

Saxon Hill Academy COVID-19: Operational risk assessment for school opening

Please note: this risk assessment should be undertaken in conjunction with the guidance on school reopening issued by the Department for Education listed with most recent at bottom, as follows:

Assessment conducted by:	M. Buxton M.Newbury M Candlish G.Turner W.Morris K. Thomas S. Walters	Job title:	Executive Principal Head of School Assistant Principal Assistant Principal Business Team Manager Residential Head of Care and DSL SENCo	Covered by this assessment	Staff, pupils, contractors, visitors, volunteers
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Date of assessment:	23 rd Nov 2020 10 th Jan 2021	Review interval:	Weekly at SLT	Date of next full review:	1 st Feb 2021
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Related documents	
Trust/Local Authority documents:	<p>Government guidance:</p> <p><u>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</u></p> <p><u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u></p> <p><u>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</u></p> <p><u>Actions for schools during the coronavirus outbreak</u></p> <p><u>Coronavirus (COVID-19): implementing social distancing in education and childcare settings</u></p> <p><u>Coronavirus (COVID-19): guidance for educational settings</u></p> <p><u>COVID-19: cleaning in non-healthcare settings</u></p> <p><u>Guidance for full opening: schools Updated 7th Sept 2020</u></p> <p><u>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</u></p> <p><u>Guidance for full opening: special schools and other specialist settings</u></p> <p><u>Updated 8th September 2020 https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</u></p>

	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/ https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings 18th Sept 2020 https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 1st Oct Coronavirus infection and pregnancy (rcog.org.uk) 23rd Nov Pregnancy and coronavirus (COVID-19) - NHS (www.nhs.uk) 23rd Nov Schools and childcare settings: return in January 2021 - GOV.UK (www.gov.uk) 30th Dec 2020 Critical workers and vulnerable children who can access schools or educational settings - GOV.UK (www.gov.uk) 31st Dec 2020 Guidance for full opening, special schools and other specialist settings - GOV.UK (www.gov.uk) 31st Dec 2020</p> <p>LA Guidance: Special Schools in Staffordshire – Reset and Recovery V1</p> <p>Trust Documents: SET Coronavirus – Continued use of School Buildings and Transport V2 SET Coronavirus Cleaning V1.1 Returning to Work Guidance - Second Wave Document (V4) 6th Nov</p>
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Risk matrix

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

The following 2 tables here are Pete Potts' Risk Rating (The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first)

Potential severity of harm (this may injury, loss or damage)		
Minor Harm	Moderate Harm	Serious Harm
1	2	3

Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must be implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1. Establishing a systematic process of fully re-opening. Govt. requirement from Sept 1st 2020					
1.1 Capacity MN					
When all pupils are reincluded into school: Most pupils are unable to maintain social distancing due to needs.	H	<ul style="list-style-type: none"> PPE gloves, apron and disposable mask to be worn for all close clinical interventions and personal care support. Each age phase department becomes their own bubble, staff and pupils working only within their bubble wherever possible. Staff only work outside their bubble when absolutely essential and then always wear disposable mask (and gloves if transferring children to and from transport doors and classroom.) Masks/face coverings must always be worn by staff in common areas and in corridors. 	Yes	<ul style="list-style-type: none"> We cannot socially distance from most of the children due to their clinical, personal care needs and learning difficulties. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> • Socially distance where possible i.e. from other staff and from pupils when possible. • All arrivals, departures, breaks and lunchtimes are staggered and separate from other bubbles. • Sanitisation stations around school stocked with sanitiser, gloves, aprons, masks, visors. (ask Wess if supplies are low) 			
1.2 Organisation of teaching spaces GT/MN					
Classroom sizes will not allow adequate social distancing	H	<ul style="list-style-type: none"> • Classrooms re-modelled, to allow for more space in smaller classes. • Break out rooms identified for AGP pupils (fogged daily after use) • Breakout room identified for suspected symptomatic cases (fogged after use) • Spare furniture removed from classes so they cannot be used. • Clear signage displayed in classrooms promoting social distancing. • Department bubbles stay together and do not mix with other pupils wherever possible. • Unused physio equipment to be stored in shed to increase classroom space. • Café to be repurposed into Lateral Flow Testing centre. 	Yes	<ul style="list-style-type: none"> • Some rooms are small and social distancing, even from other adults is still difficult. • Equipment shed needs polythene sheets to separate departmental equipment. 	M
Pupils who require clinical interventions including AGPs that cannot remain in the classroom during the procedure.	H	<ul style="list-style-type: none"> • Pupils who require AGPs have been identified. • Separate risk assessments and Care Plans have been completed by MTFP Complex Care Team for the pupils they support with AGPs. • Agencies will have to comply with up to date guidance on clinical interventions including AGPs by following: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/910885/COVID-19_Infection_prevention_and_control_guidance_FINAL_PDF_20082020.pdf • Agencies will need to provide their own risk assessments specific to the individual child's clinical interventions including the protocols, PPE required, emergency measures etc.. • Separate side rooms have been identified adjacent to pupil's class, to complete AGPs in (Willow class – in their adjacent kitchen; Beech class – in their side room, Chestnut class – in their side room) • These side rooms will be only be used for this purpose and only for the one pupil each room. 	Yes	<ul style="list-style-type: none"> • Agency health care staff and managers need to provide their individual pupils' risk assessments and agree school risk assessments before their pupils can be returned safely to school. • MPFT Infection Control team have advised that although one pupil requiring AGPs is included safely, another pupil requiring AGPs has to be isolated if returning to school. Parents are keeping this child off school until MPFT and us negotiate a more inclusive solution. • Email statement made to MPFT to express disappointment at discriminatory process and to request regular updates. 	M

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		<ul style="list-style-type: none"> At the end of the day, after AGPs have been conducted, the side rooms will be cleaned, antibac wiped and disinfected using the hypochlorous acid fogger. Emergency suction may be necessary at times and the advice then is to move the pupil to the furthest point from others and perform the emergency measure taking care to sanitise the area afterwards. 			
1.3 Availability of staff and class sizes GT					
The number of staff who are available is lower than that required to teach classes in school and/or to deliver effective home learning	M	<ul style="list-style-type: none"> The health status of every member of staff is known and is regularly updated so that deployment can be planned. Staff survey conducted at start of each Lockdown enables identification of CEV, CV, living with a CEV person, parents with childcare issues etc. Staff know CV-19 symptoms and if they unwell and presenting these to call GT asap and book a test. Full use is made of those staff who are self-isolating or shielding but who are well enough to work from home. Support staff work across Primary and Secondary department bubbles, this allows us to cover staff absence. Full use is made of testing to inform staff deployment. Small number of Testing kits are available in school for staff and staff are being encouraged to take tests even if they are asymptomatic. Classes are all generally full (between 8 to 11 pupils), some pupils are still unable to attend due to ill health or parents choosing to shield their child. Blended learning is available for all pupils who are not attending school, this is via Evidence for Learning or paper copies sent home. 	Yes	<ul style="list-style-type: none"> Sufficient Staff available Teachers clear on expectations for planning home and in school learning 	L
1.4 Safety of staff MN					
Staff working with colleagues who are carrying the virus	H	<ul style="list-style-type: none"> Staff have access to and use the NHS Test and Trace App. LFT of colleagues on a regular basis. Staff with symptoms not to attend school Government directives on self-isolation to be followed All CEV staff to work from home RAs to be carried out on Pregnant and Vulnerable staff Staff whose job is working directly with children are recommended to wear a mask within school (or a face covering) 	Y	<ul style="list-style-type: none"> Permission for LFT of staff gained. Staff tested weekly. Staff supported to use Test and Trace website. Staff instructed not to attend school if they have symptoms and to access a PCR test. Staff instructed not to attend school if they are a direct contact 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<p>of a person who has tested positive for the virus for 10 days following the onset of symptoms. Recognise that it is sometimes difficult for particular staff to work from home.</p> <p>Mutually agree alternatives.</p> <ul style="list-style-type: none"> Recognition that sometimes there is no work that can be done from home. 	
Staff are unaware of cases in school – pupils and staff	H	<ul style="list-style-type: none"> Ensure clear and timely Communication Advise staff immediately when there are positive cases in school Follow advice from PHE <ul style="list-style-type: none"> Pupils temperatures will be checked by forehead thermometer on a regular basis in order to establish individual norms and baselines. Routine of checking in classes to be established. 	Y	<p>Clear communication channels established – all staff have access to emails/ texts.</p> <p>EYFS phones need to be locked away and only checked away from pupils' rooms.</p> <p>Ensure staff are made immediately aware if they have been a close contact of someone who has tested positive. Urgent messages will be texted or emailed out and a tannoy will announce that there is an urgent message to check.</p> <ul style="list-style-type: none"> Make LFTs regularly available. 	M
Advice from PHE not shared	H	<ul style="list-style-type: none"> Ensure any directives and advice from PHE is shared with staff as soon as is possible <ul style="list-style-type: none"> All advice from PHE to be followed 	Y	<p>Clear communication channels established – all staff have access to emails/ texts as above.</p>	M
Staff directed to work across bubbles	H	<ul style="list-style-type: none"> Reduce staff movement across Bubbles as much as possible. Pupils collected and delivered to classes by other staff, wait at door. <ul style="list-style-type: none"> Anyone crossing bubbles will wear clinical face mask, apron and gloves. 	Y	<p>Allocate staff to bubbles with limited movement.</p> <p>Agree safe staffing levels for each bubble.</p> <p>Bubbles to close to all students except those identified as children of key workers or vulnerable if staffing drops too low (see Contingency Flow Chart v5)</p> <ul style="list-style-type: none"> SLT to support in some cases but Social distancing from SLT to be maintained. 	M
Bubbles are too large	H	<ul style="list-style-type: none"> Limit size of bubbles to department level. <ul style="list-style-type: none"> Any staff working across bubbles wear full PPE. 	Y	<p>Maintain bubbles where possible. Staff to be allocated to one bubble except for Ancillary/PCW team</p>	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				<p>who will work within primary or secondary but will wear full PPE. An effective staffing level for each bubble to be identified.</p> <p>A safe staffing level for each bubble to be identified.</p> <p>All children of key workers and vulnerable children to be identified.</p> <ul style="list-style-type: none"> A safe staffing level to be identified should the group need to be closed to all but KW&V. 	
The room is badly ventilated	H	<ul style="list-style-type: none"> Ensure all rooms have adequate Ventilation 	Y	<p>Windows in rooms to be opened at least after lunchtime.</p> <p>Through draft established where possible, at least once per day.</p> <p>Rooms without ventilation not to be used.</p> <ul style="list-style-type: none"> Staff to be made aware that they may need to wear additional layers of clothing to school. 	M
The room is cold	M	<ul style="list-style-type: none"> School heating to be on high at all times through the winter months. Additional Heaters to be provided if required. 	Y	<p>Site staff instructed to ensure heating is on high.</p> <p>Additional Heaters will be provided at the request of staff.</p> <ul style="list-style-type: none"> Do not let the temperature of class drop below 8°C as this endangers pupils to cold and pneumonia. 	L
There is no cleaning regime in place	H	<ul style="list-style-type: none"> Robust Cleaning regime in place. Additional Cleaning undertaken. Additional cleaning materials available to all. Fogging regime in HWSA room, sleepover Club, AGP room and infection breakout room. 	Y	<p>Cleaning is undertake across school by a professional cleaning contractor.</p> <p>Areas of school are fogged on a regular basis.</p> <p>Staff can request additional cleaning of fogging of their area.</p> <p>Areas where positive cases have been identified with either be closed off for 72 hours/ additional cleaning undertaken or fogging will take place.</p> <ul style="list-style-type: none"> Antibacterial wipes and sprays are available for staff 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
				use if required. Ensure that your cleaner or site team know before you run low on these supplies. Owen to order monthly at least.	
Handwashing is infrequent	H	<ul style="list-style-type: none"> • Handwashing • All students and staff instructed to wash hands on a regular basis. • children's hands and wheelchair handles are also sanitised on entry and exit from school. 	Y	<p>Handwashing stations available in each room.</p> <p>Hand sanitiser available in each room. Let site team know when supplies are low.</p> <p>All staff and students to sanitise hands as they enter school and to wash hands when they enter their workspace.</p> <ul style="list-style-type: none"> • Staff to support students to wash hands. 	M
No face coverings worn around school	H	<ul style="list-style-type: none"> • Face Coverings to be worn by all staff in school 	Y	<p>All staff to wear face coverings when in public areas of school.</p> <ul style="list-style-type: none"> • All staff are recommended to wear face coverings in classrooms. 	M
Social Distancing not possible	H	<ul style="list-style-type: none"> • Staff to adhere to social distancing guidance from each other, wherever possible. • When staff are pairing up for pupil interventions, wear surgical masks (blue/white mask) 	Y	<ul style="list-style-type: none"> • It is acknowledged that the majority of pupils are unable to socially distance from each other or from staff. 	M
Appropriate PPE not available or not worn in situations where there is high possibility of viral transmission	H	<ul style="list-style-type: none"> • Appropriate PPE to be worn when undertaking personal, intimate, clinical interventions or close physical programmes e.g. Standing or hoisting pupils. 	Y	<p>Appropriate PPE to be available for all required interventions.</p> <ul style="list-style-type: none"> • PPE to consist of clinical face masks, clinical gloves, aprons as required. Visors to be added if there is risk of pupils spitting. 	M
Protocols for blended learning are unclear	M	<ul style="list-style-type: none"> • Staff have clear protocols on Blended Learning 	Y	<p>Staff to have access to SET Home Learning Protocols</p> <p>Blended Learning requirements to be discussed with Middle Leaders and Assistant Heads and support given as needed.</p> <p>EfL to be used for provision of online learning where appropriate but alternatively sent to Michelle on a Wednesday to request her to put it up onto the school website by the following Wednesday.</p>	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Policy and procedures regarding pay during specific absences related to Corona Virus are unclear	M	<ul style="list-style-type: none"> Staff to have clarity around the policy for Pay for Absence 	Y	<p>All staff to have access to the latest SET Staff Leave of Absence Policy and the SET Return to the Workplace Guidance.</p> <p>All staff to be clear that beyond the policies all cases will be assessed on an individual basis by the Executive Principal and should a member of staff wish to discuss their case they must contact the Executive Principal to discuss</p> <p>The Executive Principal reserves the right to delegate discretionary powers to the Head of School.</p>	L
Staff and students don't have access to mass testing	M	<ul style="list-style-type: none"> Lateral Flow Testing to be made available to all staff weekly to identify asymptomatic cases 	Y	<p>Robust regime for LFT to be established in school.</p> <p>Testing will be self-administered and processing staff to be appropriately trained.</p> <p>Staff to be given clear instructions on requirements.</p> <p>All staff to give appropriate permission.</p> <ul style="list-style-type: none"> Any staff who display symptoms of Coronavirus are not to attend school and seek a PCR test. 	M
Staff workload is high	M	<ul style="list-style-type: none"> Staff Workload to be managed 	Y	<p>After school expectations to be reduced (to be specified)</p> <ul style="list-style-type: none"> Observations and Learning Walks to be kept to a minimum and only be undertaken following mutual consent – To be reviewed after 2 weeks. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
1.5 Prioritising provision GT					
The continued priority of provision for vulnerable pupils (EHCP) and critical workers in the case of lockdowns. Even Tier 4 and Lockdown requires SEND provision to remain open to all with EHCPs.	M	<ul style="list-style-type: none"> Remote Learning policy is in place and has been shared with parents. Plans are in place to meet the learning needs of the children who are working from home. Evidence for Learning platform is the main platform but email direct to some parents may be preferred. Some live lessons are being considered, alongside the SET Remote Learning Policy with its safeguards. Where they would benefit, Chromebooks are being distributed for pupils to better access online learning at home. Pastoral and SEND support is deployed wherever possible to support prioritised pupils. Safe and Well checks are being conducted by the class teachers and Family Support Worker and logged on collaborative spreadsheet. Efforts continue to improve the attendance of vulnerable pupils and those from disadvantaged backgrounds, whilst attempting to balance it with the message of Stay Home, Save the NHS and Stay Safe. A plan is in place for the phasing in of the other cohorts if this should become an issue again after local lockdown. 	Yes	<ul style="list-style-type: none"> Individual Pupil Risk Assessment process in place 	L
1.6 The school day GT					
The start and end of the school day create risks of breaching social distancing guidelines	H	<ul style="list-style-type: none"> Separate entrances/exits are used for staff and for pupils. Pupils will remain in vehicles until they are asked by a member of staff to unload from vehicles. Pupils sanitize hands upon entry. Pupils' wheelchairs are disinfected on entry and exit. Pupils gather, socially distanced in the hall at 8:30am-8:45am. At 8:45am pupils are taken straight from arrival to their classrooms. At the end of the school day pupils are taken to their transport once their vehicle has arrived. All staff wear face coverings at all times during transport times. Staff wear gloves to transport children in wheelchairs with sanitised handles. Pupils are encouraged and supported to wash hands on a regular basis in school. Break and lunchtimes are staggered to avoid bubble cross overs. Attendance patterns have been optimised to ensure maximum safety. 	Yes	<ul style="list-style-type: none"> There can be no guarantee of pupils social distancing due to their close, clinical and personal care needs and learning difficulties. This will be led and managed by staff 	M
1.7 Planning movement around the school GT					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Movement around the school risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Pupils are in department bubbles, this means there is adequate staffing across each bubble. Movement of pupils around school is minimised as much as possible, with pupils staying in classrooms and staff moving round. Pupils are regularly briefed regarding observing social distancing guidance but this cannot be expected of pupils all of the time. Some will never socially distance. Face coverings are worn by all staff at all times when in the corridors. Appropriate duty rota and levels of supervision are in place. Break and lunchtimes are staggered to ensure fewer pupils are moving around the school. Pupils eat in classrooms, staff bring their lunches from canteen to classrooms to avoid movement along corridors Identified areas for separate staff bubbles to have lunch to avoid gatherings. Staff avoid moving around school, encouraged to use classroom telephones. HWSA & PCW staff to use full PPE (Type 11R mask, apron and gloves) for medical and personal care interventions. 	Yes	<ul style="list-style-type: none"> There can be no guarantee of pupils social distancing due to their close, clinical and personal care needs and learning difficulties. This will be led and managed by staff 	M
1.8 Curriculum organisation MC					
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened	L	<ul style="list-style-type: none"> Teachers will initially follow our Recovery curriculum which aims to bridge the gaps in learning and support pupils' re-engagement with learning, Gaps in learning are assessed and addressed in teachers' planning. Blended Learning; Home and remote learning is continuing and is calibrated to complement in-school learning and address gaps identified. Accreditation syllabi are being covered where possible but a re-ordering of units is necessary due to lack of some opportunities. Plans for intervention are in place for those pupils who have fallen behind in their learning. 	Yes	<ul style="list-style-type: none"> Home learning tasks have been robust and well monitored by teachers 	L
1.9 Staff workspaces WM					
Staff rooms and offices do not allow for observation of social distancing guidelines	M	<ul style="list-style-type: none"> Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to allow for social distancing. Staff have been briefed on the use of these rooms. Separate staffrooms have been identified for each department bubble to avoid cross contamination of bubbles Staff numbers in communal areas limited 	Yes	<ul style="list-style-type: none"> Staff briefed during INSET Day on 1st September 20 and updates/ reminders via weekly teachers' meetings. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> No staff are to enter the admin office unless they can maintain a social distance and wear a Type 11R mask. 			
1.10 Managing the school lifecycle MN					
Limited progress with the school's summer term calendar and workplan because of COVID-19 measures	M	<ul style="list-style-type: none"> School calendar for each term rationalised. All tasks able to be completed under the circumstances are to be completed. SLT, ML and Teachers Meetings to include listening sessions and agreements on calendar forwards. Senior Leadership Team (SLT) and staff workplans incorporated into newly designed FLMA for the year. Ongoing Staff recruitment continues. Curriculum, timetable and group structure for September 2020 completed. Regroupings from Jan 2021 in place. Groups and staffing to be reviewed every two weeks until Feb half term. 	Yes	<ul style="list-style-type: none"> 	L
Pupils moving on to the next phase in their education do not feel prepared for the transition	M	<ul style="list-style-type: none"> Transition Fayre this year has been replaced by Open Days publicised on our weekly Newsletter, prospectus being distributed to parents to showcase and precis all local and some wider post-19 opportunities, and pastoral staff to speak with pupils and their parents about the next stage in their education and life to support decisions about best suited future provision. There is regular and effective liaison with the destination institutions e.g. Local Specialist Colleges, post-19 providers, Social Care Placements (residential or day opportunities) to assist with pupils' transition. Regular communications with the parents of incoming pupils are in place, including phone calls, letters, visits, Family Update newsletters and online broadcasts. Socially distanced tours of the school are available for parents and pupils when we are not in complete Lockdown. 	Yes	<ul style="list-style-type: none"> Communication with all future placements needs to be thorough throughout the year so this year's leavers have placements resolved before the summer term. Nurses induction pack needs managing more effectively to ensure correct detailed medical info. is passed on to us on entry. Visits (virtual or real) to post-19 providers to be explored during this academic year. 	M
1.10 Governance					
Governors are not fully informed or involved in making key decisions	M	<ul style="list-style-type: none"> Regular (weekly) meetings with Chair of Governors to update on current status of school and to agree agenda items for forthcoming meetings. 	Yes	<ul style="list-style-type: none"> 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Weekly Family Update newsletters and key parent letters are shared on Governor Hub with notifications to all governors. Regular meetings with H&S Governor to share updated procedures. Online Teams meetings are held regularly with governors. Governing bodies are involved in key decisions on reopening. Governors are briefed regularly on the latest government guidance and its implications for the school. Governors, not comfortable with the online meetings, to be invited in to join SLT in socially distanced meeting room for Governors meetings. 			
1.11 Policy review WM					
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in the current circumstances	H	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for the school. Staff, pupils, parents and governors have been briefed accordingly. Ongoing cycle of policy updates include sections on Covid response where appropriate. 	Yes	<ul style="list-style-type: none"> 	L
1.12 Communication strategy GT/SW/MN					
Key stakeholders are not fully informed about changes to policies and procedures due to COVID-19, resulting in risks to health	H	<ul style="list-style-type: none"> Communications strategies for the following groups are in place: <ul style="list-style-type: none"> Staff - weekly briefing, text link updates for letters on website. Pupils – class circle times, weekly assemblies Parents – weekly Family Update newsletters, social media post updates, quick response text updates of any positive Covid cases in school, phone calls for informing of close contact and isolation requirements, text links to letters on website, open letters from LA and Trust Governors/Trustees – sharing of weekly Family Updates and key letters, weekly phone calls with Chair. Local authority – weekly meetings with Staffordshire Special School Heads, Monthly District updates Tom Moss. Regional Schools Commissioner Professional associations – webinar attendance Allied Professionals – Health/ Social Care – all part of T2P text service so are updated as families are. 	Yes	<ul style="list-style-type: none"> There are no union reps in school but parents, pupils where appropriate, staff, Governors, Trust RD, LA, Allied professionals are fully informed and/or consulted on processes during transmission reduction ongoing phase. 	L
1.13 Staff induction and CPD GT					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff are not trained in new procedures, leading to risks to health	M	<ul style="list-style-type: none"> A revised staff handbook has been issued to all staff. All staff are required to complete Flick online learning and are encouraged to do this if in self-isolation at home (if they are well enough). New staff have an induction programme in place. Operational procedures have updated and given to staff on 20/11/2020. Regular updates are given to all staff, weekly staff bulletin and weekly Teachers meeting. All parents' Family Update newsletters are also sent to all staff to ensure they are fully briefed on the whole picture of risk reduction procedures. Safe 'donning' and 'doffing' of PPE equipment training delivered to all staff by the school nursing team 03/09/20. 	Yes	<ul style="list-style-type: none"> New staff to complete regular meetings and CPD training 	L
New staff are not aware of policies and procedures prior to starting at the school now we are fully open	M	<ul style="list-style-type: none"> Induction programmes are in place for all new staff – either online or in-school – prior to them starting. The revised staff handbook is issued to all new staff prior to them starting. 	Yes	<ul style="list-style-type: none"> 	L
1.14 Free school meals SW/WM					
Pupils eligible for free school meals do not continue to receive vouchers on the days that they are not in school	H	<ul style="list-style-type: none"> A member of the school's administrative team is tasked with ensuring that pupils eligible for free school meals receive free meals when in school and continue to receive vouchers/school meals when not in school. Advice on the distribution of vouchers will be taken from SET. batches of FSM vouchers are made available by Staff CC during half terms and other holidays. There are distributed to eligible pupils. Pupils eligible for fsm but not attending school for full, complete weeks will be offered supermarket vouchers to the value of weekly fsm allocation. 	Yes	<ul style="list-style-type: none"> As we are not a local school, the provision of daily meals or a weekly hamper to collect is not practical. Some families travel up to 20m to school each day. For this reason we chose to provide supermarket vouchers for our families with children eligible for fsm. 	L
1.15 Risk assessments KT					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	H	<ul style="list-style-type: none"> Risk assessments have been reviewed or undertaken before the school reopened fully and mitigation strategies are in place and have been communicated to staff. These cover: <ul style="list-style-type: none"> Different areas of the school When pupils enter and leave school During movement around school During break and lunch times Delivering aspects of the curriculum, especially for practical subjects and where shared equipment is used When personal care is required If there is a risk of a potential infection (A breakout room has been identified and procedures agreed). Working with pupils who may pose a risk of causing infection due to Aerosol Generating Procedures (AGPs). Areas to carry out procedures have been identified and procedures agreed with Continuing Care managers. Additional in-depth RA carried out and provided for the LA. Whole school RA shared with staff and families – reviewed regularly against changing Government guidelines Whole school closed and deep clean implemented w/c 16/11/20 due to an outbreak of Covid amongst staff. Staff risk assessment completed January 2021 Lateral Flow Testing risk assessment completed January 2021 Individual pupil risk assessments completed May 2020. Pupils with complex medical needs involving AGPs had more extensive risk assessment carried out before they could return to school May 2020. 	Yes	<ul style="list-style-type: none"> All Risk Assessments need to be regularly updated 	L
1.16 School transport WM					
Changes to bus schedules as a result of COVID-19 adversely affect pupils' attendance and punctuality and do not align with staggered start and departure times	H	<ul style="list-style-type: none"> The details of how pupils will travel to and from school are known prior to opening. Effective liaison with bus companies is used as a basis for planning staggered start and departure times. Transport providers are on texting system so they receive all updates including changes in pupils attendance, covid outbreaks and unplanned closures. Sufficient staffing is provided each day to ensure the safe movement of pupils from transport into their department bubbles. Marshals are allocated for both the arrival and departure of vehicles. This is to ensure the safe management of vehicles on site at all times. 	NO	<ul style="list-style-type: none"> List currently being compiled of pupils wishing to return to school. Clarification has been sought from parents who are able to provide home/school transport to reduce risk of contacting/spreading the virus. Designated staff member liaising with SEND County Transport dept 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Staff and visitor parking has been reviewed to ensure it does not negatively impact on pupil transport. All staff must wear face coverings when carrying out transport duty. 			
2. Investing in safety equipment and health and safety arrangements to limit the spread of COVID-19					
2.1 Cleaning WM					
Cleaning capacity is reduced so that an initial deep-clean and ongoing cleaning of surfaces are not undertaken to the standards required	H	<ul style="list-style-type: none"> A return-to-work plan for cleaning staff (including any deep cleans) is agreed with contracting agencies prior to opening. An enhanced cleaning plan is agreed and implemented which minimises the spread of infection. Working hours for cleaning staff are increased. Staff within classrooms have increased their cleaning regime. New equipment has been purchased including fogging machines to increase the standards on cleanliness and eliminate any viruses as much as practically possible. Accuro provide a deep clean where necessary based on government deep clean guidance. Additional hours given to member of school staff, just to clean frequently touched surfaces and to replenish stocks of sanitiser, gloves, masks etc at stations and classrooms. 	Yes	<ul style="list-style-type: none"> Cleaning hours are being increased to meet the needs of opening to meet new standards required. 	M
2.2 Hygiene and handwashing WM					
Inadequate supplies of soap and hand sanitiser mean that pupils and staff do not wash their hands with sufficient frequency	H	<ul style="list-style-type: none"> An audit of handwashing facilities and sanitiser dispensers has been undertaken. Extra dispensers for hand gel to be located outside of each classroom. Extra cleaning consumables have also been ordered to keep up with the demand of the extra hand washing and hygiene usage. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Door handles are wiped periodically throughout the day. 	Yes	<ul style="list-style-type: none"> School monitors all required cleaning materials and consumables. More is ordered each month. Liaison is with Owen directly or through cleaning team to Owen. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Pupils forget to wash their hands regularly and frequently	H	<ul style="list-style-type: none"> Staff training includes the need to remind pupils of the need to wash their hands regularly and frequently. Posters and electronic messaging boards reinforce the need to wash hands regularly and frequently. School leaders monitor the extent to which handwashing is taking place on a regular and frequent basis. 	Yes	<ul style="list-style-type: none"> Hand cleaning stations will be available for pupils and staff with social distancing controls in place for staff. Staff will need to support pupils and handwash each child at least hourly 	M
2.3 Clothing/fabric MC					
Not wearing clean clothes each day may increase the risk of the virus spreading	H	<ul style="list-style-type: none"> Policies are agreed prior to the school opening on the wearing of uniforms by pupils and business dress by staff to minimise risks. Expectations and guidance are communicated to parents. Wheelchair handles are wiped on entry and exit of school 	No	<ul style="list-style-type: none"> Staff advised to wear clean clothes each day, Parents advised to wash pupils' clothes on return and no need to wear uniform. School provide 2 'uniforms' to staff as wash and wear. showering and changing facilities have been identified and offered to staff 	M
The use of fabric chairs may increase the risk of the virus spreading	M	<ul style="list-style-type: none"> Take fabric chairs out of use where possible. Where that is not possible then ensure chairs are limited to single person use. 	Yes	<ul style="list-style-type: none"> Introduce measures to reduce the use of fabric chairs, visitors are only to use plastic chairs which can be wiped afterwards. Staff who use fabric chairs at their work station may do so. 	L
2.4 Testing and managing symptoms MN					
Testing is not used effectively to help manage staffing levels and support staff wellbeing	H	<ul style="list-style-type: none"> COVID 19 – RETURNING TO THE WORKPLACE GUIDE V3 17.08.2020 distributed to Staff and uploaded to website: https://www.saxonhillacademy.org.uk/uploads/Policies/Returning%20to%20Work%20Guidance%20v3%20Final.pdf Guidance on symptoms to look for and getting tested has been distributed to all staff. Staff contact SLT immediately if they have a concern or symptoms. The guidance has been explained to staff as part of the induction process. Post-testing support is available for staff from any member of the SLT. Staff aware that we have a small number of PCR home tests available within school but that they contact NHS111 initially to organise tests where possible. 	Yes	<ul style="list-style-type: none"> 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Continual support and advice from SLT given according to up to date Government and NHS guidance. We now have LFT Test Centre status. See separate risk assessment for operation of LFT testing. 			
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms	H	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates, tracking symptoms, tracking contacts is in place. Procedures are in place to deal with any pupil or staff displaying symptoms at school. This includes the use of testing for both staff and pupils and appropriate action, in line with government guidance, should the tests prove positive. Pupils, parents and staff are aware of what steps to take if they, or any member of their household, displays symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply. A record of any COVID-19 symptoms in staff or pupils is reported to the trust or local authority. 	Yes	<ul style="list-style-type: none"> Staff and Parents have been kept fully informed and have clear guidance on actions. However we are unclear on the understanding of parents and some parents still send their children to school when ill. 	H
Staff, pupils and parents are not aware of the school's procedures (including on self-isolation and testing) should anyone display symptoms of COVID-19	H	<ul style="list-style-type: none"> Staff, pupils and parents have received regular, clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in the school. Parents and staff are texted to inform them of any 'suspected cases' in school. Also of any test results received and actions should a positive result be found. This guidance has been explained to staff and pupils as part of the induction process and start of the new academic year. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders by text to link to School website letter, Twitter and Facebook page. 	Yes	<ul style="list-style-type: none"> We have examples of parents sending children into school with similar symptoms to COVID 	H
Staff, pupils and parents are not aware of the school's procedures should there be a confirmed case of COVID-19 in the school	H	<ul style="list-style-type: none"> Staff, pupils and parents have received clear communications informing them of current government guidance on confirmed cases of COVID-19 and how this will be implemented in the school. Parents and staff are texted to inform them of any 'confirmed cases' in school. This guidance has been explained to staff and pupils as part of the induction process and start of the new academic year. Any updates or changes to this guidance are communicated in a timely and effective way to all stakeholders by text to link to School website letter, Twitter and Facebook page. 	Yes	<ul style="list-style-type: none"> We have examples of parents being uncontactable at certain times or choosing to respond in their own time or way. 	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.5 First Aid/Designated Safeguarding Leads KT					
The lack of availability of designated First Aiders and Designated Safeguarding Leads puts children's safety at risk	H	<ul style="list-style-type: none"> First Aid certificates extended for three months. Training refresher took place 27/11/20 A programme for training additional staff is in place. Collaborative arrangements for sharing staff with other schools in the locality have been agreed. There are school nurses on duty each day. There is a DSL and two DDSs. There will be a minimum of one on duty each day - Approximately 50% of pupils have an allocated Social Worker who could be contacted necessary. 	Yes	<ul style="list-style-type: none"> New staff commence Induction and Safeguarding Training. 	<ul style="list-style-type: none"> L
2.6 Medical rooms WM					
Medical rooms are not adequately equipped or configured to maintain infection control	H	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged. Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. Fogging machines will be used within these rooms after each use along with extra cleaning routines to ensure the rooms are suitable for further use if required. 	Yes	<ul style="list-style-type: none"> Rooms identified 	H
2.7 Communication with parents MN					
Parents and carers are not fully informed of the health and safety requirements for the opening of the school	H	<ul style="list-style-type: none"> As part of the overall communications strategy referenced in 1.12, parents are kept up to date with information, guidance and the school's expectations on a weekly basis using a range of communication tools by text to link to School website letter, Twitter and Facebook page. Family Update (weekly) newsletters are put onto website with link texted to parents. A COVID-19 section on the school website is created and updated. Parent and pupil handbooks created. 	Yes	<ul style="list-style-type: none"> 	M
Parents and carers may not fully understand their responsibilities should a child show symptoms of COVID-19	H	<ul style="list-style-type: none"> Key messages in line with government guidance are reinforced on Family Update, usually on a weekly basis via text, newsletter and the school's website. 	Yes	<ul style="list-style-type: none"> Contained in weekly Family Update Some parents ignore this advice 	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
2.8 Personal Protective Equipment (PPE) WM					
Provision of PPE for staff where required is not in line with government guidelines	H	<ul style="list-style-type: none"> Government guidance on wearing PPE is understood, communicated and sufficient PPE has been procured. Those staff required to wear PPE (e.g. SEND intimate care; receiving/handling deliveries; cleaning staff) have been instructed on how to put on and how to remove PPE carefully to reduce contamination and also how to dispose of them safely. Staff are reminded that wearing of gloves is not a substitute for good handwashing. 	Yes	<ul style="list-style-type: none"> School currently has an allocation of PPE specifically for the increase in staffing numbers. This includes, face masks, gloves, aprons and visors. Further supplies are available to order through our preferred and the NHS Portal through the Principal. 	M
3. Maximising social distancing measures					
3.1 Pupil behaviour MC					
Pupils' behaviour on return to school does not comply with social distancing guidance	H	<ul style="list-style-type: none"> Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters, electronic boards. For young children this is done through age-appropriate methods such as stories and games. Staff model social distancing consistently. The movement of pupils around the school is minimised and Large gatherings are avoided. Break times and lunch times are structured to support social distancing and are closely supervised., staff will use PPE to support feeding pupils. Senior leaders monitor areas where there are breaches of social distancing measures and arrangements are reviewed. Messages to parents reinforce the importance of social distancing. Arrangements for social distancing of pupils has been set out in a staff 'advice for returning to work' document. All staff are clear on expectations. Staff and pupils work in bubbles to reduce contact Staff and pupils to maintain a high level of personal hygiene throughout the day. Breaks and lunch times will be staggered to avoid large gathering 	Yes	<ul style="list-style-type: none"> Some pupils will not understand social distancing, staff will model this and if pupils are wheelchair users, they will position them 2 metres apart where possible and keep them within their bubble department. Personal and clinical care us undertaken closer than 1m. Staff here wear type IIR mask, gloves and apron. 	H
3.2 Classrooms and teaching spaces GT					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures	H	<ul style="list-style-type: none"> All furniture not in use has been removed from classrooms and teaching spaces. Soft furnishings have been removed from classes. Arrangements are reviewed regularly. 'Bubbles' in departments have been devised to stop cross contamination. Staff encourage pupils to comply with social distancing measures at all times. Staff are encouraged to use the storage shed to store physio equipment when it is not in use. Staff are encouraged to clean equipment and resources after use. 	Yes	<ul style="list-style-type: none"> There can be no guarantee of pupils social distancing due to their close, clinical and personal care needs and learning difficulties. This will be led and managed by staff 	M
3.3 Movement in corridors MC					
Social distancing guidance is breached when pupils and staff circulate in corridors	H	<ul style="list-style-type: none"> The movement of pupils around school is minimised as much as possible. Where possible, pupils stay in bubbles and staff move around, except for when moving outside or to Rebound. All staff wear face coverings in corridors and common areas. Pupils are reminded regularly regarding observing social distancing guidance whilst circulating. Appropriate supervision levels are in place. Hand sanitizing stations are placed around school for pupils and staff to use. Lunch and breaks are staggered to reduce the amount of people moving round school at anytime, Home and arrival times managed in bubbles keeping large gatherings to a minimum 	Yes	<ul style="list-style-type: none"> There can be no guarantee of pupils social distancing due to their close, clinical and personal care needs and learning difficulties. This will be led and managed by staff 	M
3.4 Break times MC					
Pupils may not observe social distancing at break times	H	<ul style="list-style-type: none"> Break times are staggered. External areas are designated for different groups. Pupils are reminded about social distancing as break times begin. Social distancing signage is in place around the school and in key areas. High levels of supervision are used to support pupils. Swings, roundabout and other outdoor equipment to be wiped down with sanitizer before and after use. All outdoor toys/play equipment to be wiped down before and after use. Pupils and staff to wash hands before and after playtimes. 	Yes	<ul style="list-style-type: none"> There can be no guarantee of pupils social distancing due to their close, clinical and personal care needs and learning difficulties. This will be led and managed by staff 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
3.5 Lunch times MC					
Pupils may not observe social distancing at lunch times	H	<ul style="list-style-type: none"> Lunch times will be staggered to minimise large groups, Pupils are reminded about social distancing as lunch times begin. Pupils wash their hands before and after eating. Staff collecting lunches wear face covering. Eating in the classroom bubble - Dining area layouts have been configured to ensure social distancing. Additional arrangements are in place, such as staggering lunch times, pupils will eat in classroom bubbles or outside if the weather is nice. Guidance has been issued to parents and pupils on packed lunches (e.g. the use of disposable bags instead of lunch boxes). Eating areas are cleaned before and after lunch. 	Partly	<ul style="list-style-type: none"> Remind parents about lunch time arrangements 	M
3.6 Toilets KT					
Queues for toilets and handwashing risk non-compliance with social distancing measures. Pupils requiring support for personal care.	H	<ul style="list-style-type: none"> Ancillary staff/PCWs have been allocated to departments to reduce the risk of cross infection (Staff shortages have meant that on occasions, staff need to work across a wider bubble. This is kept to a minimum and parents have been informed). Pupils will wait in classrooms for the toilet if they need support. Pupils who are independent in using the toilet will be able to understand social distancing and will form a queue outside (2 meters apart). Toilets are all in individual rooms and pupils know that they can only use the toilet one at a time. The toilets are cleaned frequently Equipment cleaned after use. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands and pupils who need support are supervised in doing so. Adults who support pupils in the toilet will wear a type IIR face mask, apron, gloves and a face visor. These will all be disposed of correctly. Aprons and gloves will be changed between each child and hands and hands will be washed or sanitised. Yellow big bags will be used to dispose of used pads/wipes. 		<ul style="list-style-type: none"> New staff training and induction has commenced. 	M
3.7 Medical Rooms WM					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The configuration of medical rooms may compromise social distancing measures	M	<ul style="list-style-type: none"> Social distancing provisions are in place for medical rooms. Additional rooms are designated for pupils with suspected COVID-19 whilst collection is arranged (Reception meeting room & Committee meeting room). Procedures are in place for medical rooms to be cleaned after suspected COVID-19 cases, along with other affected areas, including toilets. If a pupil or staff member has suspected COVID-19 they will be isolated immediately and SLT will be informed to organise them going home safely. 	Yes	<ul style="list-style-type: none"> 	L
3.8 Reception area WM					
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	H	<ul style="list-style-type: none"> Social distancing points are clearly set out, using floor markings, continuing outside where necessary. All but essential visitors are not allowed past Reception window. All deliveries will be photographed at reception by the delivery driver, not signed for. Staff wishing to come to Reception will not come into the office but will use the Reception desk window which allows office staff to keep their distance. Social distancing guidance is clearly displayed to protect reception staff (e.g. distance from person stood at reception desk). Non-essential deliveries and visitors to school are minimised. Visitors will be encouraged to wait in their vehicles whilst queuing for Reception. 	No		L
3.9 Arrival and departure from school MN					
Pupils and parents congregate at exits and entrances, making social distancing measures difficult to apply	H	<ul style="list-style-type: none"> Start and finish times are staggered. Entrance/exit is marshalled The use of available entrances and exits is maximised. Visitors inc. parents/carers encouraged to stay in vehicles whilst queuing to drop off/collect their child. Transport staff stay in vehicle until member of school staff gives them signal to unload vehicle. Others queue in vehicles. All transport and school staff to wear masks when supporting ingress and egress of pupils outside. Social distancing guidelines are reinforced at entrances and exits through signage and floor/ground markings, including external drop-off and pick-up points. Regular messages to parents stress the need for social distancing at arrival and departure times. 	Yes	<ul style="list-style-type: none"> Children will not socially distance independently. Parents and transport staff sometimes gather outside to chat or wait together even when reminded. 	M
3.10 Transport WM					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The use of public and school transport by pupils poses risks in terms of social distancing	H	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own 'bubble'. Discussions have been held with the relevant public transport authority and with bus companies on how social distancing measures will be applied. 	No	<ul style="list-style-type: none"> Parents being encouraged to provide transport to reduce risk Limited assurance from SCC Transport dept. 	H (for those still using school transport)
3.11 Staff areas GT					
The configuration of staff rooms and offices makes compliance with social distancing measures problematic	M	<ul style="list-style-type: none"> Reconfiguration of staff rooms and offices has been undertaken prior to the school opening to allow for social distancing between staff. Staff have separate staffrooms for their bubbles to ensure cross contamination is limited during these times. Main reception doors are closed, so accessed only via reception window (which enables social distancing) Staff have staggered breaks More bathrooms are available for staff use to avoid crowding in Ladies Teachers are encouraged to take their PPA offsite. Teachers meetings are held online via Teams. Monday briefings are postponed, all staff are to email SLT to share information by Friday ready for Monday publication of Briefing memo at 10:30am. 	Yes		L
4. Continuing enhanced protection for children and staff with underlying health conditions					
4.1 Pupils with underlying health issues KT					
Pupils with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them	H	<ul style="list-style-type: none"> Parents have been provided with clear guidance and this is reinforced on a regular basis. Parents have been asked to make the school aware of pupils' underlying health conditions and the school has sought to ensure that the appropriate guidance has been acted upon. The school, and parents are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. Schools have a regularly updated register of pupils with underlying health conditions. 	Yes	<p>Underlying health issues have been identified for each pupil and measures have been put in place to reduce the risk of pupils catching the disease. However, due to the underlying health conditions of most pupils, the risk of them having a severe case of</p>	H

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> Individual pupil risk assessment redesigned and collated to collect data. Additional RA completed and share with the LA for pupils who may pose a potential risk of infection by APGs Safe spaces and procedures for those pupils agreed between CC & school. All families informed of any suspected or confirmed cases of Covid in school to enable them to make informed choices of whether they send their child into school. (With the exception of if a 'bubble' or school has to be closed due to a confirmed case). Regular surveys are sent out to parents and carers to collect up to date information on shielding and clinically extremely vulnerable status (CV and CEV) 		<p>the disease, should they catch it, is still HIGH.</p> <ul style="list-style-type: none"> Individual pupil risk assessments are being carried out to inform the decisions re who is safer to return, although we are now encouraged to have every child return to school except the CEV. NHS school nursing staff have informed SLT of specific underlying conditions involving increased risk factors e.g. respiratory or cardiovascular diseases, requiring suction, diabetes etc. NHS staff have informed SLT of any shielding pupils. 	
4.2 Staff with underlying health issues GT					
<p>Staff with underlying health issues or those who are shielding are not identified and so measures have not been put in place to protect them</p>	H	<ul style="list-style-type: none"> All members of staff with underlying health issues, those within vulnerable groups or who are shielding have been instructed to make their condition or circumstances known to the school. Records are kept of this and regularly updated. Members of staff with underlying health conditions have been asked to seek and act on the advice of their GP/consultant/midwife or current government advice. Staff are clear about the definitions and associated mitigating strategies relation to people who are classed as clinically vulnerable and clinically extremely vulnerable. All staff with underlying health conditions that put them at increased risk from COVID-19 were working from home but have now returned to work, in line with national guidance. Current government guidance is being applied. Staff who are pregnant - If you're pregnant, it's important you: <ul style="list-style-type: none"> wash your hands regularly stay at home as much as possible and follow the advice on social distancing, such as staying at least 2 metres away from other people 	Yes	<ul style="list-style-type: none"> Underlying health conditions have been identified. However, now all staff are required to return to work as of Sept 1st according to govt. guidance. 	H (for some) M (for most)

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> stay away from anyone who has symptoms of coronavirus You still need to go to all of your pregnancy (antenatal) scans and appointments unless you're told not to. Employees in the third trimester (29+ weeks) will be referred for a telephone Occupational Health consultation in order to ensure that appropriate medical advice is followed. The government and legal guidance at 6 November does not concur that pregnant women are at a greater risk. We will continue to follow guidelines, medical information provided and subsequent Occupational Health advice accordingly. Pregnant women over 28 weeks must not attend work. Our risk assessment is that for any pregnant women, they do not stay in school during this lockdown with its inherent higher risks. <ul style="list-style-type: none"> Regular surveys are sent out to staff and to collect up to date information on shielding and clinically extremely vulnerable status (CV and CEV) 			
5. Enhancing mental health support for pupils and staff					
5.1 Mental health concerns – pupils MC					
Pupils' mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> There are sufficient numbers of trained staff available to support pupils with mental health issues. There is access to designated staff for all pupils who wish to talk to someone about wellbeing/mental health. Wellbeing/mental health is discussed regularly in PSHE/virtual assemblies/pupil briefings (stories/toy characters are used for younger pupils to help talk about feelings). Wellbeing/ mental health is included in our Recovery curriculum Resources/websites to support the mental health of pupils are provided. 	Y	<ul style="list-style-type: none"> There are a minimum of 3 staff members who have training or experience in mental health issues – ensure that at least one is on duty each day. Compile a list for staff of organisations able to offer additional support 	L
5.2 Mental health concerns – staff MN					
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general	H	<ul style="list-style-type: none"> Staff are encouraged to focus on their wellbeing. Line managers are proactive in discussing wellbeing with the staff that they manage, including their workload. Staff briefings and training have included content on wellbeing. Staff briefings/training on wellbeing are provided. Staff have been signposted to useful websites and resources including Education Mutual short term counselling service. 	Y	<ul style="list-style-type: none"> 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Working from home can adversely affect mental health	H	<ul style="list-style-type: none"> Staff working from home due to self-isolation have regular catch-ups with line managers. Appropriate work plans have been agreed with support provided where necessary. Staff working from home may help provide remote learning for any pupils who need to stay at home. 	Y	<ul style="list-style-type: none"> Throughout Lockdown staff and families are supported by regular well-being calls. Teachers to continue providing Blended Learning for pupils. SLT to provide sufficient guidance for staff. 	L
5.3 Bereavement support MC					
Pupils and staff are grieving because of loss of friends or family	H	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support. Guidance on how to talk to grieving pupils included in the recovery curriculum Support is requested from other organisations when necessary. 	Y	<ul style="list-style-type: none"> Ensure that a trained staff member is on duty or available by phone each day. Compile a list for staff of other organisations able to offer support. 	M
6. Maintaining educational provision for all pupils					
6.1 Maintaining provision SW					
Educational provision must be maintained for all pupils	L	<ul style="list-style-type: none"> Current government guidance is being followed. Online learning is set weekly by Teachers for pupils to complete for those who are unable to attend school due to shielding or self-isolating. Parents are encouraged to share any home learning on Evidence for Learning app and Teachers will comment back to offer advice and support for parents. All provision as outlined in each pupil's EHCP will be in place except where specific activities are restricted due to current COVID guidance e.g Craft Barn / educational visits / hydrotherapy. This is reviewed every fortnight by SLT and dependent upon guidance from SET, LA and Government. See separate Remote Learning Policy of school and of Shaw Ed Trust 	Yes	<ul style="list-style-type: none"> Pupils are accessing a full curriculum Pupils will learn about coronavirus and how to keep safe (e.g. social distancing, washing hands etc), where appropriate. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
<p>External professionals will be able to safely provide assessment, intervention and support to pupils in school</p>	<p>M</p>	<ul style="list-style-type: none"> External professionals (from health, social care and education support services) will share their individual service risk assessments to ensure that both school and the relevant service are confident that measures are in place to protect staff and pupils. All external professionals will ensure that school are fully prepared for any visits, this must include; making an appointment (no visits can be made without an appointment), booking a room beforehand through the school reception team and liaising with the class teacher and SENCo. Classroom observations are temporarily suspended however school will be able to provide video recordings of pupils that can be viewed whilst the visiting professional is in school only. On arrival in Reception, visitors will sanitise hands before and after logging in as visitor. Show ID badge to Reception staff, collect printed ID badge to wear around school. Where possible, external professionals to plan their interventions/assessments with children from the same departmental bubble for the duration of the visit. Where this is not possible, school will need to be informed to enable SLT / SENCo to plan a timetable in partnership with class teachers for each visit. This is to ensure that school are fully informed for test and trace purposes where professionals have been in school. Where possible, professionals should not move from other establishments to Saxon Hill without a period of days in between, checking they have not picked up the virus and may be bringing it into school. When external professionals are working in school with equipment representatives, visiting professionals and/or parents, leave a period of time between visitor teams to allow for the fogging of disinfectant and its settling period, of 15 mins for the handheld fogger and 1 hour (per 35m² floor area) for the plug-in fogger. Ensure that reception staff know this is required and they will inform the site team that fogging is required. Professionals to follow all expected social distancing as closely as possible, hygiene and PPE procedures as outlined in sections 2 and 3 above and in their own service risk assessments. This includes the wearing of face covering and visor while moving around the school. Good hand hygiene must be maintained: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Good hygiene must be followed when sneezing or coughing 'Catch it, Bin it, Kill it! Where possible, do not share equipment. Disinfect anything that must be shared. 	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> School will ensure that a member of SLT will be available as a point of contact for any queries from services with regards to risk assessments. School will ensure that all external professionals are informed should there be any confirmed cases or partial closures within departments that they have visited. Services need to ensure that their most up to date mobile phone no. is left at Reception. They will then be added to our texting system. Services will also be responsible for informing school if any of their team members who have been in school test positive for COVID 19. 	<p>M</p>

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
		<ul style="list-style-type: none"> School staff to ensure that rooms in school are available to external professionals that have, where possible, good ventilation and space for social distancing requirements. External professionals will be responsible for the cleaning of their own equipment brought into school, which should be kept to a minimum. All equipment must be thoroughly cleaned prior to, and after, use with each pupil. 			
7. Operational issues					
7.1 Review of fire procedures WM					
Fire procedures are not appropriate to cover new arrangements	H	<ul style="list-style-type: none"> Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> Reduced numbers of pupils/staff Possible absence of fire marshals Social distancing rules during evacuation and at muster points Possible need for additional muster point(s) to enable social distancing where possible Staff and pupils have been briefed on any new evacuation procedures. Incident controller and fire marshals have been trained and briefed appropriately. A fire drill will be carried out within the first few weeks of the autumn term ensure all pupils, staff and visitors are aware of the procedures. 	Yes	<ul style="list-style-type: none"> When school is opened each morning the site team will ensure that all evacuation routes are clear and emergency exit points are unlocked. SLT will review fire procedures each morning and ensure school staff are briefed. Fire assembly points remain the same and SLT/Fire Marshals will ensure social distancing is met as much as practically possible. The fire risk assessment and management procedures have been reviewed to ensure relevant for the changes in staff and pupil numbers attending at present and when school population starts to increase. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Fire evacuation drills - unable to apply social distancing effectively	H	<ul style="list-style-type: none"> Plans for fire evacuation drills are in place which are in line with social distancing measures. 	No	<ul style="list-style-type: none"> During evacuation it may be very difficult to follow social distancing rules fully. SLT and staff will though ensure that once evacuation is complete and pupils, staff and visitors are at the fire assembly points suitable distance is kept where practically possible. 	H
Fire marshals absent due to self-isolation	H	<ul style="list-style-type: none"> An additional staff rota is in place for fire marshals to cover any absences and staff have been briefed accordingly. 	Yes	<ul style="list-style-type: none"> As there will always be a minimum of two members of SLT in school each day. They will take the lead fire marshal role ensuring staff are aware of the fire evacuation procedures. Also if the alarm should sound ensure the building is evacuated, the fire panel and building checked for identification of fire or false alarm and roll call is completed. 	L
7.2 Managing premises on reopening after lengthy closure MN					
All systems may not be operational	H	<ul style="list-style-type: none"> Government guidance is being implemented where appropriate. All systems continued throughout, since March 2020. Continuation of use of Buildings document (Pete Potts) has been followed carefully with any specific queries followed up by direct calls. Premises works have resumed and catch-up programme of maintenance schedule was executed over the summer holidays. 	Yes	<ul style="list-style-type: none"> We didn't close the building so all has continued to function as usual. Much maintenance work completed during summer holidays. Unpredicted extent of roofing work has been completed. 	L
Statutory compliance has not been completed due to the availability of contractors during lockdown	H	<ul style="list-style-type: none"> All statutory compliance is up to date. Where water systems have not been maintained throughout lockdown, chlorination, flushing and certification by a specialist contractor has been arranged. 	Yes	<ul style="list-style-type: none"> All planned servicing has been completed as per the contractors guidance on section 7.3. 	M

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
7.3 Contractors working on the school site WM					
Contractors on-site whilst school is in operation may pose a risk to social distancing and infection control	M	<ul style="list-style-type: none"> Ongoing works and scheduled inspections for schools (e.g. estates related) have been designated as essential work by the government and so are set to continue. An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. Assurances have been sought from the contractors that all staff attending the setting will be in good health (symptom-free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. Alternative arrangements have been considered such as using a different entrance for contractors and organising classes so that contractors and staff/pupils are kept apart. Social distancing is being maintained throughout any such works and where this is not possible arrangements are reviewed. In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated in light of COVID-19 (including contractor risk assessments and method statements, and contractor induction). 	Yes	<ul style="list-style-type: none"> Only contractors carrying out essential works are to access the site during a working day such as service engineers. Full risk assessments and method statements including covid-19 working arrangements must be provided. PPE must be worn before entering school. Contractors must always be supervised by a member of school staff. If any of these measures are not in place the service will have to be postponed but not cancelled due to the urgent nature of the works. The office staff and SLT have been made aware of these arrangements 	L
Transport Arrangements	H				
8. Finance					
8.1 Costs of the school's response to COVID-19 WM/MN					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
The costs of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties	M	<ul style="list-style-type: none"> Additional cost pressures due to COVID-19 identified and an end-of-year forecast which factors them in has been produced. LA or trust finance team has been consulted to identify potential savings in order to maintain a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. PPE and cleaning materials sourced at cost effective prices and DfE portal used to acquire free materials as available. Additional sources of income are being explored. The school's projected financial position has been shared with governors and Trust. 1 member of site staff had been furloughed as his wage is made up from private lettings. Now returned to usual hours to support site team. Some new laptops have been purchased for Teachers to work more effectively from home. These have been recorded as additional costs in SET documents to hopefully claim money back. DfE provided IT for pupils to access blended learning at home. 1 new SIM only mobile phone contract has been purchased to enable an additional member of staff to make welfare calls. 	Yes	<ul style="list-style-type: none"> Additional costs during this phase will be collated and shared with SET regularly in order to bid for recompense from specific fund. Additional cleaning materials are proving costly even with using DfE portal. 	L
9. Governance					
9.1 Oversight of the governing body MN					
Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	L	<ul style="list-style-type: none"> The governing body continues to meet regularly via Teams The governing body continue to meet for all committee meetings. The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Principal's report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place. Minutes of governing body meetings are reviewed to ensure that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility. The governing body have an overview of future school finances and are aware of COVID-19 implications. Correspondences with parents are uploaded to Governor Hub to ensure all governors are up to date. 	Yes	<ul style="list-style-type: none"> Governors are well informed using Teams meetings, with Family Updates and other relevant documents uploaded to Governor Hub. Regular meeting and phone calls with Chair of Governors for updates. 	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
10. Additional site-specific issues and risks WM/KT					
Settings to add any site-specific issues/arrangements here and ensure mitigation strategies are in place to address them					
The environment within Residential Provision does not provide opportunities for Social distancing. Cleaning of soft furnishings would be impractical.	H	<ul style="list-style-type: none"> Residence re-opened w/c 07/09/20. Initially for extended days. See addendum at the bottom of this document. Comprehensive RA completed and shared with staff and families. Local authority advised us to close the residential provision in January 2021 due to additional risks during this Lockdown phase. 	Yes	Residential will reopen when advised by the LA	M
11. Craft Barn WM		Craft Barn is once again closed during this lockdown January 2021			
Entrance and exit of the store may result in close contact of customers and staff and not allow for social distancing.	H	Signage has been installed to create an outdoor, socially distancing waiting area for customers before they enter the shop while keeping the 2m distance between each other. Signage shows direction of queuing to go in, the one-way system around the shop, and to come out of shop.	Y	Member of staff running the Craft Barn shop will marshal the customers throughout, giving masks and gloves and explaining the system once inside.	L
Movement around the store risks breaching social distancing guidelines	H	There is now only room for 2 customers in the store at any time. Areas have been sectioned into 2m zones and customers must keep an empty zone between them. Demarcation in place to ensure customers adhere to these social distancing guidelines. Customers are only to enter the next marked zone once the that zone is clear. Related customers can remain in the same zone.	Y		L
Contamination of items around shop.	H	Stocks of disposable gloves, disposable masks and hand sanitiser are provided at front of shop. Signage to ensure disposable gloves, sanitiser and mask are donned before entering the shop and doffed on leaving the shop.	Y		L
Paying at the till causes transmission of virus to or from staff to customers.	H	The till point has had a screen installed to ensure customers remain apart from the member of staff at the till point. Contactless payment only at the till as we have a Zetl contactless point. Staff members will wash hands after every payment and will sanitise baskets after every use. The workshop will now be used as a break area and alternative work area. While a member of staff is in the store the other member of staff	Y		Till staff behaviour will support distance as they encourage the placing of basket, checking through items and taking payment.

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Staff room and toilets do not allow for observation of social distancing guidelines inc break times.	H	will be in the workshop either working or to take a break to comply with social distancing measures. There will only to be two members of staff in work at any time. Staff are advised to change clothes in the bathroom area before leaving the site, bagging up their clothes to wash on arrival at home.	Y		L
Cleaning and hand hygiene.	H	Cleaning routines are in place including the disabled toilet which public do not have access to, just our staff and pupils. Hand washing facilities are available and frequent handwashing is encouraged. Any required PPE has been provided i.e. disposable gloves, masks and sanitising handwash. Handwashing is encouraged after each sale in the shop.	Y		L
Open for donations of items for sale. Items coming in transmitting virus.	H	Customer to inbox Angie to book time and day. In the return message the customer will receive a day and time. Instructions regards stock we will take. Where to leave donations. This will be outside the workshop there will be a trolley marked for donations. A table for breakables. No contact needs to happen with customer or staff. Where customers are unable to unload stock they will be asked to open boot then remain in the car while Angie unloads. This will also be agreed before delivery. The trolley of items collected will remain in the trolley for 3 full days until decontaminated. They will then be sanitised and added to Craft Barn stock for sale.			
Addendum For Sleepover Club.					

School reopening	H	<ul style="list-style-type: none"> • SOC will opened when advised by the LA. • Extended day provision was offered for the first two weeks before being reviewed; taking into consideration the needs of the pupils, how they adapted to routines, and the wishes of the families. Overnight provision was offered from 21/09/20. • Consider what Government rules/regulations and guidance are still be in place • Social stories/visuals, opportunities to talk or communicate, and staff support will be provided to pupils to enable them to come to terms with both physical and emotional loss, re-build trust and relationships, and to develop skills, knowledge and confidence in which they may have regressed, through a recovery curriculum. All this will be taken at a pace suited to each individual. • Direct communication with parents to explain re-opening procedures, new policies to reassure them of safety on return. 	Yes		
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		<ul style="list-style-type: none"> • Consult <i>Individual Pupil Risk Level</i> document when considering pupils' return to school buildings. This considers their understanding of Social Distancing, their need for close contact intimate or medical care and their own severity of health condition. This will be managed as best as possible within the understanding of the pupils, physical space of the building and staff capacity. A separate RA will be carried out, available to parents. • Pupils returning to school will determine those who can access Sleepover Club. • Single bedrooms have been allocated except for twins who will have to share a bedroom temporarily and two boys who are in the same class. They have been allocated the largest room where there is 2m distance between the beds. Neither boy can get out of bed independently. There is a hard surface floor which is easily cleaned. • Additional bedding has been purchased to allow each pupil their own quilt. It is stored in a zipped bag between each stay. • Some pupils may find the return to SOC difficult – offer the option of a phased return, continuing with an extended day for as long as necessary. Others may require a delayed start, adapting to being back in school first. • Consider the physical space in the Sleepover Club environment – utilise the conservatory, sensory room and lounge areas for activities to enable pupils and staff to spread out. Use the outdoor areas when the weather is suitable. • Consider pupils whose placements will have closed or been reduced during the closure period. How will this be relayed to the pupil? • Pupils had been allocated days within their department where possible. However, due to higher numbers than expected returning, this is no longer possible due to requirements for specific specialist beds, safe staff/pupil ratios etc. Families have been informed and a copy of our RA sent to them so that they can make informed decisions as to whether their child should return to Sleepover Club. An alternative would be to offer alternate weeks to pupils but we feel that this would be detrimental to pupils and families. • With the numbers of pupils whose families responded to our initial survey, we had split staff into two teams, each working across two departments. This is no longer viable and parents have been informed as above. Staff will work across all departments. Additional hours owed by staff during the time in which we are only offering an extended day, will be utilised in Sleepover Club and offered in school. • Staff who are competent to carry out child specific enteral feeds have been considered and placed accordingly. Ensure 			
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		equity for the staff team and utilise and manage the time not on duty effectively.			
Assessment	M	<ul style="list-style-type: none"> Parents will be asked to inform us of any changes to their child's medication or physical needs. Written confirmation from the prescriber will be required before medication changes can be implemented. Medication and enteral feeding plans and consent forms have been sent out to families to return prior to their child returning to Sleepover Club. Residential SLT to ensure all Care Plans are up to date and target reviews and target setting are appropriate following the planned changes due to commence this term. Transfer of target tracking will be transferred onto the Evidence for Learning iPad system and training for staff to implement this will be in place, or a date arranged. 	M	<p>Prior to re-opening</p> <p>Initial staff training delivered 03/09/20</p>	
Reports	L	<ul style="list-style-type: none"> Annual reports to parents have been completed and distributed for all pupils due. Six monthly panel reports and meetings have continued on a rolling programme and the outcomes shared with parents Head of Care report to Governors and Safeguarding report for the Spring/ Summer Term has been completed and shared. Quarterly Narrative Contract reports to the LA have continued to be completed. 	Yes	Ongoing	L
Annual Reviews	L	<ul style="list-style-type: none"> EHCP reports for annual review were completed and uploaded to The EHCP Hub in line with calendar of AR dates according to new SEND CoP guidelines announced 01/05/2020 	Yes	Reports are completed for reviews taking place during the Autumn Term.	L
Admissions	L	<ul style="list-style-type: none"> Two new pupils have been admitted to SOC in agreement with themselves and their parents. Both were in school during Lockdown. Residential staff working with them during that period have developed relationships with them during that time and have been able to talk about what we offer, routines, etc. 	Yes	3 new admission requests for the Spring Term to be discussed with the Admissions Panel.	L
Transition into SOC	L	<ul style="list-style-type: none"> Care plans, risk assessment and all medical consent forms will be signed and in place. Pupils will be shown around SOC and shown the bedroom where they will sleep. They will be encouraged to bring photos/posters to personalise their bedroom space to make them feel at home They will be introduced to their Key Worker and other staff members The residential code of conduct will be explained to them. Key Workers will spend some time in class getting to know them and observing good practice. 	Yes		L

		<ul style="list-style-type: none"> • Pen portraits and PEEPS will be completed. 			
Activity Planning	L	<ul style="list-style-type: none"> • Initial activities will be focused on a Recovery Curriculum as described above. Staff have been planning activities that will support the emotional well-being of pupils. • Staff team to also continue completing outline plans for pupils that will stimulate them, provide opportunities to develop independence, social, communication, physical and daily living skills in readiness for their re-building and progression. • Consideration will be given to individual targets and how they might link to activities • SC will consolidate plans and differentiate them to meet the individual learning pathways of pupils. • 	Yes		.L
Sleepover Club Monitoring Visits	L	<ul style="list-style-type: none"> • A 'desktop' Announced Monitoring 'visit' with Gill Venables took place on 10/07/20. • Dates for Announced LA, Peer, Governor and Independent Person monitoring visits t.b.a. as soon as guidance is given that it is safe to do so. • Inform Karen Gillingwater (Ofsted Inspector) that residence is open and share operational plans pertinent at that time. 	Yes	<p>Visitor Policy to be written</p> <p>Provisional dates for the Independent Person visits have been agreed for October & December if safe to carry out</p> <p>LA monitoring re-commencing in the Autumn Term.</p>	L
Pupils access to learning in summer term (plans and delivery of) and learning recovery	L	<ul style="list-style-type: none"> • Staff to shared a photo of themselves with a message to pupils, posted on the website. • Activities to support progress within the Children's University posted on EFL. • Daily living skills practiced at SOC and targets to work towards are encouraged to be continued with parental support along with their school targets which are supported in residence. • Useful websites and other resources to be shared via general Home Learning section on website and via social media. • Consideration of Recovery Curriculum in planning early return activities https://barrycarpentereducation.com/ 	Yes		L
September start up readiness	M	<ul style="list-style-type: none"> • Track and Trace to be implemented. • Reviewed SOC list produced as most pupils have returned. Parents have been informed of the change in risk. • Full plan already prepared in readiness for the inclusion of all pupils back into school • Policies and practises will be current and in date • Parents will be contacted to check whether there are any changes to medical/ental regimes and forms will be sent out for renewal • Medicines held within SOC were all sent home. New supplies will be checked and signed in. Staff will be vigilant about any prescription changes. (completed) • 	Yes	<p>Some policies due for review.</p> <p>Two pupils have not yet returned to Sleepover Club.</p>	M

Produce school improvement plan and subject specific plans	L	<ul style="list-style-type: none">• Use information from completed audits against NMS and Ofsted Framework to update Residential Action Plan	Yes		L
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Additional Risk Assessment for lateral flow testing:

1. **School/Academy Name: Saxon Hill Academy** 2. **Assessor(s)**George Turner / Mel Newbury / Melsa Buxton
2. **Description of Task: Testing of staff and Pupils.** Lateral Flow Antigen testing is used to estimate the incidence and prevalence of COVID19 in the school population. It involves the processing of human nasal swabs, throat swabs, or sputum samples with a Lateral Flow Device (LFD) in accordance with the NHS COVID-19 National Testing Programme, Schools & Colleges Handbook, Standard Operating Procedures (SOPS) found [here](#) . The LFD test kit uses immunochromatography, which draws the sample along the device in a similar way to a home pregnancy test kit. LFDs are designed to be used outside a formal laboratory setting and can be used for frequent testing of large numbers of asymptomatic people.

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Inappropriate premises identified for testing	Staff and pupils attending – failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing and cause harm from possible infection	<p>Room chosen is: (Café)</p> <ul style="list-style-type: none"> - large enough to set up one-way queuing system, registration area, multiple test stations, areas for processing and recording results - Allows for social distancing measures between all areas - has a door to outside to facilitate one-way system exit - can be kept separate from all other activities - has internet access/mobile signal - is well lit - is clean, and easy to clean with non-porous flooring - can be ventilated - is secure 	M	<ul style="list-style-type: none"> - Move reception table to dining room to avoid staff crossing paths and ensure they keep socially distanced while they register their cards. George Turner. 11.1.2021. 		L

What are the hazards?	Who might be harmed and how?	What are you already doing?	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Inappropriate premises identified for testing	Staff and pupils attending – failure to follow agreed Standard Operating Procedures may jeopardise the validity of testing and cause harm from possible infection	<p>The Café has had unnecessary items removed other than the wipeable furniture required for testing layout</p> <p>The Café has access to toilets/washing facilities dedicated to testing staff.</p> <p>The Café has an ambient temperature of 15-30C during testing</p> <p>The heating is turned on full and windows/external door is open to allow for adequate ventilation.</p> <p>The Café as appropriate and secure storage for test equipment (2-30C) and PPE which is replenished on a regular basis from the main storage room (reception meeting room).</p>	M	<ul style="list-style-type: none"> - Remove leather sofa and cushions. - Check temperature of room on a regular basis to ensure it isn't too cold for testing staff. George Turner. 11.1.2021. 		L

What are the hazards?	Who might be harmed and how?	What are you already doing?	What is the risk rating – H, M, L?	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed	What is the risk rating now – H, M, L? See Section 5
Inappropriate staff supporting testing	Failure to follow agreed Standard Operating Procedures (SOP) may jeopardise the validity of testing of staff and pupils and cause harm from possible infection	<p>Testing staff are:</p> <ul style="list-style-type: none"> - appropriately trained, DBS checked and/or supervised for the role. Training includes test preparation and test results, clinical swabbing, safe donning and doffing of PPE etc. - Testing staff understand their duties and have appropriate time allocated for their role e.g.: Team Leader, queue co-ordination, registration; test assistant, test processor and recording results - Team leader ensures quality of testing and adherence to Standard Operating Procedures (SOP) - Respiratory hygiene, hand washing, safe donning and doffing of PPE and social distancing guidance are regularly reinforced by Team Leader and monitored. 	M	Regular monitoring of staff at testing site by trained trainers, to ensure the quality of testing is maintained.		L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Failure to obtain consent from those being tested	Staff and pupils attending – failure to follow agreed Standard Operating Procedures and breach of safeguarding protocols	<ul style="list-style-type: none"> - Participants are advised of how the test data will be used - Written consent is obtained and recorded from each participant before the test is performed. This is on an online Microsoft form and staff are asked if they have completed it prior to testing. - For those people unable to give informed consent due to age (<16) or mental capacity, written consent is obtained from parent /carer/guardian(not currently intending to test pupils, so parental consent is not required). - the school stores a copy of consent forms as required by their information governance policy 	L	<ul style="list-style-type: none"> - Print a copy of the consent form for the team leader. George Turner. 11.1.2021. 		L

What are the hazards?	Who might be harmed and how?	What are you already doing?	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Contact between persons increasing the risk of transmission of COVID19	Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death	<p>-Those to be tested are advised NOT to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19</p> <p>- Anyone with symptoms must attend for a PCR test through the national system</p> <p>- Those to be tested must NOT attend if have been advised to self-isolate with a household member/have ongoing contact with someone who has received a positive test.</p> <p>All must socially distance whilst awaiting test.</p> <p>All testers must wear PPE and socially distance from subjects and from tester colleagues where possible.</p>	M	<ul style="list-style-type: none"> - Create a signage to display in the testing reception area to ensure test subjects do not have symptoms or members in their house do not have symptoms. George Turner. 12.1.2021. - Signage to remind of the need to socially distance during the waiting and the testing process. 		L

<p>Contact between persons increasing the risk of transmission of COVID19</p>	<p>Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death</p>	<p>-Testing staff wear IIR grade face masks and visors/goggles, disposable gloves and aprons/long sleeved aprons as per role guidance in SOP</p> <p>- all staff regularly reminded of infection prevention & control guidance</p> <p>- PPE is worn for sessional or individual use as required by the SOP and changed if soiled/contaminated</p> <p>-School has timetabled testing to avoid overcrowding of test station and immediate vicinity</p> <p>- “Business as usual” school staff not to enter the testing site</p> <p>- Signage is displayed at entrance/exits to test area for:</p> <p>Wearing of face coverings</p> <p>Use of hand sanitiser</p> <p>Not to attend with symptoms</p> <p>-70% alcohol hand sanitiser (EN1500 standard) provided by entrance, exit and at each testing area and workstation</p>	<p>M</p>			<p>L</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		- Use of sanitiser/wearing of face coverings/social distancing is enforced by queue monitor				

<p>Contact between persons increasing the risk of transmission of COVID19</p>	<p>Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> - Pupils/staff are tested from the same bubble Face coverings to be worn at all times by those being tested except when lowered for swabbing purposes - Spare IIR face masks are available for participants if needed - Tables and chairs are easily cleaned - All touch points are disinfected with anti-viral single use wipes between tests - No equipment is shared - at registration and processing desks, testing staff to wear IIR face masks/visors/goggles. - Floor markings identify 2m social distance requirements in queue and testing areas - subjects return to class immediately after testing and do not wait in vicinity for results - Staff supporting top up of supplies within test premises do so when no testing activity is taking place 	<p>M</p>	<ul style="list-style-type: none"> - Improve floor markings to identify 2m social distance requirements in queue and registration area. George Turner. 12.1.2021. - Perspex screens are not installed. 		<p>L</p>
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<p>Difficulty with carrying out throat and mid-turbinate nasal swab or contamination of swabs</p>	<p>Testing staff or participants may be harmed by transmission of the virus leading to ill health or potential death</p>	<ul style="list-style-type: none"> - Only sealed swabs are given out - Any damaged swab/test packaging is not used, is treated as clinical waste and this non-use recorded - subject to sanitise hands, use a tissue, and sanitise hands again before opening swab packet - Verbal explanations are provided of how to use the swab in throat and nose - Laminated posters explaining swabbing process are displayed - Test subject advised to avoid touching swab on any surface within mouth other than tonsils - Wall mirrors provided in testing bays - Disposable vomit bowls are provided for those with gag reflex and spillage guidelines followed - Alternative double mid-turbinate swabbing can be used - Test area/booths are thoroughly cleaned and disinfected before next use e.g: table, chair, mirror and laminated posters are wiped between each test with disposable cloths and 	<p style="text-align: center;">M</p>	<ul style="list-style-type: none"> - Add extra laminated posters explaining swabbing process are displayed. 	<p style="text-align: center;">L</p>	
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What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		disinfectant effective against enveloped viruses				

<p>Failure to manage samples and coding</p>	<p>Failure to follow agreed Standard Operating Procedures – participants may receive wrong results</p>	<ul style="list-style-type: none"> - Registration staff ensures 2 identical barcodes are provided to participants - Participants register their details to a unique ID barcode before conducting the test - Barcodes are attached by testing staff at sample collection desk - Barcodes are checked for a match at the analysis desk and attached to Lateral Flow Device - LFD is processed in accordance with SOP and manufacturers guidance - Samples are processed one at a time - Tube racks are used to avoid spillage (if available) - Extraction solution bottles are cleaned with anti-viral disinfectant wipes between samples - Test processor changes gloves between each test and uses hand sanitizer before putting on new gloves. - The correct amount of extraction solution is used (6 drops) 	<p>M</p>	<p>Regular monitoring of trained staff, by trainers, ensures correct methodology is used for each test.</p>		<p>L</p>
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What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
		- Enough time is allowed for each sample to register the results (30 minutes)				

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Failure to manage samples and coding	Failure to follow agreed Standard Operating Procedures - Test subject may receive wrong results	<ul style="list-style-type: none"> - Permanent black pen is used to record results - Testing process is supervised - Errors are reported and investigated - Results are monitored/validated as required by SOP 	L			
Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & “No Result” advice to test subject	- Where participants have not received a result on their phone by the end of the day, participants must notify the school and be recalled to take another test	L			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What is the risk rating – H, M, L?	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed	What is the risk rating now – H, M, L? See Section 5
<p>Use of test solutions when processing test kit. Contains the following components: Na_2HPO_4 (disodium hydrogen phosphate), NaH_2PO_4 (sodium phosphate monobasic), NaCl (Sodium Chloride)</p>	<p>Testing staff could be harmed by inappropriate use of chemicals</p>	<ul style="list-style-type: none"> - Chemical components are not classified as hazardous for use as designed. - PPE is worn at all time when handling extraction solution - Tester will not use solution if use by date has expired - Advice on material safety data sheet is followed in case of spillage, inhalation, ingestion or absorption through the skin or disposal of surplus product - Training is provided in handling potentially biohazardous samples, chemicals and good lab practice. 	<p>L</p>			

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Test staff feeling unwell/ displaying COVID 19 symptoms	Testing staff and participants could be exposed to COVID19 virus	<ul style="list-style-type: none"> - Member of testing staff will isolate and remove themselves from the test centre immediately following safe travel guidance and request a test. - Any PPE worn by testing staff or those supporting them is treated as clinical waste - Their work area is thoroughly cleaned and disinfected before re-use - Spare staff capacity in place to replace their role 	M	Ensure enough trained staff available to replace		L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Failure to manage those who test as Positive for COVID 19	Other occupants of the premises could be exposed to COVID19 virus	<ul style="list-style-type: none"> - Participant with positive test will be taken out of class discreetly, advised of test results and taken to well ventilated isolation area for suspected Covid cases -staff member will be advised to leave the site immediately, and to follow safe travel guidance - staff member must follow national isolation guidance with their household -Isolation area not to be used again until cleaned and disinfected by Fogging. - School takes advice from Local Outbreak Control and isolate close contacts / or serial tests of close contacts 	H	<p>All close contacts to be informed and told to isolate for 10 days.</p> <p>If a close contact is a team member who wears full PPE during their work supporting the subject, it may be appropriate to isolate over weekend days but attend work initially undergoing a daily test.</p>		M

Lack of planning for emergencies	All persons could be harmed by failure to provide first aid in case of injury or from exposure to fire and smoke or a test could be invalidated	<ul style="list-style-type: none"> - First aid support is available at all times that the test site is operating. - First aiders have the required PPE to support Covid-suspect cases - Fire evacuation notices are displayed in testing premises - All test staff are made aware of fire evacuation procedure - Fire exits from testing site are unlocked at all times during occupancy - Visitors supporting younger pupils (where tested) are made familiar with emergency procedures - In the event of an emergency, all samples that have been placed into the extraction buffer or have not been marked by pen with a result will be abandoned, and later recorded as invalid. Subjects who receive an invalid result will need to be retested. 	L			L
Unsafe manual handling	Testing staff could be harmed by	- safe handling principles are followed	L			

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
	musculo-skeletal injury	<p>- PPE and test kits are stored appropriately to avoid reaching and stretching to access items</p> <p>- Two person lifts used (wearing PPE) where furniture needs to be moved to set up test site</p>				L
Inappropriate storage and disposal of clinical waste	Others in the waste chain could be exposed to COVID19 virus	<p>Clinical waste bins used to collect all waste in line with the SOP at all test stations and separate collection of PPE waste</p> <p>Ideally the clinical waste bins used should be covered and or pedal operated.</p> <p>All waste is double bagged using a regular bin liner and a yellow clinical waste liner and disposed of in the clinical waste bin at the front of school.</p> <p>Swabs, LFD test devices, PPE and cleaning cloths and tissues are to be treated as clinical waste</p>	M	<ul style="list-style-type: none"> - Source pedal bins for testing staff to use to dispose of swabs/devices/PPE. George Turner. 12.1.2021. 		L

What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	What is the risk rating – H, M, L? See section 5	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action Completed State the date completed and sign.	What is the risk rating now – H, M, L? See Section 5
Inappropriate storage and disposal of clinical waste	Others in the waste chain could be exposed to COVID19 virus	<p>Once activity is completed all the clinical waste is to be stored in safe and secure location in appropriate clinical waste containers to be collected and transported to waste sites set up for clinical waste disposal.</p> <p>Transportation to be completed by appropriate waste management contractor with staff trained to safely handle clinical waste.</p> <p>School site will need to be registered for clinical waste and complete consignment paperwork for transferring waste. Records to be kept for 2 years.</p>	M			L

<p>Exposure of cleaning staff</p>	<p>Cleaning staff could be exposed to COVID19 virus</p>	<ul style="list-style-type: none"> - Testing staff undertake cleaning of test areas and high touchpoint areas between each test - Cleaners only enter test area when testing activity has ended unless called to deal with a spillage - Type IIR masks, gloves and aprons/long sleeved aprons are worn by cleaning staff in non-Covid secure areas - All potentially contaminated surfaces are cleaned and disinfected using single use cloths/wipes, paper roll or disposable mop heads - Supplies of suitable cleaning agents and disinfectants compliant with SOP are available i.e Chlorecclean® and Clinell® Universal Wipes - PPE must be discarded after cleaning up spillage - Cleaning materials and PPE are treated as offensive waste 	<p>M</p>	<ul style="list-style-type: none"> - Research long sleeve aprons for testing staff. George Turner. 12.1.2021 - Ensure that cleaning staff know not to enter the testing site until testing is over, and how to wear correct PPE 		<p>L</p>
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4. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

		Potential severity of harm <i>(this may injury, loss or damage)</i>		
		Minor Harm 1	Moderate Harm 2	Serious Harm 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Low 2	Medium 3
	Unlikely 2	Low 2	Medium 4	High 6
	Likely 3	Medium 3	High 6	High 9

Risk Rating	Action Priority
High (6-9)	Immediate action required
Medium (3-4)	Actions to control the risk must now be considered and steps to manage the risk until control measures can be provided must implemented.
Low (2)	Implement reasonable control measures and monitor.
Trivial (1)	No action required unless level of harm or likelihood changes.

10-1-21

6. Assessment

Signature of Assessor(s):



Signature of Line Manager:



Print Name: George Turner

Print Name:

M NEWBURY

Date Assessed: 10.1.2021

Review Date:

18.1.21

7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

Name	Signature	Name	Signature
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