

**Covid 19/Coronavirus Risk
Sidestrand Hall School
Viral Pandemic Emergency Risk Assessment – School Re-opening Sept 2020**

Department: Whole School Section/Team: All staff Location: Sidestrand Hall School Activity/Area: Whole School	Assessment Number: Assessment Date: 03/07/2020 Review Date: Daily reviews
<p>This risk assessment is a live document which will be reviewed at least weekly during SLT meetings. Staff will have access to the updated document and changes will be communicated via email. All staff will be obligated to sign off the risk assessment before pupils return to school. Parents will have access to the updated document on the school website. Parents will be informed of significant changes.</p>	Log of document review: Version 1 03.07.2020 Version 2 16.7.2020 Version 3 26.8.2020 Version 4 2.9.20 Version 5 4.9.20 Version 6 16.9.20

What are the hazards?	Who might be harmed and how	Existing Risk controls	Assessment of Risk			Further Risk Controls required	Residual Risk			Action by whom	Action by when	Done
			L	C	RR		L	C	N R R			
Staff Absence impact	Pupils /staff	School works on a ratio of staff to pupils. Risk to pupils and staff safety increases if the ratio of staff to pupils reduces. Risk increases if the more experienced and specifically trained staff members are absent. Currently risk assessments are made by senior leaders in regards to pupil supervision each morning, including redirecting teaching and support staff as part of the daily cover arrangements. This includes consideration of risk around: <ul style="list-style-type: none"> Medical / health need Learning and cognition need Behaviour need Social interaction need Access to PPE 	likely	severe	high	Assessment of risks in light of the viral pandemic may need to result in more extensive measures such as, but not exclusively: -Combining groups of children, [with less adult support] -Reduction in the curriculum offer to avoid curriculum areas where there is an increased risk of injury due to reduced staffing, including PE, swimming, Food Technology, - Closing the school for certain groups of children -- Closure of the whole school The Chair of Governors, NASSH and LA will be consulted and involved in all decisions about part or whole school closure. Parents will be informed as soon as possible						
Pupil safety: School Trips	Pupils due to reduced Staffing ratios Pupils and Staff exposure to the Covid-19 Virus	School trips are unlikely to resume until Jan 2021 at the earliest.	very likely	could be severe	high							
Safeguarding compromises	Pupils if they are in an at risk environment out of school.	Safety of specific pupils on the risk register (receiving support from Children's Services).	likely	could be severe	high	If pupils are at home self isolating/social distancing: <ul style="list-style-type: none"> DSL to keep in contact/liaise with Children's Services (Social Worker's, Family Focus/Early Help Practitioner's) regarding children/families requiring support. To facility monitoring of welfare and safety of vulnerable pupils. DSL to keep in contact with vulnerable pupils (Subject to Section 47 Child Protection Plan, Section 17 Child in Need 						

						Plan, Family Support Plan or identified individual pupils). To facilitate monitoring of welfare and safety of vulnerable pupils. <ul style="list-style-type: none"> • DSL to keep in contact/liase with Professional's (health, YOT, voluntary sector) involved in providing intervention/therapy/support to individual pupils. To facilitate monitoring of welfare and safety of vulnerable pupils. 						
Compromised support for specific classes/pupils	Pupils and Staff	School has highly trained staff placed with specific pupils to support the learning and to keep the class room a safe environment	likely	severe	high	If the staffing is not available to meet the identified needs the classes will have to be reviewed in line with Staff Absence Impact Assessment (point 1)						
Reduced support for pupils with highly specialised needs	Pupils and Staff	Specialised staff trained to provide the necessary support Medical plans Behaviour plans Access to PPE	likely	severe	high	If the specially trained staff members are absent or ratios reduced, the school will discuss the identified risk with parents and carers and pupils may be asked to stay at home. Examples include pupils with: <ul style="list-style-type: none"> • specific medical needs • Behaviour plans with identified specific support If the staffing is not available to meet the needs identified this will be reviewed in line with the Staff Absence Impact Assessment						
Pupils of Black, Asian and Minority Ethnic heritage (BAME). Research showing potential higher risks of contracting Covid-19 and subsequent mortality rates.	Pupils	School practices in place to minimise potential risks:- -Individual pupil risk assessment -Pupils and staff team teaching them allocated to bubbles to limit contact -Physical school environment prepared to comply with government guidance to allow for better social distancing eg clearing classrooms of soft furnishings, toys, resources etc -Cleaning regimes enhanced to ensure additional cleaning done throughout the school day.	possible	Could be severe	medium							
Staff on pause from shielding (clinically extremely vulnerable)	Pupils / staff	- Individual risk assessments are in place for each member of staff on pause from shielding and enhanced social distancing measures in place if identified on risk assessment	very likely	severe	very high risk	-Staff absence could be considerable. Pupil and staff safety would be reviewed and appropriate measures considered including school closure. -Paid working from home arrangements may be granted.						
Family members of pupils with identified high risks	Members of the family / pupils	Parents/carers to discuss particular situations with the Head Teacher.	very likely	severe	very high risk							
Supply of hygiene, sanitation and PPE products compromised	Pupils and staff	Hygiene and sanitation products <ul style="list-style-type: none"> • Regular audit of stock by Site staff • Sufficient stocks in place and stock also on back order. • Site staff in contact with suppliers to ensure continuity of supply. Alternative sources identified. Personal Protective Equipment (PPE) <ul style="list-style-type: none"> • DSL monitoring PPE supply stocks used in school. • Contact maintained with LA for PPE supplies as well as external suppliers. 	likely	could be severe	high							
Work Experience.	Pupils	Behaviour, Medical, safeguarding risk assessments completed for all placements	possible	high for some individuals	medium	All work experience arrangements outside of the school to be postponed until Jan 2021 at the earliest						
FSM entitled pupils not getting fed due to Covid related absence	Pupils	School to arrange for families to receive some sort of vouchers = to FSM (i.e. £2.30/day) for the days the pupil is not in school (NB these will not be issued for days when the pupil is absent from school due to non Covid related illness)	likely	medium	medium	Vouchers will be sent in arrears after the end of each week of absence						
Disruption to Learning for pupils : -not in school daily during first two weeks of term - during localised or national lockdown - during absence whilst self isolating	Pupils	- school to make use of google classrooms and other online learning platforms where possible. - letters to be sent home giving pupils email addresses and signposting to online learning/activity websites. - website to be used to give links to learning platforms. -Work packs to be posted to pupils without IT access. -staff to share good practice - KS leads to monitor work being set - Tutors to keep in regular contact with pupils	likely	medium	low	Workpacks monitored by KS leads						

-shielding - as staff absent		- Contingency plan in place re government directive				-communication logged on School MIS system						
Poor and miscommunication	Staff,pupils,parents	<ul style="list-style-type: none"> -Clear and concise info on website/social media with links to official sites -Consistent info given to parents by SHS staff -ensure adequate numbers of staff answering phones - Info shared with staff and the need for them to give consistent info made clear. -Care taken of what is said in front of pupils. -Ensure governors are kept in the loop especially parents governors with access to parents Facebook page - All parents/carers to be issued with home/school agreement and to agree to the conditions of it in particular:- <ol style="list-style-type: none"> 1)to not send their child to school if they are displaying symptoms 2)to take their child for a test ASAP if displaying Covid 19 symptoms ie a high temperature; a new,continuous cough; the loss or change of sense of taste or smell or they are recommended to get tested by a healthcare provider - and to let the school know the result 3)to engage with the NHS Test and Trace process - Regular updates sent to parents -Staff informed via risk assessment and Covid Staff expectations document of how they are act responsibly/safely during Covid. -blog to be kept up to date on website and social media 	likely	medium	medium	<ul style="list-style-type: none"> -Head and Deputy have regular TEAMS meeting with Chair of Governors and info from this meeting is disseminated via Governor hub to all governors. -Chair of Governors and Clerk to facilitate virtual meetings of governors as required - Governors emailing staff they are linked with in SDP and reports uploaded to Governorhub -see gov.uk guidance "What parents and carers need to know about early years providers, schools and colleges in the autumn term" 						
Impact of bereavement of member of school community	Pupils, staff	<ul style="list-style-type: none"> -Bereavement handling guidance circulated to key staff. -Critical incident team to be initiated. 	unlikely	high	low	<ul style="list-style-type: none"> DSL to arrange intervention from LA support systems as appropriate. -DSL to make appropriate referral for bereavement support for pupils in the event of a death of a family member/significant person to Nelson Journey. -info of family illnesses established during teacher keep in touch conversations and logged so school can prepare to offer support when pupils are in school 						
Negative impact on mental wellbeing	Pupils, staff	<ul style="list-style-type: none"> - See gov.uk guidance 'extra mental health support for pupils and teachers' Pupils: <ul style="list-style-type: none"> - Recovery curriculum in place based on Sir Barry Carpenter . - Interventions via Thrive and ELM Staff: <ul style="list-style-type: none"> - staff signposted to supportive websites, stress tools etc - staff to contact SLT directly around concerns - Staff given access to confidential on site counselling service. 	likely	medium	medium	<ul style="list-style-type: none"> see gov'uk "What parents and carers need to know about early years providers, schools and colleges in the autumn term" document for online resource The Education Support Partnership (https://www.educationsupport.org.uk) provide a free helpline to school staff and targeted support for mental health and wellbeing. 						
SEND legislation	pupils	<ul style="list-style-type: none"> - School to operate within the modified section 42 of the Children and Families Act 2014 whilst in operation. 										
Negative impact on Curriculum	Pupils	<ul style="list-style-type: none"> - Recovery curriculum in place. - Initially only English, maths, outdoor learning, PSHE and physical activity will take place for the first half term. - The School aims to return to our normal curriculum in all subjects by Jan 2021 - Music -As there is an additional risk of infection in environments where there is singing, chanting, playing some musical instruments or shouting these activities will not start until Jan 2021 and then not with instruments involving the mouth. - PE – outdoor activities will be prioritised.gov.uk guidance 'Covid 19 guidance on phased return of 	likely	medium	medium							

		sport and recreation' will be followed as well as covid guidance from Sport England, Association for Physical Education and Youth Sports Trust												
Poor Behaviour	Pupils, Staff	<ul style="list-style-type: none"> - Staff Covid Behaviour expectations to be disseminated and compliance monitored by SLT - The Schools Behaviour Policy has been updated to reflect Covid rules. - Parents will sign a home/school agreement clearly setting out expectations around Covid. - Behaviour expectations of pupils will be re-established. - ELM will give more class based support - Pupils whose behaviour poses a risk to others (eg spitting deliberately) will be isolated but could face exclusion or remote learning 	likely	medium	medium									
Residential pupils	Pupils, Staff	See separate Covid Residential Risk Assessment												
Staff with second jobs	Pupils, staff	<ul style="list-style-type: none"> - all staff working in care sector being tested weekly - Staff are asked to declare second jobs to Headteacher so a risk analysis can be made. 	unlikely	medium	medium									
Staff shielding or in quarantine	Staff	<ul style="list-style-type: none"> - Staff shielding but otherwise healthy to work from home - Staff quarantining to work from home 	unlikely	medium	medium									
Prevention														
spread of the virus on site	staff/pupils/visitors	<ul style="list-style-type: none"> - Staff and pupils who are ill should stay at home. - Staff and pupils who have a family member (or someone in their support bubble) with Covid symptoms should stay at home and follow government guidance about self isolation - Correct wearing of PPE. (with specific pupils) - Follow DFE guidance Coronavirus (COVID-19): implementing social distancing in education and child care settings. - Regular supervised handwashing including on arrival, before and after eating, on return from breaks with soap and water or hand sanitiser. - Ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach. - No jewellery on hands apart from wedding bands - Tie hair back. - no pupil to be accepted into school with symptoms - Thorough cleaning daily of all used areas. See Gov.uk Guidance – Cleaning in non-healthcare settings - Regular fogging of all used areas - Areas not being used to be out of bounds and all doors to these areas kept shut to minimise spread of virus . - all staff on site to have done online COVID-19 training . - areas of use to be cleared out as much as possible to reduce the risk of virus transmission on surfaces - individual risk assessments for pupils on site to be updated to reflect risks of COVID-19 for specific pupils who have issues around understanding social distancing eg Bay pupils- - pupils not to share resources where possible. - equipment known to harbour virus removed e.g. soft toys - Classroom resources to be cleaned regularly after use by classroom staff - pupils to be supplied with individual filled pencil cases . - School has installed outside hand washing stations - Staff may wear face coverings should they wish. Visors will be provided. Face coverings to be worn in line with government guidance. - Clear signage around site 	likely	medium	medium	<ul style="list-style-type: none"> - Parents of pupils attending instructed if any person in the home is displaying COVID-19 symptoms to not send the pupil into school for the period of self isolation. - individual risk assessments will be updated for each child attending- - Staff to be reminded of Covid Safety in weekly Monday briefing and on emails - LA guidance for education settings followed G646a - clear signage and instruction displayed on handwashing - All staff to read and sign off on this risk assessment. - All staff to adhere to the 1m + social distancing rule ie if 2m social distancing cannot be met then staff should be 1m + apart BUT with additional safe practices 								

		<ul style="list-style-type: none"> - Use of storyboards with pupils to explain hygiene and social distancing requirements - Regular verbal instructions to pupils to wash hands, - Visitors on site to be kept to a minimum - Temperatures of pupils will NOT be routinely taken as PHE is clear that this an unreliable method for identifying coronavirus. - Additional care and hygiene to be taken around pupils who spit or use saliva as a sensory stimulant. 										
Poor Social distancing	staff/pupils/visitors	<ul style="list-style-type: none"> - Pupils and class based staff to work in 'bubbles' and larger 'pods' to minimise contact and spread of virus - Pupils to attend two days a week initially to allow Fridays to be used for PPA and transition visits for new pupils to minimise cross contamination of bubbles - pupils to be given a designated desk space and not to share - classrooms arranged with forward facing desks - Staff to maintain as much distance as possible from pupils and other staff - Staffrooms to be taken out of general use. All bubbles allocated a staff support room. - Regular verbal instructions to pupils to socially distance - Use outside as much as possible - Stagger breaks and lunchtimes and pupils to eat in their bubbles - Minimise numbers in each room - avoid use of school vehicles – if they have to be used in an emergency practice social distancing as much in them and clean thoroughly afterwards by premises staff. Windows to be opened to ensure maximum ventilation - Avoid large face to face gatherings eg assemblies, worship etc until further notice. - Keep movement around the site to a minimum. - Ensure visitors and contractors on site are given guidance on social distancing and hygiene. Keep an record of contact telephone numbers for all visitors in case they are needed by Track and Trace 	likely	medium	medium	<ul style="list-style-type: none"> -each bubble to have a radio <p>Reduced canteen provision initially with cold packed lunches delivered to classrooms for the first 3 weeks, then hot or cold food delivered to classrooms until October half term after which the situation will be reviewed</p>						
PPE	staff/pupils	<ul style="list-style-type: none"> - LA guidance on PPE G646f to be complied with - Correct wearing of PPE. (with specific pupils) - Gov.uk guidance 'safe working in education , childcare and childrens social care' should be followed around use of PPE 	unlikely	medium	medium	<ul style="list-style-type: none"> - Visors AND face mask to be worn along with other relevant PPE when delivering intimate care 						
Face coverings	staff/pupils	<ul style="list-style-type: none"> - Latest government guidance to be followed on the wearing of facemasks. Special school pupils are exempt from wearing face coverings however if pupils or their parents wish them to be worn this will be permitted. School will not provide face coverings to pupils. - Staff may wear face coverings should they wish. These must be provided by staff and be worn in line with government guidance around safe use and disposal. Visors will be provided by the school. 	unlikely	medium	medium							
Pupils not understanding and applying social distancing /good hygiene	staff/visitors	<ul style="list-style-type: none"> - Social stories to be used - Regular verbal instructions given to pupils about social distancing ,hand washing, catch it , bin it , kill it. - Parents asked to reinforce good hygiene around Covid 19 at home 	likely	medium	medium							
Poor Cleaning	Pupils, Staff, Visitors	<ul style="list-style-type: none"> -enhanced cleaning info from LA shared with all key staff involved in cleaning -enhanced cleaning taking place of all used areas including frequently touched surfaces (eg door handles, light switches, work surfaces, remote controls, electronic devices) and more often. 	unlikely	medium	medium	<ul style="list-style-type: none"> -LA guidance G646a circulated to site manager to share with all cleaning staff - Managing school premises during the coronavirus outbreak from Gov.uk shared with Site Manager - Gov.uk "Covid 19: cleaning in non healthcare settings outside the home" shared with all class based staff 						

		<ul style="list-style-type: none"> - Re-organisation of cleaning/site teams and hours of working to enhance cleaning provision. -fogging of all used areas done weekly by site team -cleaning staff issued with PPE -cleaning products to be left by photocopiers so they can be wiped between use. -Clement Lodge to be cleaned by staff based in there - stocks particularly of handwashing materials and tissues to be checked daily and replenished -outdoor play equipment being disinfected every morning by site staff -Kitchen being cleaned by kitchen staff daily - class based staff wiping tables and surfaces down throughout the day. - Follow Gov.uk guidance "Covid 19: cleaning in non healthcare settings outside the home" 											
Catering	Pupils, Staff	<ul style="list-style-type: none"> - Gov.uk "Guidance for Food Businesses on Coronavirus" to be followed as well as the usual FSA guidance on good hygiene practices in food preparation. - Staff to be regularly reminded about good hygiene particularly around hand washing and respiratory hygiene. - Staff to work at least 2m apart in the kitchen - Doors and windows to remain open where possible to improve ventilation - No cash to be taken for staff food sales – online system to be used. - Care to be taken to socially distance in locker rooms, store areas – only one person to be in each at a time - Kitchen staff to wash tea-towels daily - Only two members of kitchen team to work in kitchen at a time – excess staff deployed elsewhere. - More frequent cleaning to be done in the kitchen particularly of frequently touched areas. - No entry to kitchen of staff other than kitchen staff - Specific Covid Risk assessment written and followed by kitchen staff 	unlikely	medium	medium								
Transport	Pupils	<ul style="list-style-type: none"> - Parents signposted to LA information re travel - Transport providers given hygiene routines to follow. - Pupils in special schools are exempt from wearing face coverings on school transport 		medium	medium								
Staff car sharing to and from work	Staff, Pupils	<ul style="list-style-type: none"> - Government guidance "Covid 19: Safer travel guidance for passengers" to be followed 				<ul style="list-style-type: none"> - Try not to share a vehicle with those outside your household or support bubble. If you need to try to:- -share the transport with the same people each time -keep to small groups of up to 6 people at any one time -open windows for ventilation -travel side by side or behind other people, rather than facing them, where seating arrangements allow -face away from each other -consider seating arrangements to maximise distance between people in the vehicle -clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch -ask the driver and passengers to wear a face covering 							
Shielding pupils/staff after 1.8.20 (clinically extremely vulnerable)	Pupils, Staff	<ul style="list-style-type: none"> - A small number of staff/pupils who are 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. - Where a pupil is advised not to return to school they will be offered remote learning. - Absence will not be penalised in this circumstance 	unlikely	medium	high								

		- Steps will be taken to keep staff as safe as possible in the workplace.											
Response to Infection		-											
Suspected case of Covid 19	Pupils/staff/visitors	<ul style="list-style-type: none"> - staff member to be sent home and follow government guidance - isolate the pupil until they can be collected or taken home.- The therapy room will be used for this. -If pupil needs to use toilet they should use a separate one if possible which must be cleaned and disinfected after use. -Areas that pupil.staff member been in to be thoroughly disinfected after they have left the premises. ONLY first aid trained staff to deal with persons displaying symptoms -SLT to be informed immediately of suspected cases -PPE to be worn by member of staff dealing with pupil with suspected symptoms (follow guide for use of PPE) - the person showing symptoms should access a COVID-19 testing facility as soon as possible and inform the school of the result. - if result is positive 'Stay at home' guidance to be followed self isolating for at least 10 days from the onset of symptoms and then only return to school if they do not have symptoms other than cough or loss of sense of smell or taste. If they have a temperature they should self-isolate until it returns to normal. Other household members should self isolate for 14 days from when the symptomatic person first had symptoms. -if result is positive staff member/pupil must engage with the NHS Test and Trace process and follow local health protection team advice. -if result is positive School to contact local health protection team who will advise on what to do next. - In suspected cases the Headteacher will use discretion in alerting other people in the bubble or linked to the bubble to the suspected case. - Schools must not share the names of people with coronavirus unless essential to protect others. 	likely	medium	medium	<ul style="list-style-type: none"> -Protocols in place for those pupils presenting Covid symptoms in school. First aid staff aware of these protocols. -Each daily team has allocated first aid staff -Clear guidance written and shared with medical/residential staff on donning and doffing of PPE -Specific medical/residential staff access training videos on correct use of PPE -pupil displaying symptoms to be taken home immediately on LA arranged transport. If pupil on lone transport it may be possible for them to be collected ASAP. If other pupils on taxi this may be difficult. If parent/ school transport can't get pupil home quickly then school to risk assess to either keep child isolated on site until they can be collected or a member of staff to transport home.(see Gov.uk guidance Safe working in education, childcare and childrens social care setting, including the use of PPE) 							
Isolation for Residential settings	Pupils, Staff	<ul style="list-style-type: none"> - gov.uk guidance on isolation for residential educational settings is to be followed. - Residential provision will be kept open where possible however decisions will be made on a case by case basis. 	unlikely	medium	medium								
Multiple cases of Covid 19 in school (outbreak = 2 or more cases within 14 days) or increase in pupil/staff absence rates due to suspected or confirmed cases of Covid 19	Pupils, Staff	<ul style="list-style-type: none"> - Local Health Protection team to be notified by School. They will advise the school what to do next. - Mobile testing unit may be dispatched - Testing will focus on persons class (bubble), followed by pod then year group , then whole school if necessary - where groups of pupils need to self isolate education will continue remotely. 	unlikely	medium	medium								
Localised outbreak in school area or areas that pupils live in	Pupils, Staff	<ul style="list-style-type: none"> - Government will be involved in directing what needs to happen in school. - Pupils/staff in the clinically extremely vulnerable group may have to be temporarily absent if there is a rise of the virus in a local area (ie they may need to shield again) 	unlikely	medium	medium	<ul style="list-style-type: none"> - Where possible school will remain open for keyworkers children and vulnerable children (on an individual risk assessment basis) 							
Cleaning	Pupils/staff/visitors	- clean areas in contact with infected person using disinfectants (staff should use PPE whilst doing this).	unlikely	medium	medium								

Likelihood C – Consequence RR – Risk Rating NRR – New Risk Rating)