

**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: reviewed as guidance changes
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.	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 Version 7 5.10.20 Version 8 13.10.20 Version 9 5.11.20 Version 10 7.12.20 Version 11 14.12.20 Version 12 25.1.21

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 further notice.	very likely	could be severe	high	Visits out of school must be agreed by Head and comply with NCC COVID-19 Risk Assessment						
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 with support of Form Teacher/Teaching Assistants to keep in contact/liaise with Children's Services (Social Worker's, Family Focus/Early Help Practitioner's) regarding 						

						<p>children/families requiring support. To facility monitoring of welfare and safety of vulnerable pupils.</p> <ul style="list-style-type: none"> • 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 facility monitoring of welfare and safety of vulnerable pupils. • DSL to keep in contact/liaise 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 e.g. 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							
Pupils over the age of 18 with Downs Syndrome. Research showing potential higher risks of negative outcomes if contracting COVID-19 and subsequent mortality rates.		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 e.g. 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							
Clinically Extremely Vulnerable (CEV) staff	Pupils / staff	- Individual risk assessments are in place for each member of staff while on pause from shielding and enhanced social distancing measures in place if identified on risk assessment - CEV staff to attend work or not in line with latest government guidance. - CEV staff to follow latest government guidance on shielding -	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. - CEV staff risk assessments to be revisited by line managers each time they return to work from a lockdown						
Clinically extremely vulnerable (CEV) pupils	Pupils	- Pupils who fall into this category must comply with government guidance. - CEV pupils shielding at home to be supplied with remote learning and to have daily contact by school - Pupils CEV letters to be copied to school.	possible	severe	very high risk	-						
Pupils and staff with CEV relations at home	Pupils/staff	- Latest government guidance to be followed regarding these pupils and staff and attendance at school/work				-						
Clinically vulnerable (CV) staff/pupils		- Latest government guidance to be followed regarding these pupils and staff and attendance at school/work				-						
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 with additional on back order. 	likely	could be severe	high							

		<ul style="list-style-type: none"> 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. 				Use of national PPE ordering for special schools via DFE						
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 further notice.						
FSM entitled pupils not getting fed due to COVID related absence	Pupils	School to arrange for families to receive supermarket vouchers (via Wonde) = 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-19 related illness)	likely	medium	medium	-FSM vouchers for Xmas 2020 to be issued by school via Edenred as part of Norfolk County Council Winter Support Fund -FSM vouchers for first 2 weeks of January 2021 to be issued via Edenred using NCC account. -FSM vouchers from 18.1.21- 12.2.21 to be issued via Edenred using the DFE account re DFE guidance issued 13.1.21 -FSM vouchers for Feb half term to be issued via Edenred using the NCC account						
Disruption to Learning for pupils : -not in school daily during first two weeks of school year 20-21 - during further localised or national lockdowns - during absence whilst self-isolating -shielding - as staff absent -during school closure as a result of public health advice	Pupils	- school to make use of google classrooms and other online learning platforms - 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 - Contingency plan in place re government directive - CEV pupils not in school to have daily contact and remote learning opportunities	likely	medium	low	Our remote education curriculum is aligned to the classroom curriculum as much as possible and sequenced to ensure pupils obtain the knowledge and skills they need to move on to the next step. Learning is delivered through worksheets, textbooks or via an online platforms (Google classrooms, IXL, Sumdog), Teachers will feedback and assess pupil work as regularly as they can. Each class will meet regularly during the week via Google Meet to discuss a topic, theme or work. Work packs monitored by KS leads -communication with pupils is logged on School MIS system /pupil COVID-19 spreadsheet						
Vulnerable children	Pupils	-following government guidance when a vulnerable child is asked to self-isolate we will notify the social worker (if they have one)and agree with them the best way to maintain contact and offer support to the vulnerable child. -we will support access to remote learning if applicable and regularly check the remote learning is being accessed.				Definition of Vulnerable child <ul style="list-style-type: none"> are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child have an education, health and care (EHC) plan and it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion. 						
Poor and miscommunication	Staff, pupils, parents	-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 spoken about 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:-	likely	medium	medium	-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						

		<p>1)to not send their child to school if they are displaying symptoms</p> <p>2)to take their child for a test ASAP if displaying COVID-19 symptoms i.e. 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</p> <p>3)to engage with the NHS Test and Trace process</p> <p>- Regular updates sent to parents</p> <p>- Staff informed via risk assessment , COVID-19 Staff expectations document and emails of how they are act responsibly/safely during COVID-19</p> <p>- blog to be kept up to date on website and social Media</p> <p>Covid 19 Secure 2020 notice on display in reception</p>				<p>-see latest gov.uk guidance "What parents and carers need to know about early years providers, schools and colleges.</p> <p>NHS document "check if you or your child has coronavirus symptoms" issued to parents and staff w/c 12.10.20</p> <p>Reception staff issued with crib sheet to help inform parents when a test is needed</p> <p>-Tier 2 restriction information shared with staff 1.12.20.</p> <p>-Health and safety email sent to staff 12.1.21 with updated information including about wearing face coverings</p>					
Impact of bereavement of member of school community	Pupils, staff	<p>-Bereavement handling guidance circulated to key staff.</p> <p>-Critical incident team to be initiated.</p>	unlikely	high	low	<p>DSL to arrange intervention from LA support systems as appropriate.</p> <p>-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.</p> <p>-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</p>					
Negative impact on mental wellbeing	Pupils, staff	<p>- See gov.uk guidance 'extra mental health support for pupils and teachers'</p> <p>Pupils:</p> <p>- Recovery curriculum in place based on Sir Barry Carpenter.</p> <p>- Interventions via Thrive and ELM</p> <p>- CEV pupils not in school to have daily contact from school</p> <p>- Regular welfare calls will be made to families and identified issues referred to appropriate staff member/professional</p> <p>- Support will be provided for pupils who need to re-adjust to being in school, those who may be reluctant to return and those showing signs of more severe anxiety and depression</p> <p>Staff:</p> <p>- staff signposted to supportive websites, stress tools etc.</p> <p>- staff to contact SLT directly around concerns</p> <p>- Staff given access to confidential counselling service.</p> <p>- CEV staff not in school to keep in contact with their line manager</p>	likely	medium	medium	<p>see updated gov.uk guidance</p> <p>The Education Support Partnership (https://www.educationsupport.org.uk) provide a free helpline to school staff and targeted support for mental health and wellbeing.</p> <p>Staff encouraged to undertake training gov.uk Teaching about mental wellbeing</p> <p>Where possible flexible work practices (eg virtual team) have been put in place.</p>					
SEND legislation	pupils	<p>- School to operate under section 42 of the Children and Families Act 2014 and any modifications during the pandemic</p>				Educational Health Care Plan's (EHCP) will take place remotely					
Negative impact on Curriculum	Pupils	<p>- Recovery curriculum in place at beginning of academic year</p> <p>- Initially only English, maths, outdoor learning, PSHE and physical activity will take place for the first half term.</p> <p>- 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 further notice and then not with instruments involving the mouth.</p> <p>- PE – outdoor activities will be prioritised. gov.uk guidance 'COVID-19 guidance on phased return of sport and recreation' will be followed as well as</p>	likely	medium	medium						

		COVID-19 guidance from Sport England, Association for Physical Education and Youth Sports Trust				No PE activities to be played inside buildings. No balls game to be played at breaks/lunchtime except non-contact football. ALL resources used to be sanitised after each use.						
Poor Behaviour	Pupils, Staff	<ul style="list-style-type: none"> - Staff COVID-19 Behaviour expectations to be disseminated and compliance monitored by SLT - The Schools Behaviour Policy has been updated to reflect COVID-19 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 (e.g. spitting deliberately) will be isolated but could face exclusion or remote learning 	likely	medium	medium							
Residential pupils	Pupils, Staff	See separate COVID-19 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 in quarantine	Staff	<ul style="list-style-type: none"> - Staff quarantining to work from home 	unlikely	medium	medium							
Online Learning	Pupils	<ul style="list-style-type: none"> - Our remote education curriculum is aligned to the classroom curriculum as much as possible and sequenced to ensure pupils obtain the knowledge and skills they need to move on to the next step. Learning is delivered through worksheets, textbooks or via an online platforms (Google classrooms, IXL, Sumdog). - Teachers will feedback and assess pupil work as regularly as they can. - Each class will meet regularly during the week via google meet to discuss a topic, theme or work. - Chromebooks claimed from DFE scheme and to be distributed to pupils most in need (identified via survey and knowledge of families) - IT manager review of online platforms to ensure pupil safety and safeguarding conditions are met 										
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 (high temperature, new continuous cough, loss or change to sense of taste or smell) should stay at home and follow government guidance about self-isolation i.e. not return to work/school before 10 days or until the ill person has a negative result. - Staff check with pupils regarding symptoms on arrival and remain vigilant for developing symptoms throughout the day - Individual support plans have been reviewed for pupils where required in terms of identifying symptoms and where challenging behaviour are displayed in the context of Covid 19 - 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. - Pupils/staff to avoid wearing rings apart from plain bands to ensure thorough hand washing - Hand sanitiser is stored appropriately 	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-19 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 - NCC Compliance code for Education Settings followed 						

		<ul style="list-style-type: none"> - Pupils/staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed - Ensure good respiratory hygiene by promoting the "catch it, bin it, kill it" approach. - 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. (via lhasco) - 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 e.g. 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 - Face coverings to be worn in line with government guidance. - Clear signage around site - 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 ventilation	staff/pupils/visitors	<ul style="list-style-type: none"> - Windows to be kept open (even if only slightly) to aid dispersal of air borne particles 				<ul style="list-style-type: none"> - Additional heaters to be purchased for those areas that have "open window shut off" systems built in to heaters 							
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 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 e.g. assemblies, worship etc. until further notice. 	likely	medium	Medium	<ul style="list-style-type: none"> - Each bubble to have a radio. - 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 Christmas after which the situation will be reviewed. - From Jan 21 during Lockdown #3 reduced staffing in canteen therefore no cold sandwiches on offer only hot meals. - All pupils attending school to eat in their classrooms 							

		<ul style="list-style-type: none"> - Keep movement around the site to a minimum. - Ensure visitors and contractors on site are given guidance on social distancing and hygiene. Keep a record of contact telephone numbers for all visitors in case they are needed by Track and Trace - Sensory circuits in gym to only be used by one pod at a time 											
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 children's 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 - Staff encouraged to wear face coverings at all times--see H&S email sent 12.1.21 							
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. - All staff to wear face coverings around the site in corridors and communal areas unless exempt. Staff encouraged to wear face coverings at all times. - Face coverings to be provided by staff and be worn in line with government guidance around safe use and disposal.(we have a very limited stock of handmade face coverings that will not be replenished) - Visors will be provided by the school for those who wish to wear them. Visors alone do not provide adequate protection and should be worn with face masks - School will provide facemasks for staff use when providing intimate care. Government advice to be followed on wearing of and disposal of. - All visitors, contractors and health professionals to be asked to wear face coverings. (a supply of disposable masks to be kept in key areas for this purpose) - Face coverings to be worn in offices where there is inadequate space for social distancing 	unlikely	medium	medium	<ul style="list-style-type: none"> - Some individuals are exempt from wearing face coverings and we expect adults and pupils to be sensitive to those needs 							
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	<ul style="list-style-type: none"> - New signage to be put up to keep the message fresh - - 							
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 (e.g. door handles, light switches, work surfaces, remote controls, electronic devices) and more often. - 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 uses. - Clement Lodge to be cleaned by staff based in unit - 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", 	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 - Enhanced cleaning set up re Lockdown #3 and cleaning rotas revisited -NCC document COVID-19 cleaning and disinfection – supplementary information for educational resources and equipment shared with site manager -Cleaning staff to follow instructions for cleaning products and disinfectants to ensure areas are not wiped dry before the required contact time has been achieved 							

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 2 metres 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 - 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-19 Risk assessment written and followed by kitchen staff 	unlikely	medium	medium	<ul style="list-style-type: none"> - Food to be delivered to classrooms (at least until Xmas 2020) - KS2 to be allowed to use canteen to eat after lockdown #2. Area to be thoroughly cleaned after use - Lockdown #3- All pupils to eat in classrooms ie dining hall no longer used for KS2 - Canteen staffing on rota for lockdown #3 so variety on offer is reduced 									
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	<ul style="list-style-type: none"> - Consideration to be given to Lateral Flow Device (LFD) testing of transport staff (driver and passenger assistant) - Local Authority is, from lockdown #3, promoting that pupil's wear face coverings on school transport if they are able. - Car sharing is discouraged due to cross contamination of bubbles. 									
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 				<p>Try not to share a vehicle with those outside your household or support bubble. If you need to try to:-</p> <ul style="list-style-type: none"> -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 <p>travel side by side or behind other people, rather than facing them, where seating arrangements allow</p> <ul style="list-style-type: none"> -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 									
Visitors on site		<ul style="list-style-type: none"> - Visitors to be kept to a minimum - All visitors to complete a COVID questionnaire - Track and trace QR codes displayed in reception and main house - Visiting professionals – additional paperwork completed/provided where requested and signposting made to our COVID-19 risk assessment on our website. - All visitors to be asked to wear a face covering - Pupil familiarisation visits to take place virtually where possible but if on site then outside the normal school day - Parents/carers should only attend the site where they have a pre-arranged appointment - Clear signage/instructions for all visiting site is on display in reception 													
Meetings	Staff, visitors	<ul style="list-style-type: none"> - Where possible meetings are conducted remotely to reduce the risk of contacts - Rules of Face to face meetings : <ul style="list-style-type: none"> Keep meetings to smallest number necessary Ensure 2m distance is maintained Share paperwork electronically Participants to practice good hygiene If held indoors be in well ventilated spaces Avoid sitting face to face 													

Staff training	Staff	<ul style="list-style-type: none"> - Training is only delivered in person where it is critical to essential service delivery and practical aspects or practical exercises are required as part of the training. - Course content and delivery methods have been reviewed, group activities are not included and close contact face to face tasks have been eliminated from the course where possible - Good hygiene is used throughout course - Training items aren't shared between delegates 											
Parents evenings	Staff, parents	<ul style="list-style-type: none"> - Will all be held virtually 											
Lateral Flow Device (LFD) Testing in School	Staff,	<ul style="list-style-type: none"> - From week commencing 4.1.21 LFD testing to take place in school of all staff (who consent to participate). - Separate risk assessment in place in addition to quality assurance checks on the process. 											
Offices and workspaces	Staff	<ul style="list-style-type: none"> Where staff can't work from home :- Furniture rearranged where possible to prevent face to face working Rooms are well ventilated Staff are rota'd to minimise numbers in any one office Hot desking is avoided Equipment is not shared Workspaces cleaned between users 											
Emergencies Fire Evacuation	Staff, pupils, visitors	<ul style="list-style-type: none"> Fire drills to take place in a socially distanced manner 											
First Aid		<ul style="list-style-type: none"> Where close contact is required the first aider will use PPE as outlined in PPE Guidance 											
Response to Infection													
Suspected case of COVID-19	Pupils/staff/visitors	<ul style="list-style-type: none"> - staff member to be sent home and to follow government guidance - pupils to be isolated until they can be collected or taken home.- The therapy room will be used for this. (cleaning of this space and any others used by infected person to be done in line with NCC protocol and waste from room bagged and isolated for 72 hrs pre disposal) - If pupil needs to use toilet they should use a separate one if possible which must be cleaned and disinfected after use. - Areas that either the pupil or 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. Staff to return to school after 10 days following Track and trace advice in relation to ongoing symptoms. -Pupils to return to school only when the rest of their bubble returns and then only return to school following track and trace advice in relation to ongoing symptoms -Other household members should self-isolate for 10 days plus the day the person first showed symptoms or 	likely	medium	medium	<ul style="list-style-type: none"> -Protocols in place for those pupils presenting COVID-19 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 children's social care setting, including the use of PPE) 							

		<p>the day their test was taken if they did not have symptoms. (11 days total)</p> <ul style="list-style-type: none"> - If result is positive staff member/pupil must engage with the NHS Track 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. 										
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	<ul style="list-style-type: none"> - Lockdown #3 – Clement Lodge remains open to a reduced number of pupils. Main house residential units currently suspended. 						
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"> - DFE COVID-19 helpline to be notified by School. School to provide all requested info about close contacts, seating plans etc. 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 (i.e. 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	<ul style="list-style-type: none"> - 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)