel from abroad - those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2</p> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	
Encouraging vaccine take-up	5	2	10	<p>LBB encourages vaccine take up for all who are eligible to have it. Further information is available in the guidance on supporting pupils at school with medical conditions.</p> <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Risk assessment to pregnant employees	4	4	16	<p>The risks to female employees of childbearing age and, in particular, risks to new and expectant mothers must be assessed and pregnant staff are in the clinically vulnerable group.</p> <p>If a school is notified that an employee is pregnant, breastfeeding, or has given birth within the last 6 months, it should check the risk assessment to see if any new risks have arisen.</p> <p>There is Guidance for pregnant employees.</p> <p>Pregnant staff should only attend a workplace if the risk assessment states it is safe to do so.</p> <p>Women from 28 weeks gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19.</p> <p>It should be noted that heart disease (congenital or acquired) during pregnancy, is classed as clinically extremely vulnerable and will have been notified by Public Health England.</p> <p>Guidance is available from the Royal College of Gynaecologists.</p> <p>Advice on COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding is also available.</p> <p>As a result: The school/stakeholders will be adhering to and following current Government advice</p>	
Poor communication of new rules to all stakeholders	5	3	15	<ul style="list-style-type: none"> • Proactively teaching new rules to staff, pupils and parents • SLT monitoring guidelines are being followed and if required amended to make our environment as COVID safe as possible • Regularly and rigorously reinforcing behaviour throughout every day • Consistently imposing sanctions when rules are broken, in line with the policy, as well as positively reinforcing well-executed rules through encouragement and rewards • Display posters • Make sure information is available on the website • Staff reminding others about new procedures <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	<p>Headteacher</p> <p>Assistant Head Teachers</p> <p>SLT</p> <p>Class Teachers</p> <p>Teaching Assistants</p> <p>Kitchen staff</p> <p>Cleaners</p>

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Visitors entering the school	4	3	12	<ul style="list-style-type: none"> The school will be opened to visitors in the autumn - where possible these visits should be pre-booked but any unplanned visits will be assessed and dealt with on a case by case basis. Visitors will be encouraged to enter the site with an agreed appointment All visitors to enter via the main gate to the main office - entrance to the school building will be and can only be given by school staff. Parents will be asked to phone or email the school, and not enter the office area unless it is an emergency - (the last 18 months this has worked well) Any visitors that urgently need to access the site, will need to do so on their own, and with the permission of the Head teacher/Assistant Head teachers or in their absence the Business Manager/Office Manager <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	Headteacher Assistant Head Teachers SLT Business Manager Office Manager
Staff shortages	3	4	12	<ul style="list-style-type: none"> Additional TA support is available should there be staff shortages due to illness or union action The use of Supply/Agency staff is not normal practice at SJF - staff not in class or other staff cover short absences For long term absence cover should this be required - supply/agency cover will be sought <p>As a result: The school has sufficient staff to continue with educating the children</p>	Headteacher Assistant Head Teachers SLT
Staff Wellbeing	4	4	16	<ul style="list-style-type: none"> Assess availability and well-being of all staff including staff who are self-isolating, underlying health conditions, family considerations, staff who are subject to shielding Assess transport arrangements for all staff and parking arrangements as required Availability of supply staff to cover any vacancies or long-term absences Assess impact on individuals from the lockdown and any residual effects Assess staff expectations and any anxiety and perceived inequalities <p>As a result: The school has sufficient staff to continue with educating the children</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
BAME members of the community more adversely effected by the virus	4	4	16	<ul style="list-style-type: none"> Ensure social distancing can be put in place if required Ensure safety for whole school community - due to the nature of our intake and families by encouraging all to:- <ul style="list-style-type: none"> Be alert Respond swiftly to concerns Raise concerns/fears with SLT Educate all around about the control measure in place <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Parents
Member of the school community becomes unwell on site.	5	5	25	<p>FOLLOW LA FLOW CHART ATTACHED AT END OF RISK ASSESSMENT</p> <ul style="list-style-type: none"> They should be sent home and then follow the staying at home guidance, and get tested as soon as possible Whilst awaiting collection, they should be moved, if possible to the hall where they can be isolated, with a window opened, or stay 1 m away from others They should use a separate bathroom, which should be cleaned before anyone else uses it In an emergency, call 999 Member of staff who have been with this person do not need to go home unless they develop symptoms but should wash their hands for 20 seconds. <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	Headteacher Assistant Head Teachers SLT
Exiting the school site at the end of the day.	3	4	12	<ul style="list-style-type: none"> Parents should enter the site via the main gate in Kale Road - they will exit the lower gate on Kale Road Then proceed around the school following the new 'One way' system - staff will be on duty to ensure everyone follows the new system Teachers will dismiss to parents at 3:00pm. Teacher will send children one by one to their parents Parents who arrive after 3:00pm - will be issued a late gate fine Parents must immediately leave the school site in a socially distanced way <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	Headteacher Assistant Head Teachers SLT Class Teachers Teaching Assistants Parents

Risk Description	I	P	Risk Rating	Risk Control (s)	Lead for Risk control Activities
Constantly changing information from the Government	4	4	16	<ul style="list-style-type: none"> Regularly review this Risk Assessment in line with the latest Government guidelines Communicate any changes to staff, parents and Governors Guidelines change constantly - contradictory advice given by different departments <p>As a result: All pupils and staff working with pupils will be adhering to current Government advice</p>	Headteacher Assistant Head Teachers SLT

This amended risk assessment is based on SJF maintaining its very low number of cases of COVID-19.

Should the number of cases at SJF rise exponentially then we will revert back to the RISK ASSESSMENT from MARCH 2021.

Our Outbreak management plan is in place ready to reintroduce bubbles if required we will seek advice from the Dfe Helpline - (0800 046 8687, option 1).

Public Health guidance (18-9-21) Thresholds for detecting transmission in the setting are described as:

- 5 cases or 10% (whichever is reached first) test-confirmed cases of COVID-19 (either by PCR testing or LFD Ag testing with a follow-up PCR) within 10 days, among students or staff clustered in a consistent group or cohort . Dates should be calculated based on illness onset, or test date if asymptomatic.

OR

- Evidence of severe of illness e.g. students or staff members admitted to hospital or a death as a result of a COVID 19 infection (PCR or LFD Ag with follow up PCR) as the setting may require advice on risk assessment and communication.

Process flowchart: What to do if there is a suspected or confirmed case of COVID-19 in school
(LCRC: 0300 303 0450)

