

Covid-19 Risk Assessment – Opening Greenacre Academy to provide a Summer School

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. The responsible person within the school should use this information to formulate a plan/safe procedure that fit your school.

PPE

Whilst Government Guidelines stipulates that masks and other PPE equipment is not necessary in a school setting, as a trust we have sought out advice and guidance from many sources and therefore have ordered a supply of masks for staff to use. The Trust feels strongly that through the correct use of a face mask, it will reduce and ease the spread of coronavirus. Staff will be encouraged to wear a mask in school, in particular when they have to be in close proximity to adults and children alike. Parents will also be advised to provide a mask for their children, however, this will not be obligatory. Face masks should routinely be used when dealing with a suspected coronavirus case, first aid or intimate care needs.

It is important to stress; masks are only effective in reducing the spread of coronavirus when used correctly. As a Trust, we have compiled an Infection Control document which features support and guidance on how to ensure PPE is being used correctly. If you need further support or guidance, please do contact your Head Teacher or Health and Safety Officer.

Where PPE is required, the following is a general checklist for PPE management:

- Communicate suitable information to students, parents and carers on what to expect in relation to staff wearing additional PPE;
- Ensure training is provided to the relevant staff on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of or in the case of cloth masks, cleaned
- Identify staff that have relevant pre-existing medical conditions which may restrict or prevent some workers wearing certain types of PPE and clarify how this will be managed. (E.g: asthma or skin allergies);
- Ensure a maintained stock of all identified items of PPE, including a contingency surplus, is available to ensure that the identified additional controls can be sustained throughout the phased return period and into full occupation of each school building until such a time that control measures can be reviewed and reduced accordingly.

Social distancing in schools:

For **secondary schools and colleges**, the principle of reducing classes will normally apply. It is also sensible to rearrange classrooms and workshops with sitting positions 2 metre apart. Staff are advised to continue to maintain 2 metres. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.

Additional considerations for planning to re-open schools to more students and staff:

The NASUWT has provided some additional information for its members that schools could consider, these are outlined below and on the following link: <https://www.nasuwt.org.uk/advice/health-safety/coronavirus-guidance/requirements-for-reopening-of-schools.html>

The school should consider further measures and areas during the completion of the initial risk assessment and as the assessment is reviewed during the daily occupation of the school at this time. This includes assessing the availability of staff for all activities during the school day, including lunchtime, break supervision, and to provide support for students with special or additional needs, taking into account the following:

- Staff who have underlying medical conditions;
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave, and will, therefore, not be available for work;
- The availability of supply staff to cover any vacancies or long-term absences.
- Individual risk assessments for specific students should be reviewed to ensure they include provision for safe practice during this time and taking into account the risk of coronavirus. This may include additional assessments of students who previously were not assessed to need one. This may include the following students:
 - Students who have not previously needed a risk assessment but who in the new circumstances may pose a risk;
 - Students who need specific care, which cannot be delivered whilst ensuring social distancing.

The SEN coordinator and other affected staff should be consulted when reviewing or writing such assessments.

School Name Greenacre Academy

Assessment conducted by: Alison Jones	Job title: Secondary H&S Rep	Covered by this assessment: staff, governors, parents, students, volunteers and visitors.
Date of assessment: 16/07/2020	Review interval: Every 2 weeks	Date of next review: 31/07/2020

Related documents
First Aid Policy, Supporting Students with Medical Conditions Policy, Administering Medication Policy, Records Management Plan, Data Protection Policy, Bereavement Policy, Behavioural Policy, Staff Code of Conduct.

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term 'coronavirus' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements and should not close unless advised to do so

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Actions	Risk rating following action H/M/L
Staff have a lack of awareness of policies and procedures	H	<ul style="list-style-type: none"> All staff, students, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy First Aid Policy 	N	Summer School lead	ASAP	Reshare Covid 19 staff procedures with summer school staff	M
		<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	Y				
		<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	Y				
		<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE 	Y				

		<ul style="list-style-type: none"> - NHS - Department for Health and Social Care - PHE 					
		<ul style="list-style-type: none"> • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus. 	Y				
		<ul style="list-style-type: none"> • Staff are requested to take their temperature at home and not to attend work if it exceeds 37.8 degrees 	Y	Staff	Ongoing		
		<ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus 	Y	Parents	Ongoing		
		<ul style="list-style-type: none"> • Students are made aware of the school's infection control procedures in relation to coronavirus via an email and are informed that they must tell a member of staff if they feel unwell. 	Y	Students	Ongoing		
		<ul style="list-style-type: none"> • Ensure staff are trained on the correct and efficient way to use PPE in an appropriate way e.g. gloves, masks. Signpost them to - https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm 	Y	Staff	Ongoing		
		<ul style="list-style-type: none"> • Staff, students and visitors are actively encouraged and reminded to wash hands <ul style="list-style-type: none"> - Entry/Exit to school - After using the toilet - On entry to the dining hall - Before and after eating - On entry/exit of each classroom 	Y	Everyone	Ongoing	Utilise sanitation stations provided. Staff to be aware of locations	
Hazardous substance	H	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitizer is in place; 	Y				M

management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.		<ul style="list-style-type: none"> All chemicals used for the cleaning of school buildings and equipment is COSHH assessed and managed appropriately; 	Y				
		<ul style="list-style-type: none"> Material safety data sheets are held for all chemicals and readily available to all staff; 	Y				
		<ul style="list-style-type: none"> All cleaning chemicals are stored safely and securely in accordance with requirements; 	Y				
		<ul style="list-style-type: none"> COSHH safety training has been completed by all those using chemicals for cleaning; 	Y				
		<ul style="list-style-type: none"> Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	Y				
Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.	H	<ul style="list-style-type: none"> Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> Safe assembly of occupants following social distancing requirements; Safe exit via the nearest final exit; Training occupants of any changes to evacuation; Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; Use of the school has been reduced to enable safe sweeping and evacuation; Due to reduced numbers use of the school is kept to ground floors or specific areas where possible. 	Y				L
		<ul style="list-style-type: none"> All other fire system testing and maintenance has continued as normal 	Y				
Lack of social distancing measures that can increase spread/contract ion of	H	Drop off/Pick up (secondary):					M
		<ul style="list-style-type: none"> Timings and classroom allocation for each group have been identified, this information has been cascaded to parents. 	Y	Everyone	Ongoing	Y	
		<ul style="list-style-type: none"> Students must not arrive on school premises before 9am 					
		<ul style="list-style-type: none"> There should be no gathering at school gates 					
<ul style="list-style-type: none"> Drop-off should take place outside of school grounds. Parents should not enter school car parks 							

Coronavirus – drop off	<ul style="list-style-type: none"> The car parks and playgrounds have been sign posted to remind students to remain at least 2m away from other students. 					
	<ul style="list-style-type: none"> Students must not enter the building until told to do so. 					
	<ul style="list-style-type: none"> Students must line up on the marked pathways observing at least 2m social distancing. 					
	<ul style="list-style-type: none"> Parents are reminded to leave the area once their children have entered/exited the premises 					
	Entry to the school:					
	<ul style="list-style-type: none"> Students will be met by a member of SLT at the entrance to the building 					
	<ul style="list-style-type: none"> All students will be subject to a temperature check using an infrared thermometer 					
	<ul style="list-style-type: none"> Staff carrying out the temperature checks are advised to wear a mask/visor 					
	<ul style="list-style-type: none"> Refusal of a temperature check may result in refusal of entry 					
	<ul style="list-style-type: none"> Any student with a temperature higher than 37.8 degrees will be escorted to the designated room by a First Aider. They will be advised to keep 2m social distancing and not to touch any surfaces on their way through. 					
	<ul style="list-style-type: none"> The First Aider will check and record their temperature a second time. 	Y	Everyone	Ongoing		
	<ul style="list-style-type: none"> The First Aider will establish any possible reasons for the student being hot (i.e. running) and observe for other symptoms 					
	<ul style="list-style-type: none"> After 15 minutes a third reading will be taken and recorded. If the temperature is still high parents will be contacted and the student sent home. 					
	<ul style="list-style-type: none"> If the temperature has returned to normal at the third test, the student will be escorted to their class. 					
<ul style="list-style-type: none"> Students must obey social distancing and follow all signs on entry to the school 						

		<ul style="list-style-type: none"> Students will be met at the designated classroom door / entrance by their Teacher. Parents/Guardians are NOT permitted to enter the school buildings without prior notification Only ONE parent/guardian per student may enter the premises, with permission Entrance/Exit doors are open, reducing the number of occupants touching the doors. For security entry to the school at key times will be monitored by staff. Outside of key arrival/departure times the gates will be locked. Good hand washing signage to instruct students how to do this effectively is displayed. 					
		Exit of school: <ul style="list-style-type: none"> School finishes at 1pm Students must leave the school premises as soon as they are dismissed. 	Y	Everyone	Ongoing		
Poor hygiene practice - Staff/students - Insufficient/inadequate cleaning/housekeeping	H	<ul style="list-style-type: none"> Posters are displayed throughout the school reminding students, staff and visitors to wash their hands/use hand sanitiser, e.g. before entering and leaving the school. 	Y	Everyone	Ongoing		M
		<ul style="list-style-type: none"> Students, staff and visitors are encouraged to wash their hands with soap and follow infection control procedures in accordance with the DfE and PHE's guidance. 	Y	Everyone	Ongoing		
		<ul style="list-style-type: none"> Staff and students are advised to bring in their own tissues, bins for disposal are provided 	Y	Everyone	Ongoing		
		<ul style="list-style-type: none"> Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets, classrooms and kitchen areas. 	Y	Site team	Ongoing		
		<ul style="list-style-type: none"> Bar soap is not used– liquid soap dispensers are installed and used instead and are refilled throughout the day as necessary 	Y	Site team	Ongoing		

	<ul style="list-style-type: none"> All water fountains are disconnected/not used 	Y				
	<ul style="list-style-type: none"> Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the Health and Safety Policy. 	Y	Norse	Ongoing		
	<ul style="list-style-type: none"> The Admin Trust Manager confirms with cleaning contractor if any enhanced cleaning needs to be undertaken where required – advice about enhanced cleaning protocols is sought from the local authority and DFE. 	Y				
	<ul style="list-style-type: none"> MMS/Site team will conduct a sanitising clean at lunchtimes - Including, common areas, dining areas, and touched surfaces (handles, rails, etc) Where possible, cleaners provide appropriate cleaning products that are able to be used by staff to clean surfaces in between use. 	Y	Site team/MMMS/Cleaners	Ongoing		
	<ul style="list-style-type: none"> In the event of a confirmed case of Covid-19 the school will be closed for 72 hours and then deep cleaned as per the guidance set on COVID-19: cleaning in non-healthcare settings. 	Y	Nicola/Norse	Ongoing		
	<ul style="list-style-type: none"> Where possible, all spaces are well ventilated using natural ventilation (opening of windows/external doors) or ventilation units 	Y				
	Limit the number of students using the toilets at one time. Only the designated toilet facility are to be used. These toilets are to be monitored to limit the number of students using them at one time and to ensure social distancing	Y				
	<ul style="list-style-type: none"> Restrict the amount of soft furnishings that staff and students have access to as these are harder to ensure they are appropriately disinfected. 	Y				
	<ul style="list-style-type: none"> Students/staff should not borrow or share each other's stationery or personal items. Students will be provided with 	Y	Staff	Ongoing		

		their own stationary in a wipe clean case which must be left be left on the desk and will be cleaned at the end of the day					
		<ul style="list-style-type: none"> Staff are advised to use their own stationary including board pens. Where items are shared, such a remote controls, they must be cleaned before and after use. 	Y	Staff	Ongoing		
		<ul style="list-style-type: none"> Staff are advised to clean the desk are with the wipes provided on entering a classroom. 	Y	Staff	Ongoing		
		<ul style="list-style-type: none"> Where moving through school is necessary, use external doors and move outside the building if possible. 	Y				
		<ul style="list-style-type: none"> To minimize the amount of movement in corridors and other areas where social distancing cannot be maintained coats, bags, and other personal items must be kept in the classroom. Students must not use lockers, if provided 	Y				
		<ul style="list-style-type: none"> Classrooms must be kept as sterile as possible. 	Y	Everyone	Ongoing		
		<ul style="list-style-type: none"> Signage to be placed in staffroom/communal area reminding them to use kitchen equipment sensibly and disinfect in between use. 	Y				
		<ul style="list-style-type: none"> Restrict the soft furnishing in staffroom/communal area as this is harder to ensure is appropriately disinfected 	Y				
		<ul style="list-style-type: none"> Ensure classes are at a maximum ratio of 2:10 in classroom. (Classes will be 10 students with a maximum of 2 adults) If required due to individual circumstance of the students, there can be an increase in teachers/TAs with Head Teacher discretion and approval. 	Y				
		<ul style="list-style-type: none"> Students will be allocated to a classroom. Students will remain in this classroom and teachers will rotate rooms, where necessary. This will reduce the movement in areas, such as corridors, where effective social distancing is difficult to maintain. 	Y				M
		<ul style="list-style-type: none"> Only on student per class will be allowed to the toilet at any time. The toilets will be monitored 	Y				

	<ul style="list-style-type: none"> Each classroom will be designated an outside area for break and lunch. Students must remain in these areas, except to access the toilets. Only one student will be allowed to the toilet at any time. 	Y				
	<ul style="list-style-type: none"> For option subjects students will allocated to different class rooms and will be collected and escorted to these rooms 	Y				
	<ul style="list-style-type: none"> Classroom layout to be rearranged to ensure social distancing between students, including at desks. All desks will be forward facing. 	Y				
	<ul style="list-style-type: none"> Where possible, stagger movement breaks to reduce cross contact of students. Timetable for staggering break implemented, and social distancing is encouraged. 	Y				
	<ul style="list-style-type: none"> Students will eat in their classroom/designated area with washing hands before and after. 	Y				
	<ul style="list-style-type: none"> Students will bring a snack for breaktime 	Y				
	<ul style="list-style-type: none"> Drinks should not be shared 	Y				
	<ul style="list-style-type: none"> Each class will not interact with other classes within the school. 	Y				
	<ul style="list-style-type: none"> Where possible, mark the floor to indicate at least 2metre spaces where people may congregate (e.g. corridors.) 	Y				
	<ul style="list-style-type: none"> Only 2 people are allowed in reception at any given time 	Y				
	<ul style="list-style-type: none"> A Perspex screen should be in place in front of the reception desk 	Y				
	<ul style="list-style-type: none"> Staff to be reminded and encouraged to maintain social distancing from children, staff, visitors and parents unless exceptional circumstances such as medical emergency/first aid. In this instance, staff to wear PPE. 	Y				
	<ul style="list-style-type: none"> Students are regularly reminded to not touch their own faces and not to touch other students. 	Y	Everyone	Ongoing		
	<ul style="list-style-type: none"> Students have allocated desks and facilities that they will use throughout the school day 	Y				
	<ul style="list-style-type: none"> Use of specialist equipment is limited and must be cleaned before each use. 	Y				

	<ul style="list-style-type: none"> Students may utilise outside areas, but must not mix with students from other classes 	Y				
	<ul style="list-style-type: none"> Where possible, number of teachers that interact with a class is kept to a minimum. 	Y				
	<ul style="list-style-type: none"> School offices are either reduced in occupation and desks are positioned to provide adequate distance between staff 	Y				
	<ul style="list-style-type: none"> Staff rooms to be used sensibly with consideration of social distancing 	Y				
	External Visitors					
	<ul style="list-style-type: none"> Parents are not permitted to enter the school without prior appointment; 	Y				
	<ul style="list-style-type: none"> Parents have been informed to call the school office or email if they have any questions or concerns; 	Y				
	<ul style="list-style-type: none"> If parents need to drop off items for students, they should be left at the school reception for staff to collect; 	Y				
	<ul style="list-style-type: none"> The SLT are able to call (or other) parents if face to face meetings are required. 	Y				
	<ul style="list-style-type: none"> Markings have been added to the floor asking visitors to stay back at least 2m from the reception desk 	Y				
	<ul style="list-style-type: none"> Visitors will only be permitted into the school if they have an appointment. 	Y				
	<ul style="list-style-type: none"> Visitors will only be permitted at their designated time and will be asked to wait outside of the school building if the reception is not big enough to warrant social distancing until their school contact is available. 	Y				
	<ul style="list-style-type: none"> The school contact is required to attend reception in good time to meet their visitor 	Y				
	<ul style="list-style-type: none"> Meetings with visitors will be via video conference or phone where possible. 	Y				
	<ul style="list-style-type: none"> If not, possible social distancing measures will be adhered to at all times. 	Y				
	<ul style="list-style-type: none"> Face to face meetings in small room or within 2m are not encouraged. 	Y				

		<ul style="list-style-type: none"> • Premises' contractors will be managed in accordance with a separate premises maintenance risk assessment written specifically for this time. 	Y				
		<ul style="list-style-type: none"> • Delivered items will be left in reception for staff to collect. 	Y	Staff	Ongoing		
		<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms, and transmission of coronavirus. 	Y	HR/Nicola/Rachael	Ongoing		
III health and injury - Suspected case of coronavirus in school First aid requirements	H	<ul style="list-style-type: none"> • Any pupil or member of staff who displays signs of being unwell, such as having a cough, lack of taste/smell, fever, or difficulty in breathing, and believes they have been exposed to coronavirus, immediately inform SLT. 	Y	Everyone	Ongoing		M
		<ul style="list-style-type: none"> • In the case of a student, parents will be contacted and self-isolation advised while seeking medical advise 	Y				
		<ul style="list-style-type: none"> • Monitor those who have been in close contact 	Y				
		<ul style="list-style-type: none"> • Contact relevant organisations e.g LA, PHE 	Y				
		<ul style="list-style-type: none"> • A general reminder to be sent to parents to report any signs of illness to the school 	Y				
		<ul style="list-style-type: none"> • Identify a suitable well-ventilated room (not first aid room) that can have windows open and doors shut. Ensure that all soft furnishings (where possible) are removed from this room. 	Y				
		<ul style="list-style-type: none"> • The unwell individual should be in a well-ventilated room away from others, with the window open and door shut. Any member of staff supervising should wear mask, gloves and apron and keep distance if available. 	Y				
		<ul style="list-style-type: none"> • Identify member of staff who will supervise corona cases 	Y				

		<ul style="list-style-type: none"> Ensure the room is disinfected and cleaned appropriately after child leaves 	Y	Office/Nurse	Ongoing		
		<ul style="list-style-type: none"> If school is made aware of a confirmed case, the school will communicate with the students and all staff. 	Y				
Confirmed case in school	H	<ul style="list-style-type: none"> The school will close for 72 hours for cleaning 	Y	Nurse	Ongoing		M
		All parents will be contacted	Y				
		<ul style="list-style-type: none"> Increase monitoring of students, particularly within the bubble 	Y		Ongoing		
Suspected case in a family	H	<ul style="list-style-type: none"> Family to be reminded to self-isolate as per government guidelines 	Y		Ongoing		
		<ul style="list-style-type: none"> Students from a family with a suspect case SHOULD NOT be in school 	Y		Ongoing		
		<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Health and Safety Policy, using PPE 	Y	Everyone			
	H	<ul style="list-style-type: none"> Staff and students do not return to school before they receive a negative corona test or the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the local and national guidance. 	Y	Everyone			M
		<ul style="list-style-type: none"> Parents notify the Office Manager if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. 	Y	Parents/Office			
		Any additional provisions for students who are vulnerable to infections are put in place by the headteacher in form risk assessment, in liaison with the pupil's parents where necessary	Y	Parents			

		<ul style="list-style-type: none"> Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Office. 	Y	Everyone	Ongoing		
Poor management of infectious diseases	H	<ul style="list-style-type: none"> The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	Y				M
		<ul style="list-style-type: none"> The Office is informed by students' parents when students return to school after having coronavirus – the Office informs the relevant staff. 	Y	Parents/Office	Ongoing		
		<ul style="list-style-type: none"> Staff inform HR and the headteacher when they plan to return to work after having coronavirus. 	Y	Staff	Ongoing		
		The Admin Trust Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Y	Nicola	Ongoing		
		<ul style="list-style-type: none"> The Office Manager reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure. 	Y	Office Manager	Ongoing		
Lack of communication	H	Schools keep staff, students and parents adequately updated about any changes to infection control procedures as necessary.	Y	Head/Deputy	Ongoing		L
		<ul style="list-style-type: none"> The site team ensures the school premises is safe to return to before school activity resumes. 	Y	Site team	Ongoing		
Reopening school premises after	H	<ul style="list-style-type: none"> Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to staff and students returning to school. 		Head/Deputy	Ongoing		L

closure/partial closure		<ul style="list-style-type: none"> The headteacher in liaison with trust ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice 		Head/Deputy	Ongoing		
		<ul style="list-style-type: none"> School grounds are patrolled regularly by Site Manager to ensure there is no means of unauthorised access (broken fences etc) 		Site team	Ongoing		
		<ul style="list-style-type: none"> CCTV is working and appropriately maintained 		Kevin	Ongoing		
		<ul style="list-style-type: none"> All staff and students' emergency contact details are up to date, including alternative emergency contact details, where required. 	Y				
Lack of procedure in case of emergencies	M	<ul style="list-style-type: none"> Students' parents are contacted as soon as practicable in the event of an emergency. 	Y				L
		<ul style="list-style-type: none"> Staff and students' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	Y				
		<ul style="list-style-type: none"> The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	Y				
		<ul style="list-style-type: none"> The extent to which students are able to access learning is considered, including whether special or additional resources were provided to support them. 	Y	SLT/Safeguarding team	Ongoing		
Children with SEND	M	<ul style="list-style-type: none"> The school also considers: <ul style="list-style-type: none"> The contact the pupil and their family had with the class teacher, support staff and the SENCO. Whether their paperwork is up-to-date, including annual reviews and target reviews. If it is not, the school considers how this can be updated in a timely manner and the information that can be used to support this. The additional support the pupil will need to reintegrate into school and emotional support, including help to manage sensory issues and anxiety. 	Y	SLT/Safeguarding team	Ongoing		M

		<ul style="list-style-type: none"> - Whether the pupil has accessed support from external agencies during the lockdown period, e.g. speech and language therapy. 	Y				
		<ul style="list-style-type: none"> • The school is aware that increased anxiety during the lockdown period was common and considers the impact of this, particularly where: <ul style="list-style-type: none"> - The pupil or a family member was already known to mental health services or awaiting the engagement of services. - The pupil or a family member had difficulties engaging with services when they were required. • The pupil or a family member was unable to access support that was taking place regularly before the lockdown period, e.g. weekly counselling sessions. 	Y				
Negative impact on mental health/wellbeing	M	<ul style="list-style-type: none"> - Support for mental health is implemented in an appropriate and sensitive manner for both students and members of staff. Staff/Students are reminded of the appropriate channels for impartial support and guidance. 	Y	SLT/Safeguarding team	Ongoing		M
		<ul style="list-style-type: none"> • The school identifies those who were receiving support before the lockdown period, and those who may require support following this, and ensures a plan is in place to support these students. 					
		<ul style="list-style-type: none"> • The circumstances of the death and any funeral and memorial arrangements are considered. 					
		<ul style="list-style-type: none"> • The impact on students/staff of non-coronavirus deaths, disruption to mourning processes and funeral arrangements, and concerns about individuals dying alone is considered. 					
		<ul style="list-style-type: none"> • The Bereavement Policy is followed when offering support to students/staff who have experienced loss. 	Y	HR	Ongoing		
		Additional support offered through mentoring, counselling or other methods if required.	Y	HR	Ongoing		

		<ul style="list-style-type: none"> The following are considered: <ul style="list-style-type: none"> Did the individual suffer from coronavirus themselves? Who else in the family suffered from coronavirus? Do they live with the individual? Were they taken to hospital or admitted to ICU? Did the individual have to act as a carer? <ul style="list-style-type: none"> Students identified as young carers are given consideration to determine whether they were able to access additional support and if they must act as a young carer in the short or long term. Additional support to students offered through mentoring, counselling or other methods if required. Adequate ratio of staff to staff will be maintained and is assessed daily, based on potential staff illness or self-isolation. 					
		<ul style="list-style-type: none"> Students identified as young carers are given consideration to determine whether they were able to access additional support and if they must act as a young carer in the short or long term. 	Y	Pastoral/SLT	Ongoing		
		<ul style="list-style-type: none"> Additional support to students offered through mentoring, counselling or other methods if required. 	Y	Pastoral/SLT	Ongoing		
		<ul style="list-style-type: none"> Adequate ratio of staff to staff will be maintained and is assessed daily, based on potential staff illness or self-isolation. 	Y				
Lack of staffing/insufficient staffing ratio	M	Students are always suitably supervised	Y	Staff	Ongoing		M
		<ul style="list-style-type: none"> 					