

**Covid 19/Coronavirus Risk
Sidestrand Hall School
Viral Pandemic Emergency Risk Assessment**

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 15 17.5.21 Version 2 16.7.2020 Version 16 21.5.21 Version 3 26.8.2020 Version 17 3.9.21 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 Version 13 2.3.21 Version 14 12.4.21

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	Visits out of school must be conducted in line with relevant COVID secure guidelines and regulations in place at the time of the visit including following COVID secure measures in place at the destination and rules about safe travel to the destination. Visits must be agreed by Head and comply with the NCC COVID-19 Risk Assessment	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	<p>If pupils are at home self-isolating/social distancing:</p> <ul style="list-style-type: none"> • DSL with support of Form Teacher/Teaching Assistants to keep in contact/liase 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 facility monitoring of welfare and safety of vulnerable pupils. • 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	<p>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)</p>						
Reduced support for pupils with highly specialised needs	Pupils and Staff	<p>Specialised staff trained to provide the necessary support</p> <p>Medical plans Behaviour plans Access to PPE</p>	likely	severe	high	<p>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:</p> <ul style="list-style-type: none"> • specific medical needs • Behaviour plans with identified specific support <p>If the staffing is not available to meet the needs identified this will be reviewed in line with the Staff Absence Impact Assessment</p>						
Clinically Extremely Vulnerable (CEV) staff	Pupils /Staff	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> -Staff absence could be considerable. Pupil and staff safety would be reviewed and appropriate measures considered including school closure. - All CEV staff to be required to thoroughly read the latest full school COVID risk assessment to familiarise themselves with working practices. -CEV staff to follow government guidance about taking extra precautions to protect themselves -CEV encouraged to take twice weekly LFD tests as they are most at risk -CEV staff encouraged to get vaccinated. 						
Clinically extremely vulnerable (CEV) pupils	Pupils	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Head of Care to circulate DFE FAQ document to parents of CEV pupils and deal with queries. 						
Pregnant staff members	Staff	<ul style="list-style-type: none"> - Latest government guidance to be followed regarding pregnant staff - COVID considerations to appear on the pregnancy risk assessment 	likely	could be severe	high	<ul style="list-style-type: none"> - Staff who are 28 weeks pregnant or more or who have underlying health conditions at any time during gestation will be allocated a place to work in isolation safely in school or work from home in discussion with Head/Deputy. 						
Supply of hygiene, sanitation and PPE products compromised	Pupils and Staff	<p>Hygiene and sanitation products</p> <ul style="list-style-type: none"> • Regular audit of stock by Site staff • Sufficient stocks in place and stock with additional on back order. • Site staff in contact with suppliers to ensure continuity of supply. Alternative sources identified. <p>Personal Protective Equipment (PPE)</p> <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							
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							

<p>Disruption to Learning for pupils :</p> <ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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 - Assistant Head (Curriculum) supported by curriculum leads to monitor work being set - Tutors to keep in daily 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	<p>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 online platforms (Google classrooms, IXL, Sumdog), Teachers will feedback and assess pupil work as regularly as they can. For absent pupils there will be a Google Meet at least weekly.</p> <p>Work packs to be monitored by Assistant Head (Curriculum) supported by Curriculum leads</p> <p>-communication with pupils is logged on School MIS system /pupil COVID-19 spreadsheet</p>						
Vulnerable children	Pupils	<ul style="list-style-type: none"> -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. 	unlikely	low	low	<p>Definition of Vulnerable child</p> <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	<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 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:- <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 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/Track and Trace - 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, COVID-19 Staff expectations document and emails of how they are act responsibly/safely during COVID-19 	likely	medium	medium	<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 and ??</p> <p>Reception staff issued with crib sheet to help inform parents when a test is needed</p>						

		- blog to be kept up to date on website and social Media Covid-19 Secure 2020 notice on display in reception												
Impact of bereavement of member of school community	Pupils./Staff	-Bereavement handling guidance circulated to key staff. -Critical incident team to be initiated.	unlikely	high	low	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	- See gov.uk guidance 'extra mental health support for pupils and teachers' Pupils: - Recovery curriculum in place based on Sir Barry Carpenter. - Interventions via Thrive and ELM - pupils not in school to have daily contact from school - Regular welfare calls will be made to families and identified issues referred to appropriate staff member/professional - 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 Staff: - staff signposted to supportive websites, stress tools etc. - staff to contact SLT directly around concerns - Staff given access to confidential counselling service. - staff not in school to keep in contact with their line manager	likely	medium	medium	see updated gov.uk guidance School purchased The Education Support Partnership (https://www.educationsupport.org.uk) health and wellbeing service. Info circulated to all staff. Staff encouraged to undertake training gov.uk Teaching about mental wellbeing Where possible flexible work practices (e.g. virtual teams) are put in place. IHASCO course 'Managing anxiety' purchased for staff to undertake to support wellbeing. PHE developed course 'Psychological First Aid: Supporting Children and Young People' accessible to train staff.								
Non-compliance with SEND legislation	Pupils	- School to operate under section 42 of the Children and Families Act 2014 and any modifications during the pandemic	Unlikely	low	low	Educational Health Care Plan's (EHCP) will take place remotely during lockdowns. Annual reviews can take place remotely or face to face.								
Negative impact on Curriculum	Pupils	- School will monitor DFE guidance on the curriculum during Covid. - PE will take place as normal but with guidance around covid safety in PE being adhered to . - The curriculum will return to normal but staff will take account of any additional risks and ensure activity risk assessments are updated re Covid and mitigations to reduce risk of exposure are put in place.	likely	medium	medium	ALL PE resources used to be sanitised after each use.								
Poor Behaviour	Pupils/Staff	- 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	- 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	- 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 online platforms (Google classrooms, IXL, Sumdog) and live lessons, - 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. Links to join will be sent by class teachers. Pupils will be able to googlemeet into individual lessons if isolating and well enough. - 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 	likely	low	low							
Incorrect attendance recorded	Pupils	<ul style="list-style-type: none"> -Latest operational government guidance used to record attendance info related to Covid-19. - Attendance Lead keeps up to date on government guidance changes via gov.uk and DfE daily up date. Informing attendance administration staff of any relevant changes to recording. Attendance Lead in regular contact with allocated Local Authority Attendance and Entitlement Officer. 	likely	low	low	-Info shared with admin staff recording attendance by Attendance Lead.						
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 check with pupils regarding symptoms on arrival and remain vigilant for developing symptoms throughout the day - If pupils report to staff that a family member has symptoms or is having a test this must be reported to Head/Deputy immediately. - 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) - Regular supervised thorough handwashing including on arrival, before and after eating, on return from breaks, after using the toilet, after touching face, blowing nose or sneezing or coughing - with soap and water for 20 seconds or hand sanitiser. - Hand sanitiser is stored appropriately - 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. Enough tissues and bins available in classrooms/office - 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 - 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 - Clear signage around site - Use of storyboards with pupils to explain hygiene 	likely	medium	medium	<ul style="list-style-type: none"> -Staff to be reminded of COVID-19 Safety in briefings and on emails - LA guidance for education settings followed G646a - clear signage and instruction displayed on handwashing - All staff to read Covid risk assessments and confirm to SBM by email that they have done so. -NCC Compliance code for Education Settings followed 						

		<ul style="list-style-type: none"> and social distancing requirements Regular verbal instructions to pupils to wash hands thoroughly 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. Windows to be opened wide during breaks, periods when classroom not in use to refresh the air in them Open internal doors, where possible to assist with a throughput of air If necessary external doors may also be used (as long as they are not fire doors and where safe to do so) DFE supplied carbon dioxide monitors to be used to check ventilation once supplied. 	likely	medium	medium	<ul style="list-style-type: none"> Additional heaters purchased for those areas that have "open window shut off" systems built in to heaters Any issues with heating to be reported immediately to the Site Manager 							
Poor social distancing	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Face to face assemblies will not be held initially Face to face contact with staff will be limited initially and staff will be given the option to remotely attend meetings Morning staff briefings will not be held initially 	likely	medium	medium	-							
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 							
Face coverings	staff/Pupils	<ul style="list-style-type: none"> Latest government guidance to be followed Face covering to be worn by all staff and pupils over the age of 11 on transport including travel to a from work and on school vehicles. We continue to encourage staff to protect each other by wearing face coverings in communal areas A clear process is in place and communicated for the safe removal of face coverings and the safe storage or disposal of them when removed. When a face covering becomes damp, it should not be worn. Re-usable face coverings when removed should be stored in a clean plastic bag. 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. Visors can be worn by those exempt from wearing a face covering but they should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. School will provide facemasks for staff use when providing intimate care. Government advice to be followed on wearing of and disposal of. 	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. This applies to those who: <ul style="list-style-type: none"> -cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental difficulties -speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. The reintroduction of mandatory wearing of face coverings for pupils and staff may be advised for temporary periods in response to particular localised outbreaks including variants of concern 							
Pupils not understanding good hygiene	Staff/Visitors	<ul style="list-style-type: none"> Social stories to be used Regular verbal instructions given to pupils about 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 (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. 	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"> - 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", 				<ul style="list-style-type: none"> - 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. - Doors and windows to remain open where possible to improve ventilation - 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	-						
Transport to/from school	Pupils	<ul style="list-style-type: none"> - Parents signposted to LA information re travel - Transport providers given hygiene routines to follow. - Pupils encouraged to wear face coverings on school transport but exemptions may apply 	unlikely	medium	medium							
Use of school minibuses	Staff/Pupils	<ul style="list-style-type: none"> - Maximise the ventilation of fresh air (from outside the vehicle) at all times during journeys through opening windows. - Drivers and accompanying staff should use hand sanitiser at intervals throughout the journey and should always do so after performing tasks such as helping a pupil into the vehicle or handling a pupil's belongings. - Hand sanitiser available in the vehicle for use by pupils. - Cleaning of high-touch areas like grab rails and door handles should be undertaken after every trip where possible, and an enhanced clean should be carried out at the end of each day. - Face coverings be worn by all staff when they are on a vehicle 	very likely	could be severe	high	<ul style="list-style-type: none"> -Site staff to be informed by EVC administrator when a bus has been returned from a trip so it can be cleaned ready for next trip or residential evening use. -Used buses to be fogged at end of school day by site team. 						
Staff car sharing to and from work	Staff/Pupils	<ul style="list-style-type: none"> - Face coverings to be worn in vehicles - Windows to be kept open to maximise ventilation 	unlikely	medium	medium	<ul style="list-style-type: none"> -NB in a positive case close contacts who travel together will be contacted by Track and Trace. Please have regard to this and the staffing impact on the school when sharing lifts. 						
Visitors on site		<ul style="list-style-type: none"> - All visitors to complete a COVID questionnaire - Track and trace QR codes displayed in reception and main house - All visitors to be encouraged to wear a face covering . - 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 	unlikely	low	low							
Meetings	Staff/Visitors	<ul style="list-style-type: none"> - Rules of Face to face meetings: Participants to practice good hygiene If held indoors be in well ventilated spaces 	unlikely	medium	medium							
Staff training	Staff	<ul style="list-style-type: none"> - Good hygiene is practiced throughout the course 	unlikely	medium	medium							

		- Training items aren't shared between delegates												
Parents evenings	Staff/Parents	- The situation will be monitored closely in terms of offering face to face parents evenings with decision taken nearer the time.	unlikely	low	low	- Annual reviews will continue to held remotely if requested or face-to face.								
Lateral Flow Device (LFD) Testing in School	Staff	- Separate risk assessment in place in addition to quality assurance checks on the process. - Nasal only or throat only swabs can be taken if a combined nasal/throat swab is not possible	likely	low	low	- Confirmatory PCR tests are to be taken for LFD tests taken in school where the result is positive.								
LFD Testing	Pupils	- Children aged 11 should be tested by an adult with those over 12 testing with adult supervision - Pupils cannot be tested without consent having been received. - Where LFD result is positive parents will have to obtain a PCR test (bookable online or from a test site) and pupil should NOT be sent into school. If the PCR test is subsequently negative, the household can come out of isolation. If PCR is positive, the household should continue isolating until the end of the 10-day isolation period. - Results of LFD tests must be reported to NHS test and trace online or by phone as soon as result is known and be shared with the school (to aid contact tracing) - Testing is voluntary and it is not a requirement for a pupil to have been tested in order to attend school - Nasal only or throat only swabs can be taken if a combined nasal/throat swab is not possible	likely	low	low	- Information letter, consent form and testing procedures sent out to parents - A record of consent will be kept - A small, limited, on site test facility will be retained for pupils who are unable to test at home but want to be tested - Where testing takes place in school we will record where a pupil has had assistance with swabbing from a member of staff for insurance purposes - Confirmatory PCR tests are to be taken where a LFD test taken in school is positive - Where pupils are tested on-site, their personal risk assessment will be updated to cover COVID-19 testing. - Staff assisting with swabs on-site should read the PPE guidance and wear appropriate PPE. - Swabbing of pupils will be carried out in line with the Standard Operating Procedures on the secure digital platform.								
Offices and workspaces	Staff	Furniture rearranged where possible to prevent face to face working Rooms are well ventilated Hot desking is avoided Equipment is not shared Workspaces cleaned between users	likely	low	low	-from 8.3.21 staff to continue to work in offices with social distancing/COVID-19 safe measures in place								
Emergencies First Aid	Staff/Pupils/Visitors	Where close contact is required the first aider will use PPE as outlined in PPE Guidance	likely	low	low									
School trips	Staff/pupils, members of public	- Enhanced controls in place to properly establish risks involved in each and every trip planned. SLT to review every planned trip in detail with regards to pupils attending , staff ratios, Covid risks, venue Covid controls. - Advice sought from County Outdoor Learning Advisor (Graham Lodge) where needed around covid issues. - Trip organisers to ensure venues have provided Covid risk assessments and covid insurance (if applicable) - Residential will not take place until 2022. - Trip rucksacks to include hand sanitiser - Trips using school minibuses to be undertaken with regard to covid safe minibus use (see separate section) and be cleaned down after use.				- The use of public transport during a school trip should be fully considered and covid risk assessed depending on prevalence in area being accessed.								
Response to Infection														
Suspected case of COVID-19 in school	Pupils/Staff/Visitors	- Staff member to be sent home and to follow government guidance about obtaining PCR test. - Pupils to be isolated until they can be collected or taken home.- The salon kitchen will be used for this. (cleaning of this space and any others used by infected person to be done in line with NCC protocol) - If pupil needs to use toilet they should use a separate one if possible which must be cleaned and disinfected	likely	medium	medium	-Protocols in place for those pupils presenting COVID-19 symptoms in school. First aid staff aware of these protocols. -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								

		<p>after use.</p> <ul style="list-style-type: none"> - 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 attend 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 an official COVID-19 testing facility as soon as possible where a PCR test will be undertaken and inform the school of the result. NB negative LFT results as a result of a test done at home do not constitute an official negative result. - If PCR 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. --Other household members should self-isolate for 10 days plus the day the person first showed symptoms or the day their test was taken if they did not have symptoms. (11 days total) unless:- <ul style="list-style-type: none"> they have had all 2 vaccines (and final vaccine was more than 14 days ago) they are below the age of 18 years and 6 months they have taken part in or currently part of an approved covid 19 vaccine trial they are not able to get vaccinated for medical reasons - If PCR result is positive staff member/pupil must engage with the NHS Track and Trace process and follow local health protection team advice. 				<p>-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.</p> <p>Under specific circumstances of a parent not having their own transport and being unable to collect the pupil. School to arrange transport via Passenger Transport Unit.</p> <p>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). In the event of staff being required to transport pupil the follow procedures to be followed;</p> <ul style="list-style-type: none"> - Maximise the ventilation of fresh air (from outside the vehicle) at all times during journeys through opening windows. - PPE including mask to be worn by driver and any accompanying member of staff. - Pupil to wear face covering/mask when they are on a vehicle if appropriate to needs. - Driver and any accompanying staff member should use hand sanitiser at intervals throughout the journey. - Hand sanitiser available on the vehicle. - Enhanced clean of vehicle to be carried out when returned to school site. 					
Positive case of Covid 19 outside school	Pupils/staff	<ul style="list-style-type: none"> -Person with symptoms or positive LFD to get a PCR done at a drive in facility ASAP(in order to get results ASAP). They must not attend work/school while waiting for the result - Government guidance –If a person then has a positive PCR ,NHS Test and Trace will be in touch to identify close contacts and advise on isolating unless:- <ul style="list-style-type: none"> they have had all 2 vaccines (and final vaccine was more than 14 days ago) they are below the age of 18 years and 6 months they have taken part in or currently part of an approved covid 19 vaccine trial they are not able to get vaccinated for medical reasons <p>however for schools approach see Covid Scenarios document.</p> <p>Close contacts are advised to get a PCR test ASAP.</p> <ul style="list-style-type: none"> - We would recommend that close contact pupils do not attend school whilst waiting for the result given the proximity of pupils on transport and the increased risks of spread of the virus. -Staff should work from home whilst waiting for the result – see Covid Scenarios document. 				<p>When self-isolating you must not leave your home.</p> <ul style="list-style-type: none"> - DO NOT go to work,school or public places - DO NOT go on public transport or use taxis - DO NOT go out to get food or medicine - DO NOT have visitors in your home including friends and family except for people providing essential care -DO NOT go out to exercise <ul style="list-style-type: none"> - School cannot seek confirmation that a pupil has had a PCR but would hope that parents would share the results with school. - A staff member returning after a negative PCR because of contact with a positive case during the isolation period may be requested to work elsewhere on site to reduce the risk of spread to CEV staff/pupils and should be thorough about use of hand gel etc. or to work from home. This may depend on their role within school and will be individually risk assessed. – see Covid Scenarios document. 					
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	-					

Reporting cases of COVID-19 in school	Pupils/Staff	<ul style="list-style-type: none"> - Norfolk Outbreak Management Centre (NOMC) to be informed of every positive case in pupil or staff member either on their form or via the emergency telephone number - Clear records of all close contacts to be kept and passed on to NOMC to aid NHS Track and Trace 	unlikely	medium	medium	<ul style="list-style-type: none"> - Definition of Close Contacts is someone who has - Travelled in the same vehicle - Had direct close contact – face to face contact with infected person for any length of time, within 1 metre, including being coughed on, a face to face conversation or skin to skin contact - Been within 1 metre for 1 minute or longer without face to face contact - Proximity contact- extended close contact within 1-2 metres of someone for 15 minutes or more (either as one-off contact or added up together over one day) 						
Localised outbreak in school area or areas that pupils live in	Pupils/Staff	<ul style="list-style-type: none"> - Government/Local Authority will be involved in directing what needs to happen in school. 	unlikely	medium	medium	<ul style="list-style-type: none"> - Where possible school will remain open for critical workers 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 appropriate disinfectants (staff should wear appropriate PPE to the task whilst doing this). 	unlikely	medium	medium							

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