

Risk Assessment – COVID-19 (v3)	01/03/2021	Sheffield Springs Academy
Responsible Person	Mark Shipman - Headteacher	
Other Persons Involved	Executive Business Manager, Business Manager, Trade Union Rep, Employee Reps, Chair of Governors, SLT and Regional Director	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (22 February) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (2 February) • DfE – Face coverings in education (8 January) • DfE - Safe working in education, childcare and children’s social care (14 December) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (10 February) • NHS - Test and Trace – How it works (11 January) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • Dfe - https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#taxi-and-private-hire-vehicles (11 February) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) • NEU/GMB/Unison/Unite – Checklists • Sheffield LA guidance – (February/March 2021) 	

To ensure the H & S is managed covering staff, pupils, contractors and visitors for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD).
- Anyone in a support bubble or childcare bubble as if they were part of the same household.
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - Face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time.
 - Been within 1 metre for 1 minute or longer without face-to-face contact.
 - Been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day).
 - Travelled in the same vehicle or a plane.

The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection. • Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace. • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school. • Any other staff who are not required in school and who can continue to work from home will do so. • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. Staff have been informed that they must advise the Headteacher and Cluster HR Manager if their health changes so arrangements can be made. HR to provide weekly update reports to the Headteacher. Cluster staff must inform any of the schools they have worked in during the last 10 days. • Any staff member with symptoms of COVID-19 should not attend or will be sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time; however, if you still have a high temperature you should keep self-isolating until your temperature returns to normal. ○ The staff member must notify the school of the test result immediately. ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required. ○ The school will contact their local Health Protection Team for advice on any further action required in school. <p>South Yorkshire HPT Public Health England Vulcan House Steel 6 Millsands Sheffield S3 8NH Telephone 0114 273 5334 (Monday to Friday 8am to 5pm) PublicHealthC&YP@sheffield.gov.uk</p> <ul style="list-style-type: none"> ○ The school will contact the DfE helpline for advice on any further action required. ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate. To assist with this staff must ensure that all seating plans are constantly kept up to date. ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required. ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. <ul style="list-style-type: none"> • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so.

			<ul style="list-style-type: none"> • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work. ○ Where two or more cases occur within 14 days the school contacts the DfE helpline for advice on any further action required. ○ (In school testing) staff member leaves site immediately and self-isolates for 10 full days from the day after the test. Any close contacts must be identified and self-isolate. ○ The school must be notified of the test result in the case of testing from home. ○ The school contacts the DfE helpline for advice on any further action required. ○ The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where a positive result is obtained, the school will contact the DfE helpline and local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school. • Secondary pupils are eligible for enrolment on the asymptomatic testing programme (three tests on their return to school, twice weekly home tests following). This testing will begin on Thursday 4th March. <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to school. ○ (In school testing) pupil isolates for 10 full days from the day after the test. Any close contacts must also be identified and self-isolate. ○ The school must be notified of the test result in the case of testing from home. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. • Clinically extremely vulnerable pupils are advised not to attend school at this time. • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school.
		Visitors contracting COVID-19	<ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. • Details of any specific local procedures are communicated to all visitors before they come to site. • Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. • Contractors attending while school is operational are notified that the school is operational, and their access requirements reviewed on a case by case basis. • Central office staff visiting schools are eligible for inclusion in asymptomatic testing, but this is not a condition of entry and all normal infection control practices will still be followed.

			<ul style="list-style-type: none"> • Non-employees contracted to the school for essential services should be informed of the school’s procedures and login via Entrysign to provide their details for Test and Trace. • Any external/agency meetings to be organised via Skype/Teams where possible.
<p>Asymptomatic Testing Programme</p>	<p>Staff, Pupils</p>	<p>Additional measures required to support testing that is carried out in a school that is an asymptomatic testing site (ATS), i.e. not tests that are carried out at home by either staff or pupils</p>	<ul style="list-style-type: none"> • All testing is carried out in strict adherence to the procedures contained in the “<i>NHS How to Guide: Rapid Testing in Schools and Colleges</i>” (the ‘How to Guide’) • Training – The school has followed the ‘<i>How to guide</i>’. All staff involved in the programme have completed the online training relevant to their assigned role(s) and have been signed off as competent by using the competency assessment templates provided by DfE/PHE. • Premises – The Sports Hall has been set up in compliance with the ‘<i>How to guide</i>’ The school has made provision for all materials required as detailed in the same. Testing areas are cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, are already managed, covered in other existing school risk assessments. • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. • Logistics – Pupils will enter through an the first entrance into the sports hall after the changing rooms, there is allocated seating 2 metres apart for any pupils waiting to be tested. Once the pupils have been tested they will leave, socially distanced through the fire exit and into the playground ensuring a one-way system. • PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the ‘<i>How to guide</i>’. • Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. • Waste – Healthcare waste contracts were established and ensured that waste streams are not contaminated and that all waste was removed from site in a timely manner. The government have now confirmed that all waste from the ATS can go in general waste. • Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the ‘<i>How to guide</i>’ and the linked training modules. • First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out. • Monitoring – the school’s Quality Lead/Team Leader verifies the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. • Testing – tests are self-administered under direction of the testing team. Where additional assistance is required trained staff will assist students wearing full PPE. <p><u>Results</u></p> <ul style="list-style-type: none"> • For the first test back in school pupils will be kept socially distanced until their test result is completed and is negative. For tests 2 and 3 pupils may return to class while awaiting their result. • Anyone in receipt of a positive LFD test result needs to self-isolate for 10 full days after the test. • Those undertaking home tests must report their results to Test and Trace and the school and in the case of a positive result, self-isolate and arrange a PCR confirmation test.

Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. • Pupils with symptoms are isolated in The Bridge with an open window. Where this is not possible, they are kept at least 2m away from all other persons. • If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products. • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Symptomatic pupils should either be collected by a family member or walk, cycle or to home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children’s Social Care Settings • Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme. • PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained.
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • <u>Secondary</u> <ul style="list-style-type: none"> ○ Adults and pupils will wear face coverings when moving around the premises, in corridors and communal areas, and in classrooms, and in areas where social distancing cannot be reliably practised (subject to any exemptions and not during exercise or strenuous activity) • <u>All</u> <ul style="list-style-type: none"> ○ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these. ○ The school holds a small supply of disposable face coverings. ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene. <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Soap and running water or hand sanitiser is readily available. • Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary. • ‘Catch-it, bin-it, kill-it’, promoted throughout school. • The school provides tissues and sufficient bins to support disposal of waste. • The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.

Cleaning

- A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning.
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance [COVID-19: cleaning of non-healthcare settings](#)
- Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented.

Grouping and Measures Within Classrooms

- Consistent grouping practised as much as possible.
- Mixing between groups is minimised and pupils are encouraged to maintain social distancing within groups.
- Mixing in wider groups for specialist subjects, wraparound care, on transport, is managed.
- All staff can operate across multiple classes and year groups but will practise social distancing where possible. Staffing of groups will be remain as consistent as possible.
- A record is made of group/bubble composition through seating plans and any close contact that takes place between children and staff in different groups.
- Staff endeavour to remain at the front of the class, 2m away from each other and children.
- Pupils sit side by side and facing forwards where possible.
- Education and care support for those with complex needs is provided as normal.
- Wrap-around provision/extra-curricular activities
Only provided for vulnerable children, young people or,
Other children, where the provision is:
 - reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group
 - being used by electively home educating parents as part of their existing arrangements for their child to receive a suitable full-time education
 - being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments

Children are kept in the same groups as during the normal day. If this is not possible groups are limited to 15 and efforts are made to keep these groups consistent at each session

Measures Elsewhere

- Groups are kept apart where possible. Assemblies will be held remotely via Microsoft Teams.
- Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.
- Break and lunch will operate in year group bubbles to minimise mixing of groups with surfaces cleaned after each sitting.
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene.
- Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised.

Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments, as necessary.
- Cluster/supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates.
- Dual registered children can attend, but the two settings will liaise to agree controls.

- Equipment:
 - Personal items e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible.
 - Classroom resources are used freely within the bubble/group but are subject to regular cleaning.
 - Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).
 - Pupils are advised to limit the amount of equipment they bring to school.
 - Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
 - Keyboards are to be wiped down using wipes provided by the school before and after use.

Public Transport

- Steps are taken to depress demand at peak times (Stagger start/finish times)
- Walking, cycling, scooting to and from school are all promoted.
- Face coverings are required by law on public transport for all over 11 years old.
- School use of taxis is allowed subject to the normal safeguarding checks and ensuring that pupils follow the government guidance <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#taxis-and-private-hire-vehicles> Pupils will be provided with hand sanitiser for the journey and a mask must be worn unless the child has an exemption.

<p>Infection Control (premises)</p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups. • Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage. • Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts. • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to ‘fresh air’ mode where possible. Single room systems continue to operate as normal. • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room. • Non-fire doors are propped open to support ventilation and to remove need for hand contact. • Lifts to only be used by one person – only for specific staff and pupils – pass allocated. Cleaners to wipe down regularly.
<p>Delivery of ‘higher risk’ subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in closer proximity thereby increasing the risk of infection</p>	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities. ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama. <p>Music and Drama</p> <ul style="list-style-type: none"> • Consistent groupings are maintained wherever possible. • Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits. • Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained. • Wind players positioned so that air is not blown into another player. • Backing tracks/accompanying music operated with volume levels as low as possible. • Microphones used where possible and amplification is required; if shared they are cleaned between each user. • Performances with an audience to not take place at this time. • Robust handwashing practised, before and after handling equipment/instruments • Any shared equipment is cleaned regularly and always between users. <p>Physical Activity</p> <ul style="list-style-type: none"> • Consistent groupings maintained. • Equipment thoroughly cleaned between groups. • Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised.

			<ul style="list-style-type: none"> • Use of external facilities is risk assessed on a case-by-case basis. • Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented. • Inter-school sport to not take place. • Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any equipment provided being cleaned between use. <p>Educational Visits</p> <ul style="list-style-type: none"> • Trips will not take place at this time.
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work, or school may be anxious, worried our stressed	<ul style="list-style-type: none"> • The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures. • This risk assessment and its findings have been shared with staff and published on the school website. • Regular online briefings have been provided to staff, parents and pupils with letters, presentations and guidance placed on the website. • Staff have access to Group’s occupational health and counselling service • Strategy for pupils feeling anxious about returning to school produced for use in the first week of term. This will begin with a pastoral focused day on Monday 8th March. • Staff inductions to include all the arrangements.
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within closer proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children’s needs. • No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section).
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> • Risk assessment developed in collaboration with staff and Union reps and shared with all parties. • All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner. • All staff asked to review RA and to comment on any issues /concerns. • Transgressions will be escalated through existing behaviour/disciplinary arrangements.
The school lapses in following national/group	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated. • Important updates/changes included in CEO’s Heads Bulletins. • Regular key guidance updates issued by Group H&S Manager. • Headteacher to ensure that all relevant guidance is followed and communicated to staff.

guidelines and advice			<ul style="list-style-type: none"> Senior Leaders keep themselves up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly. The LGB is kept informed on changes in guidance and school approach.
Other Risk Assessment	Staff, Pupils	Other risk assessment that are not updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment. Fire safety procedures have been amended to support COVID-19 infection control arrangements. Staff training schedule monitored, and any slippage identified and managed. This will continue to take place remotely where possible.
Temporary Home Workers	Staff	Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues	<p>DSE</p> <ul style="list-style-type: none"> Staff can take home peripherals and chairs from the school once approved by the Business Manager. Guidance on setting up a suitable workstation provided on Smartlog and HSE website Additional equipment needs are reviewed on a case-by-case basis. <p>First Aid/Accidents</p> <ul style="list-style-type: none"> Any accidents to be logged onto ARMS and line manager to be notified. <p>Wellbeing/Stress</p> <ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Headteacher, Senior Leaders and Line Manages to maintain regular contact with their employees, preferably by video link.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Break and lunch time supervision rotas.	05 March 2021		CHO
Behaviour policy amendment	05 March 2021		CHO
Reissuing of student timetables to avoid confusion with moving around the building.	08 March 2021		SCL
Copies of letters, presentations and guidance to be sent to staff, parents and pupils.	08 March 2021		MSH

Assessment completed by:

**Mark Shipman, Headteacher, Andrea Garnett,
Executive Business Manager, Stacy McKay, Business
Manager**

Date:

01 March 2021

Date of next review:

12 March 2021