



Coronavirus Risk Assessment

Assessment conducted by: Rebecca Whelan James Newman as of 1.09.21	Job title: Principal	Covered by this assessment: staff, governors, parents, volunteers and visitors.
Date of assessment: 1.10.21 Initial assessment: 13.03.20 Updated: 22.05.20, 28.05.20, 03.06.20, 18.08.20, 07.09.20, 21.09.20, 30.09.20, 07.10.20, 23.10.20, 14.12.20, 07.01.21, 04.03.21, 14.04.21, 12.05.21, 21.06.21, 2.09.21	Review interval: On-going	Date of next review: 20.10.21

Related documents				
Infection Control Policy, Ill Health and Infectious Disease Risk Assessment, First Aid Policy, Exam Contingency Plan, Business Continuity Plan, Supporting Students with Medical Conditions Policy, COSHH Policy, Administering Medication Policy, Pupil Confidentiality Policy, Staff and Volunteer Confidentiality Policy, Records Management Policy, Data Protection Policy, Security Policy, Behavioural Policy, Staff Code of Conduct.				
	Risk rating	Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

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For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is **Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios.

To keep up to date with HSE advice to workplaces in this fast changing situation visit www.hse.gov.uk

This risk assessment reflects local arrangements and school will not close unless advised to do so.

Area for concern	Risk rating prior to action H/M/L	Recommended Controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures	H	<ul style="list-style-type: none"> • All staff, students, parents, governors, visitors and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> - Health and Safety Policy - Infection Control Policy - First Aid Policy <p>Access to these is made available via the shared area and the school website.</p> <ul style="list-style-type: none"> • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ 	Y	Principal	March 2020	M

		<ul style="list-style-type: none"> - DfE and PHE (2020) 'COVID-19: guidance for educational settings' - DfE Special Schools and other specialist settings: coronavirus (COVID 19) Published 2nd July Updated 6th April 2021 https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings - SEND and Specialist settings- additional operational guidance: Covid-19 10th May 2021 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984861/FINAL_clear SEND Guidance 10 May.pdf <ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE - NHS - Department for Health and Social Care - PHE - The school's local health protection team (HPT) • Staff are made aware of the school's infection control procedures in relation to coronavirus via email and contact the school as soon as possible if they believe they may have been exposed to coronavirus. • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Students were originally made aware of the school's infection control procedures in relation to coronavirus via an assembly PowerPoint delivered in tutor sessions and are informed that they must tell a member of staff if they feel unwell. Students will be updated as part of tutor sessions and ongoing virtual assemblies. • The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes 				
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		<p>withholding the names of staff, volunteers and students with either confirmed or suspected cases of coronavirus.</p> <ul style="list-style-type: none"> • Students returning to school following a period of absence due to the pandemic must be aware of the procedures in place and supported to understand these. • Reminders will be given to students throughout the day. Staff encouraged to set reminders using timers to encourage regular handwashing. • Staff will be advised to wear face coverings in recommended circumstances. • Based on the current state of the pandemic and the positive progress being made, the additional precautionary measures put in place from 8 March 2021 for public health reasons are no longer recommended. From 19th July, in line with Step 4 of the roadmap, face coverings will no longer be recommended for pupils and students in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms. In all settings we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas). • Staff will be advised to wear face coverings when accessing communal parts of school such as corridors, reception areas etc. • Staff will have access to relevant training in relation to the effective use of PPE, Infection Control and Hygiene. • Staff supporting students with their intimate care needs will be instructed to wear face masks, aprons and gloves and dispose of these after use. • For those students that are able to and would wish to wear a face covering, staff are to encourage the use of face coverings in communal spaces. The same applies to those students when accessing home-school transport. • A visitor Risk Assessment in place and specific guidance shared with any new visitors. 				
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		<ul style="list-style-type: none"> For staff moving between sites, it is advised that they conduct a LFT before arriving to work and confirm the result before visiting the alternative setting. Given the importance of therapists (for example speech and language, physiotherapy, occupational therapy) and other health professionals in supporting children and young people with SEND, staff are reminded that specialists, therapists, clinicians and other support staff for pupils and students with SEND should provide interventions as usual. Where children and young people with an EHC plan are in receipt of health provision, the academy will work collaboratively with their local authority, Clinical Commissioning Group (CCG) and health providers to agree appropriate support in view of the latest and current local public health guidance. 				
Poor hygiene practice	H	<ul style="list-style-type: none"> Staff must ensure that students clean their hands regularly, including: <ul style="list-style-type: none"> when they arrive at school or college when they return from breaks when they change rooms before and after eating Staff working with students who spit uncontrollably may want more opportunities to wash their hands than other staff. Students who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands. Continue to help pupils and students with complex needs to clean their hands properly. Posters are displayed throughout the school reminding students, staff and visitors to wash their hands, e.g. before entering and leaving the school. Additional posters have been displayed in reception areas, reminding visitors to wear face coverings. Students, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas. 	Y	Principal Facilities and Premises Manager	March 2020	M

	<ul style="list-style-type: none"> • Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. • Portable hand sanitisers will be made available if required. • Students are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Students are discouraged from sharing cutlery, cups or food. Staff and students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. • Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. • Lidded bins to be positioned in all areas of the school for staff and students to dispose of used tissues, PPE and wipes. Staff to be reminded of their use via email. Bins to be labelled as a reminder. <p>Posters to be displayed and all staff and students to be shown handwashing videos on correct handwashing procedures</p> <p><u>https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</u></p> <ul style="list-style-type: none"> • Hand sanitizers will be located near and around high-touch surfaces and communal areas, including: Entrances and exits. • Wall mounted sanitizers are ideal however in other locations where the sanitizer is to be shared a pump lockable bottle will be used. • Flip top bottles are intended for single person use and should be stored out of reach of children as there is a risk of potential accidentally poisoning due a child swallowing the sanitizer). The lockable pump bottles can be refilled as required. • All cutlery and cups are thoroughly cleaned before and after use and delivered to classrooms in tubs by one member of staff. • Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the 				
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		<p>COSHH Policy and the Health and Safety Policy. Additional cleaning support is to be made available during the day to ensure surfaces such as door handles are regularly wiped. Staff also have access to sterile wipes for the regular cleaning of work areas and student desks.</p> <ul style="list-style-type: none"> • An enhanced daily cleaning schedule remains in place. • The Facilities and Premises Team have a rota in place for sterile fogging. • The Facilities and Premises Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HPT. • Cleaners have a checklist for each area. The checklists are stored in a box file in the caretaker’s office. The checklist is to be monitored by the Facilities and Premises Team. 				
Ill health	H	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Thermometers that can detect temperatures without touch have been purchased and will be used if a staff member of students presents with a temperature. • Rapid testing using LFDs supported the wider return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Home test kits have been made available to all staff and students (who parents have consented) • Staff or students with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. • Swift action must be taken when someone tests positive for COVID-19. If someone who uses dedicated transport tests positive, local authorities should work with schools and colleges to identify close contacts. 	Y	Head of HR Principal	March 2020	M

	<ul style="list-style-type: none"> • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately referred to the Principal (or Vice Principal) or Head of Human Resources. • Where the designated staff are unavailable, staff act in line with the Infection Control Policy and ensure that any unwell students are moved to a quieter area of the school, away from others, and are supervised at all times. A room has been designated close to the main reception area for ease of collection. • The relevant member of staff calls for emergency assistance immediately if students' symptoms worsen. • The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. • Unwell students who are waiting to go home are kept in an area where they can be at least two metres away from others. • Areas used by unwell staff and students who need to go home are appropriately cleaned once vacated. • If unwell students and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any students who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. • Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Supporting Children and Young People with Medical Conditions Policy. <p style="color: red;">If two or more students and or staff who are likely to have mixed closely, or a student or staff is hospitalised due to COVID-19 then</p>				
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		<p>their details are to be shared and discussed with the Public Health Nurse immediately via email COVIDoutbreak@stockton.gov.uk or via phone 01642 528474. As of 1st September 2021, schools are not required to report single cases to the local public health team, however this can be done should the school feel it is appropriate.</p>				
Spread of infection	H	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy, using PPE and yellow sacks at all times. • Parents are informed via letter and text message not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and students do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with the Infection Control Policy and local and national guidance. • Staff or pupils experiencing symptoms must self-isolate for at least 10 days from when the symptoms started if they test positive or in line with the advice provided by the Test and Trace system. This is regardless of vaccination status. • As of 16th August 2021, staff or students who are classed as a close contact of someone who has tested positive with COVID-19 do not need to self-isolate if the following applies <ul style="list-style-type: none"> ○ They are fully vaccinated ○ They are below the age of 18 years and 6 months ○ Taken or taking part in an approved COVID vaccine trial ○ They are unable to get vaccinated for medical reasons <p>Test and Trace will advise that such close contacts should get a PCR test as soon as is possible.</p> <ul style="list-style-type: none"> • From 12th April educational day visits are possible. Any school trip must still be carried out in line with relevant coronavirus guidelines and regulations in place at that time of taking the educational visit. As usual with all school trips, staff should undertake "full and thorough 	Y	<p>Facilities and Premises Team</p> <p>Principal</p> <p>Vice Principal</p>	<p>March 2020</p>	M

		<p>risk assessments in relation to all educational visits to ensure they can be undertaken safely” All risk assessments must be approved by a member of SLT. Trips will be considered on a case by case basis. Only trips to outdoor venues will currently be approved.</p> <ul style="list-style-type: none"> • In line with the roadmap, schools can undertake domestic residential education visits, from 17 May. A planned residential trip will take place in June, with both a health and safety risk assessment and Covid specific risk assessment in place and approved by the LEA. Students accessing any trip can only travel with members of their ‘bubble’ • No international visits are planned. • From 7th June, extra-curricular activities will resume. A speared risk assessment is in place to support the safe delivery of after-school clubs. • A record is kept of students with impaired immune system or a medical condition that means they are vulnerable to infections. Pupil profiles are kept up-to-date and parents are asked to notify staff of any changes to their health. • The school nurse, in liaison with individuals’ medical professionals where necessary, reviews the needs of students who are vulnerable to infections. • Any additional provisions for students who are vulnerable to infections are put in place by the Principal, in liaison with the pupil’s parents where necessary. • Weekly welfare checks/regular home-school contact is made to ensure the school has up-to-date information relating to families. • Parents and carers are reminded via letters, school website and Twitter that they must adhere to Government advice. If school becomes aware that this is not being followed students will be advised not to attend the school site. • Digital Visitor System to be in place to ensure the tracking of all staff and visitors to each building on site. The Digital Visitors System is to be wiped in between use. • Equipment must be cleaned before and after use. No soft material resources to be used. Soft furnishings to be removed. • Excessive equipment and unnecessary items to be put out of the way of students. 				
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	<ul style="list-style-type: none"> • Individual work stations to be set up with a 2m distance. This should also to apply in communal areas such as the staff workroom. Only 2 members of staff should access the space at any one time. • Groups/ 'bubbles' of students to not mix with other students throughout the day. • Classroom doors and windows to be open for ventilation. Air con systems to be turned off – awaiting further guidance. • As of 1.10.21, the school has received 25 CO2 air quality monitoring devices. These will be placed around the Academy in suitable places • Lidded pedal bins to be placed in each classroom for tissues. • All doors to be kept open, except fire doors. Staff and students encouraged to use their elbow to press the release mechanism. • Hand wipes to be made available for students who struggle to wash their hands. • From 12th April the staff room will be open to staff for a maximum of 15 minutes per visits. Seating will be reconfigured with a number of chairs out of action. These will be clearly taped off. A one way system will be clearly designated and there will be limited seating at tables. Additional hand sanitisers and wipes are to be made available. Windows and doors will be kept open. Staff encouraged to bring their own food and drink. • Water coolers are now accessible. Users are advised to clean hands after use. • Only 2 staff member in the work room at any one time. • Student shared spaces closed – common room, dining hall, quiet room, sports hall etc. • Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. – addition cleaning support during the day 10-1pm. This to continue in the autumn term. <p>Asymptomatic Weekly Routine Testing - Staff: All staff have been able to have routine testing twice a week. The aim was to identify asymptomatic staff to reduce the level of potential infection within schools. An individual will only be told if they test positive on a 'lateral flow' test and will be advised that if they do not hear anything further to assume it was negative. A small number of individuals may need to repeat the test if the first test was invalid or void for some reason.</p>				
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		<ul style="list-style-type: none"> Any student or member of staff who tests positive on the lateral flow test will need to leave school, self-isolate and take a further Polymerase Chain Reaction (PCR) test on the same day (or as soon as possible). From Wednesday 3rd March all staff have access to home testing kits and will be able to test themselves for Covid twice weekly. Staff should undertake twice weekly home tests whenever they are on site until further notice A separate risk assessment for the management of home testing arrangements has been created by the Principal and is an appendices to the main risk assessment. 				
<p>Mass Testing Planning Time and Resources</p> <p>The school is not able to plan and make the logistical arrangements required to facilitate the testing in the time provided</p>	H	<ul style="list-style-type: none"> The school has been able to utilise time within the first week of term (week commencing 4th January and Monday 8th March), to put the specified arrangements in place. A Senior Leader has been identified to lead and oversee the school-based testing program. The school has put in place a quality management system, in line with DfE/NHS requirements, and has a designated Quality Lead who has accountability for quality and risk management of the testing program. The Quality Lead has a clear escalation and decision mechanism process. The school has a quality management plan in place prior to the start of the testing that meets the requirements of DfE guidance and includes the following elements: <ul style="list-style-type: none"> Training Observation of the testing process Monitoring Risk Assessment Recording and Reporting The school has not been required to put in place testing ahead of pupil return to onsite learning. Testing started on 4th January for staff and subsequently Monday 8th March for students returning from lockdown. Guidance, including template communication material and consent forms, have been provided by the Trust and DfE. This will again take 	Y	Principal	Jan 2021	M

		<p>place for students who are returning on 2nd September 2021 and a second test will be offered on Monday 6th September 2021.</p> <ul style="list-style-type: none"> • Mass testing will commence once the correct logistical arrangements have been put in place to ensure a safe and effective testing facility. • Testing staff have been provided with the DfE/NHS training modules and will be followed as required by applicable personnel – detailed further later. • Guidance documentation has been provided by the Trust and the DfE / NHS and will be followed in the establishment of the testing program. • Testing staff have been provided with the DfE/NHS training modules and will be followed as required by applicable personnel. • Guidance documentation has been provided by the Trust and the DfE / NHS. • All required Kit has been secured. <p>First starter packs of up to 1,000 test kits, along with PPE and PCR tests arrived in all secondary schools from 4th January.</p>				
<p>Testing Location</p> <p>The school does not have a suitable location within their estate to manage testing</p>		<ul style="list-style-type: none"> • The school has a secure location for the safe storage of new testing kits (with a temperature of between 2°C and 30°C) and for the separate storage of clinical waste prior to collection. • The school has a testing location that meets the minimum space requirements. The room accommodates testing bays and social distancing requirements can be maintained for all movements within the room, including the integration of a one-way system of movement for those attending testing (incorporating separate entrance and exits). Layout Options, as detailed within the NHS guidance document, are used. • The location identified for testing has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour). The school will continue to facilitate a significant element of Mass Testing as appropriate. 				
<p>Testing Location</p> <p>The testing location may increase virus transmission</p>	M	<ul style="list-style-type: none"> • From the week beginning 1st March, staff and students have been encouraged to use home testing kits to complete lateral flow tests. Therefore, the academy test centre is no longer required. However, should the need arise the centre will be reopened and the previous measures detailed below will be adhered to. • The location identified for testing has been calculated to have sufficient capacity to facilitate the scheduled program (based upon NHS guidance of 11 tests per testing desk per hour). 	Y	Principal	Jan 2021	L

	<ul style="list-style-type: none"> • The school will facilitate a significant element of Mass Testing prior to all year groups returning to onsite learning so enabling a suitable location to be identified that is not required for timetabled learning. • The school will facilitate weekly routine testing for staff during non-timetabled core hours if required. • The identified location will be able to meet cleaning requirements, i.e. non-porous floor and fully wipeable contact surfaces. • The identified location has all required cleaning materials accessible, which have been secured to ensure sufficient supply. • Any additional Supplies costs will be reclaimed from the additional DFE funding for testing. • Cleaning of all surfaces, in line with COVID-19 protocols, will be undertaken between each test. • The DfE/NHS online training modules have been completed successfully by all testing staff, include the following applicable modules which are applicable to reduce virus transmission: <ul style="list-style-type: none"> • Infection prevention and control measures • Cleaning protocols • Appropriate use of PPE • Test kit storage • How to deal with any contamination or other incidents • Waste management • All staff supporting the testing are required to maintain social distance whilst pupils and staff self-administer the tests • Full PPE is worn by all staff who are supporting testing. The wearing and changing of PPE is undertaken in line with NHS guidance and training provided. • All waste generated within the testing location is disposed of in line with NHS guidance, including the use of yellow and Tiger bags (provided within the testing kit) for the identification of healthcare waste. • The schools waste collector has been contacted and confirmed their ability to collect the healthcare waste from the school site. • Spillages – any spillages are cleaned up immediately and thoroughly by staff in appropriate PPE. Testing in the affected area is paused until it is safe to continue. • Only Asymptomatic pupils and staff can be tested. Symptomatic pupils and staff will be referred to offsite testing options. 				
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		<ul style="list-style-type: none"> • All staff and pupil attending tests will be required to maintain social distance and wear face masks in line with existing requirements for communal areas. • All staff and pupils will be required to use hand sanitiser on arrival at the testing location. • All staff and pupils attending tests will use the identified one-way system as well as the distinct entrance and exit of the testing location. • Existing Year Group Bubbles will have distinct testing times. Staff social distancing and conduct will not impact upon bubble contamination. • Transfer of pupils from class to test location will be carefully supervised with socially distanced queuing. 				
Mass Testing-Staff Resources	H	<ul style="list-style-type: none"> • A Senior Leader has been identified to lead and oversee the school-based testing program and home testing arrangements to enable them to direct staff accordingly. • Schools will facilitate a significant element of mass testing prior to all year groups returning to onsite learning, so enabling pastoral and support staff not required to support either onsite or remote learning to support the testing program. This will again take place for students who are returning on 2nd September 2021 and a second test will be offered on Monday 6th September 2021. • Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed. • Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed. No • The required testing roles identified by the NHS to support the testing program will be allocated to staff. Staffing will be adequate to undertake the program safely. • The small team required for the testing has been identified without the need to divert teaching staff from learning. • The testing team is made up of volunteers recruited from non-teaching staff or from the school community as a supporting 3rd party workforce. Testing roles will be allocated in line with DfE/NHS guidance to ensure identified responsibilities are with school staff only. • Where existing staff agree to undertake a testing role checks are made to ensure this is in line with agreed terms and conditions of employment. • Screening/risk profiling of staff and volunteers on the testing team is undertaken to ensure suitability for the role (e.g., age, underlying health conditions, vulnerable family members). 	Y	Principal	Jan 2021	M

		<ul style="list-style-type: none"> • Staffing levels are sufficient to allow breaks for staff to reduce risk of errors due to fatigue. • All testing staff will either be DBS checked, through their school roles or work under direct supervision. Pupils will be supervised at all times by DBS cleared staff. • Additional remote logistical support is provided, as appropriate, by the Trust, Local Authority, NHS, DfE and Army. • The school will contact the RSC regional delivery directorate, in consultation with the Trust, if additional support is required from the allocated 1,500 military personnel identified for in-person support. • Additional resources of £15 per pupil have been identified by the DfE and will be accessed as required in line with the published DfE criteria. • The rapid testing type used requires low technical skills but is supported with training modules and guidance documentation from the DfE/NHS. • Prior to starting testing, all staff with roles will be specifically trained for the role they will execute using DfE/NHS resources via the online training and assessment platform, which has been provided in line with stated requirements. • Only staff who have passed the assessments will be permitted to commence testing. A record of testing staff and their passing of the required modules will be kept by the school. • After the completion of training testing staff are allowed time to practice onsite using the testing devices provided. • The DfE Competency Assessment has been completed for all staff roles to ensure their effective operation of the criteria within their role. Any areas of concern have been addressed with a review date set. The Assessments are filed and securely stored. 				
<p>Mass Testing- Legal Considerations</p>		<ul style="list-style-type: none"> • All pupil, parent and staff communication has clearly communicated the legal position of the testing programme. • The sharing of health data under the testing program is being facilitated within Safeguarding powers under Section 175 of the Education Act 2002. This is referred to within the Trust Privacy Notice and DfE Testing Program Privacy Notice that has been made available to pupils, parents, and Staff. A copy of this is available for viewing at the testing location reception. • The testing program is recommended and supported, but not mandated. • Pupils and staff will not be required to participate in the Mass Testing program. 				

		<ul style="list-style-type: none"> • Staff will not be required to participate in the Weekly Routine Testing program. • Pupils and staff will be required to self-isolate and not attend onsite teaching if they are identified as a close contact and are not fully vaccinated. • Testing will not be undertaken on pupils or staff without their consent. • All pupils aged 16 years and under who are tested will also be required to have parental or legal guardian consent. • Tests will be self-administered, under adult supervision, to a participant's own throat and nose. • Specific arrangements have been put in place for children with SEND to mitigate risk of harm through parental or legal guardian consent for adult assistance. • Positive test results will be communicated individually in a location that provides privacy to pupils and staff. • Positive test results will also be communicated to the parents or legal guardians of those aged 16 or under. • Guidance on safe travel and additional precautions (regarding self-isolation, further testing, and family access to benefits) will be provided to those testing positive. • During the testing process anonymity will be provided through digital registration and the use of barcodes against samples. Positive tests will be matched against the digital record and known only to the COVID-19 Coordinator, Registration Assistant and Results Recorder. These roles are all required to be School staff and not 3rd party workforce. • The use of barcodes and the following of guidance regarding their correct use will prevent the miscoding of samples and results. • All electronic and paper record Personal Data associated with testing will be destroyed after 14 days, in line with Trust Data Protection policy requirements. 				
Poor management of infectious diseases	H	<ul style="list-style-type: none"> • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Senior Leadership Team. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	Y	<p>Chief Executive</p> <p>Principal</p> <p>HR</p>	<p>March 2020</p> <p>On-going</p>	M

		<ul style="list-style-type: none"> The Principal is informed by students' parents when students return to school after having coronavirus – the Principal informs the relevant staff. Staff inform HR and/or the Principal when they plan to return to work after having coronavirus. The Facilities and Premises Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. Staff are on the rota in teams (bubbles) to reduce the impact of cross-contamination. Students are grouped according to their tutor groups to reduce the number of people they will come into contact with. (From September) 		Facilities Manager		
Lack of communication	H	<ul style="list-style-type: none"> School staff report immediately to the Principal about any cases of suspected coronavirus, even if they are unsure. The Principal liaises directly with the Chief Executive. The Principal contacts the local HPT immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local HPT. Schools contact their local Health Protection Team (HPT) for specific recommendations for their school, e.g. boarding schools. COVIDoutbreak@stockton.gov.uk School reports any confirmed cases to the Stockton Health Protection Team: 01642 528474 under the following circumstances If two or more students and or staff who are likely to have mixed closely, or a student or staff is hospitalised due to COVID-19 then their details are to be shared and discussed with the Public Health Nurse immediately via email COVIDoutbreak@stockton.gov.uk or via phone 01642 528474. As of 1st September 2021, schools are not 	Y	Chief Executive Principal HR	March 2020 On-going	M

		<p>required to report single cases to the local public health team, however this can be done should the school feel it is appropriate.</p> <ul style="list-style-type: none"> School reports any confirmed cases to the DfE helpline 0800 046 8687 and selecting the option 'reporting a positive case' Lines are open Mon-Fri 8am-6pm and 10am-4pm on Saturdays and Sundays. <p>Further information on health protection and communicable diseases can be found on NHS and Government websites.</p> <ul style="list-style-type: none"> Schools keep staff, students and parents adequately updated about any changes to infection control procedures as necessary. The Principal/Chief Executive contact the DfE helpline number. 				
Disruption to the running of the school and exams	H	<ul style="list-style-type: none"> The school has an up-to-date Exam Contingency Plan in place – the plan is reviewed as necessary. The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary. The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required. The School has a JCQ Guidance Centre Policy to reflect the changes to the delivery of exams and accreditation routes. 	TBC	Exams Officer Principal of Sixth Form	March 2020	M
Preparing for a school closure	H	<ul style="list-style-type: none"> The school communicates with parents via letter and text message as soon as possible about a school closure, the cancellation of any school trips or extra-curricular activities and plans for re-opening. Students are informed via tutors about the school closure and what is expected of them should they need to work from home. The Principal puts a plan in place to manage staff workload during school closure and during the re-opening phase. Support is offered for staff to manage their own wellbeing. The Principal puts a plan in place for students' continued education during a school closure to ensure there is minimal disruption to students' learning – this includes a plan to monitor students' learning while not in school. 	YES	Principal Principal of Sixth Form IT Team Facilities Manager	March 2020	L

		<ul style="list-style-type: none"> • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. • Communication lines are kept open between staff during a school closure – staff know to report to their line manager if there is an issue. • The Principal ensures all students have access to school work and the necessary reading materials at home, prior to a school closure. • The Principal works with the ICT technicians to ensure that all technology used is accessible to all students (where appropriate) – alternative arrangements are put in place where required. • The Principal liaises with the relevant organisations to ensure adequate provision is in place for all students to be able to work from home, e.g. learning support for Looked After Children • The Facilities and Premises Manager arranges for the school to be deep cleaned in the event there is a school closure. • The school manages the use of parents’ and students’ contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the pupil. 				
Preparing for the Re-Opening of Schools	H	<ul style="list-style-type: none"> • Provision is preliminary made for vulnerable students and those children of critical workers. • Over time, the provision is increased, with students accessing specific areas of the school. • Weekly communication is shared via email and text message to parents and carers. • The school communicates with parents via letter and text message as soon as possible about any plans to reopen the school. Information is also shared via the School website and Twitter • The Principal alongside ELT puts arrangements in place for staggered entry and exit times to the building. • The Principal ensures communication with the transport service as early as possible. The Principal to seek reassurance from the Transport service with regards to their procedures to ensure social distancing and robust hygiene. Communication with the transport team regarding this issue is ongoing. • Arrangements are made to ensure students accessing specific areas of school at any one time are reduced. • Handwashing and hand gel will be readily available upon entry to the site. 	Y	Principal Facilities and Premises Finance	June 2020	M

	<ul style="list-style-type: none"> • The Principal puts a plan in place to manage staff workload during the re-opening phase. Support is offered for staff to manage their own wellbeing. • The Principal puts a plan in place for those students' who continue to be home educated so that there is minimal disruption to students' learning – this includes a plan to monitor students' learning while not in school. A teacher has been assigned to deliver remote learning for those who continue to self-isolate. • The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. The Trust Behaviour Policy and Academy Guidelines are updates in light of COVID-19. • Staff supporting students with unpredictable or challenging behaviours to have access to or to carry gloves and apron in pockets / bags to wear in the event of physical intervention being necessary • Where emergency physical intervention is used, support colleagues to put PPE on, including face shields if there is a risk of bodily fluid transmission (i.e. spitting) and take over the physical intervention • Communication lines are kept open between staff whether they are on site or continuing to work from home– staff know to report to their line manager if there is an issue. • The Principal works with the ICT technicians to ensure that relevant staff have access to Microsoft Teams. Webcams are placed in classrooms, communal areas such as the staff room and main hall. • Tissues and suitable places for their disposal are made available in all areas of the school site. Separate pedal bins to be sourced and made available. Bins to be double bagged. Bins to be emptied at the end of each day by the cleaning team. • The Principal liaises with the relevant organisations to ensure adequate provision is in place for all students to be able to return to school e.g. Virtual School for CYPIOC and Transport. • The Facilities and Premises Manager arranges for the school to be regularly deep cleaned and fogged. • The school continues to manage the use of parents' and students' contact details in line with the Data Protection Policy and Records Management Policy, e.g. collecting emails to send school work to the students • Staff performing AGPs in these settings should follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is: <ul style="list-style-type: none"> • a FFP2/3 respirator 				
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		<ul style="list-style-type: none"> • gloves • a long-sleeved fluid repellent gown • eye protection <ul style="list-style-type: none"> • Specialist 'fit testing' has taken place with staff as needed. In all instances, efforts should be made to: <ul style="list-style-type: none"> • ensure that only staff who are needed to undertake the procedure are within the advised 2m distance and that no other children or young people are close by • minimise clutter to make the process of cleaning the room as straightforward as possible • clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. • The advice we receive comes from the • NHS Tees Valley Clinical Commissioning Group First floor, 14 Trinity Mews North Ormesby Health Village Middlesbrough TS3 6AL Tel: 01642 263030 Email: tvccg.enquiries@nhs.net 				
Cleaning	H	<ul style="list-style-type: none"> • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. • Deep cleaning all classroom prior to school opening and then daily according to cleaning schedule • Regular cleaning of computer, telephones and other hard surface equipment • Once children are back in school, all frequently touched surfaces, equipment, door handles, and toilets used during the day will need to be cleaned thoroughly throughout the day • One of the cleaning staff will be available 10am to 2pm to carry out the above • A tick box cleaning schedule will be produced to ensure all is being carried out. Additionally, caretakers will ensure spot checks of all areas 	Y	Principal Facilities & Premises Manager	May 2020	M

		<ul style="list-style-type: none"> To limit the spread of the virus, no sharing of computers, desks. Staff should regularly clean their computers https://www.prevention.com/health/a31700300/how-to-clean-keyboard/and desks with bacterial wipes. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 				
Social Distancing	H	<ul style="list-style-type: none"> Minimising contacts and mixing between people reduces transmission of COVID-19. As a special school we aim to do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle applied is reducing the number of contacts between pupils, students and staff. This will be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and to keep that number as small as possible. Those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. School hours currently reflect the normal school day. Schools hours can be reviewed with staggered start and finish times as and when required to minimise the number of people entering and exiting the site at any one time. Staff have been reminded about ensuring students enter and exit the building on a staggered basis. Social distancing also to be adhered to in staff room with staggered breaks throughout the day, further measures include staff members bringing in own cups, water bottles etc. and being responsible for cleaning as they go. Staff strongly advised not to use staff room and bring their own beverages in transportable cups. It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, will only 	Y	Principal Facilities & Premises Team	May 2020	M

		<p>mix in a small, consistent group and that small group will stay away from other people and groups.</p> <ul style="list-style-type: none"> • All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible. • Where possible, students should also be supported to maintain distance and not touch staff and their peers, for example those with less complex needs who can self-regulate their behaviours without distress. This will not be possible for students with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help. When staff and students cannot maintain distancing, the risk can be reduced by keeping students in the smaller, class-sized groups. • Small adaptations to the classroom or learning environment to support distancing should be made where possible. That should include seating pupils or students side by side and facing forwards, rather than face-to-face or side on. It might also include moving unnecessary furniture out of the classroom or learning environment to make more space. • A one-way system is in place throughout school.(For spaces where possible) • Signage is displayed outside school to remind parents and carers about social distancing and that only one adult is allowed to drop off and pick up. • If a face to face meeting is required this will be by appointment in a large room to ensure social distancing is maintained. Virtual meetings will take place via Teams. • Technical support staff are to access learning environments before and after the formal school day, to ensure limited contact with others. Staff and students are to be advised not to enter the IT base. • The school will avoid large gatherings such as assemblies with more than one group. Assemblies and reward ceremonies will continue to take place virtually. 				
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		<ul style="list-style-type: none"> When timetabling, groups should be kept apart and movement around the school or setting kept to a minimum. While passing briefly in the corridor, playground or outdoor space is low risk, efforts will be made to avoid creating busy corridors, entrances and exits. Staggered break times and lunch times to remain in place. 				
Catering/ Lunchtimes	H	<ul style="list-style-type: none"> In order to keep to the requirements of social distancing the dining hall will not be open. Mealtimes will be staggered, and children will eat their lunch within the classroom. The catering team/ kitchen staff will provide hot lunches for those who wish to purchase one (all FSM children will have access to a hot lunch or a prepared packed lunch) All other children will be required to bring a packed lunch. Food bundles or FSM vouchers will be provided to those who are self-isolating, shielding or advised to remain at home. The school will support families to access additional Winter Fuel Grants and Vouchers. All other children will be required to bring their own water bottles and take them home each day or be assigned their own beaker. To reduce any risk staff collect and bring the lunches to the classrooms. Trolleys will be wiped down between each delivery. Only the person delivering the food will touch the trolley. Cleaning with hard surface disinfectants will kill the virus. 	Y	Principal Head of Finance and Operations	May 2020	L
Equipment	H	<ul style="list-style-type: none"> Teachers to be directed to clear classrooms of non-essential equipment, particularly soft items. Teachers should make sure they wash their hands and surfaces, before and after handling students' books and any equipment The number of resources available for child-initiated learning has been considered: 	Y	Principal Teachers	May 2020	M

	<ul style="list-style-type: none"> • At present no malleable resources, such as play dough, should be used unless allocated to one individual student. • Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use and where possible, children should be discouraged from sharing these. • A popper wallet will be provided for each child, after choosing pencil, scissors etc. they place it in their popper wallet and it will be theirs exclusively • Children will be required to wash their hands frequently, but particularly after using wheeled bikes, trikes, and other large, movable toys. • The toys will be cleaned using antibacterial agents after use (preferably between use) • Children should be encouraged where possible not to touch their faces or to put objects in their mouths. <p><u>Physiotherapy</u></p> <ul style="list-style-type: none"> • Equipment will be made available in a large, well ventilated space such as the hall • Students will have their own designated mats • External physiotherapists will receive specific visitor guidance and be instructed to wear PPE whilst on site. PPE to be changed in between supporting each student. <p><u>Hydrotherapy pool:</u></p> <p>The Hydrotherapy pool will be used by students who require this intervention for physical health reasons in the first instance. A limited number of students will access the pool per day.</p> <ul style="list-style-type: none"> • Cleaning and disinfection frequency • Frequently touched surfaces – e.g. door/toilet handles, lockers and changing cubicles, ladder rails, and push buttons on equipment – 				
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		<p>should be cleaned and disinfected at least twice daily and also when known to be contaminated with secretions, excretions or body fluids.</p> <ul style="list-style-type: none"> • Changing rooms, toilets and lockers areas should be zoned – with areas in use and areas cleaned and disinfected being rotated. This ensures users do not come into direct contact with the chlorinated surfaces once wet. These areas should be cleaned and disinfected frequently at least twice daily, but ideally after every period/session/user group/club use. • Buoyancy aids • Some buoyancy aids, in particular oats and noodles, are produced from open celled ethylene propylene diene monomer (EPDM) which allows water to be retained within the structure. Nevertheless, the risk of infection from these is considered greater from the external surfaces. Pool water chlorination reserves are insufficient to deal with surfaces potentially contaminated with saliva, mucus etc. • PWTAG advises that after each use buoyancy aids should be submerged in a solution of 100mg/l available chlorine for one hour, then rinsed off with tap water before reuse. This can be done by using a dirty and clean storage system so that used flotation devices are submerged for an hour before transfer to the clean holding area. • Managers may recommend that users bring their own equipment, which should be thoroughly cleaned and disinfected before use and not shared with people outside their family group. Any shared equipment should be cleaned and disinfected each time it is used. • Maintenance of pool disinfection • The free chlorine reserve in the pool water should be readily available to reduce the risk of cross infection between bathers by pathogens in the water. Reserves should not be depleted by having to deal with dirty bathers or pool equipment. Therefore users should be reminded of the need to shower before swimming/coming to the pool and regular cleaning of equipment should be a high priority. • Bather hygiene – showers etc. • Everyone using a pool building should wash or otherwise disinfect their hands as they enter and as they leave. • Pre-swim showering is a vital contribution to ensuring the free chlorine in the pool water is available for disinfecting the Covid-19 virus (rather than being used to oxidise organic material coming off bathers). Bathers should be actively encouraged to shower with soap and water while maintaining the statutory physical distancing. Operators should provide soap dispensers to encourage this. 				
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		<ul style="list-style-type: none"> Bathers should be reminded to use the toilet and then wash their hands (following the physical distancing rules) before swimming, and children given that opportunity at frequent intervals during their swim. <p><u>Changing facilities and resources for intimate care</u></p> <p>The academy will provide resources to ensure that procedures are carried out hygienically. This will include disposable aprons, gloves, wipes and medicated hand washing products. Additional requirements include labelled bins for the disposal of waste and arrangements for the collections of such waste.</p> <p>All staff providing intimate care have received up to date training n to ensure high standards in relation to hygiene, care, safety, privacy and dignity</p> <p>Staff follow the academy intimate care policy.</p> <ul style="list-style-type: none"> Designated changing areas and staff for individual children linked to bubbles where possible. Strict cleaning regime in all toileting and changing areas Staff follow the intimate care plan for each child Each child has own possessions and toiletries in a sealed box ready for use each time Staff wear appropriate, single use PPE 				
PPE	H	<ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves and aprons carefully to reduce contamination and how to dispose of them safely. Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours 	Y	Principal Facilities and Premises Team VP	April 2020	L

		<ul style="list-style-type: none"> Wearing of gloves/ aprons within school is still limited to any intimate hygiene requirements (Changing soiled underwear/ nappies) Additional measures for First Aid see below Staff will be fit tested for FFP3 1863 face masks for use when supporting children with Aerosol Generating Procedures (AGPs). 				
First Aid	H	<p>First Aiders</p> <ul style="list-style-type: none"> Injury treatment It is recommended that prior to any first aid intervention that the first aid uses PPE, gloves, aprons and if any risk of respiratory droplet a face visor <p>CPR</p> <ul style="list-style-type: none"> For children it is recommended that rescue breathing & compressions are given as per training. www.resus.org.uk. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. (a one way face mask is available within the first aid box this MUST be used) along side the visor which will be provided for each named First Aider In adults Compression only CPR can be used After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser. 	Y	Principal Vice Principals Leader of Professional Learning	May 2020	L

Mental Health	M	<ul style="list-style-type: none"> • Leadership will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress • Staff will have access to Alliance Counselling Services anonymously. • Regular updates will be shared to offer reassurance to staff. The opportunity to speak to a member of SLT to be available each day. • Initial bubbles are based in tutor groups so that the very best pastoral support can be offered by skilled and knowledgeable staff who liaise with families at least weekly. <p>Open access resources to support individual’s emotional health and wellbeing</p> <ul style="list-style-type: none"> • Qwell – provides an online emotional wellbeing service for school staff including self-help resources, peer support communities and virtual counselling. • Kooth – provides an online emotional wellbeing service for children and young people aged 11-18 years including self-help resources and virtual counselling. • If School feel that a child, young person or their parent/carer’s emotional health and wellbeing has been impacted by COVID 19 (including grief, loss, anxiety, resilience etc) and would benefit from the support School will contact our Early Help Support Officer or the Early Help Single Point of Contact to have an initial discussion regarding the child, young person, family or group’s needs. This can be as part of your regular and ongoing discussions around vulnerable children and young people or outside of this process if a faster response is needed. On School’s behalf, they will liaise with services to establish the appropriate intervention and coordinate their response, whilst maintaining communication with school to ensure that needs are met. To ensure a rapid response to securing support, School will 	Y	Principal Head of HR	On-going	L
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		<p>not need to complete a referral form but will need to seek verbal consent from parents/carers prior to any therapeutic intervention commencing.</p> <p>Single Point of Contact (SPOC) 01642 524188/01642 526123 Email Address: earlyhelpadmin@stockton.gov.uk North Stockton & Norton – Vikki Meynell 01642 526123/ 07384 797822</p>				
Shielded and clinically vulnerable adults	H	<ul style="list-style-type: none"> Clinically Extremely Vulnerable staff were previously advised to stay at home until 12th April. Clinically vulnerable and extremely vulnerable individuals who return to school, should stay 2 metres away from others wherever possible. For those not returning, support measures should be put in place for them to access education/work remotely. If the individual chooses to take on a role that does not allow for this distance and they have to spend time within 2 metres of other people, the individual must carefully assess and discuss it with senior management whether this involves an acceptable level of risk. This discussion will be recorded and put in the staff member's personnel record. Pregnant women are considered clinically vulnerable, and in some cases, will be identified as CEV. The <u>Covid-19 advice for pregnant employees</u> differentiates between gestation periods. One set of recommendations 'apply for women less than 28 weeks pregnant with no underlying health conditions' and the other applies to 'pregnant women who are 28 weeks pregnant and beyond <u>or</u> with underlying health conditions'. The second set of recommendations can apply to all pregnant women regardless of gestation where they have an underlying health condition. The two sets of recommendations are different and should be fully considered. This guidance supports both employers and pregnant women with the risks associated with coronavirus at work, following the Government's decision to place pregnant women in a high-risk category. 	Y	Principal Head of HR VP	On-going	L

Vacant Premises	H	<ul style="list-style-type: none"> • Access to the school is restricted – additional security is arranged and put in place in line with the Security Policy. • The Principal and site manager remain on-call in case of an emergency or if access to the school is required. • External signage is visible to show that the school is closed and that access is restricted. • Valuable school property and equipment is identified and reasonable measures are in place to ensure security. • The site manager ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the Principal as soon as possible and issues are resolved prior to staff and students returning to school. • The Principal ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	TBC	Principal Facilities and Premises Manager Site Manager	March 20	M
Emergencies	H	<ul style="list-style-type: none"> • All staff and students' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Students' parents are contacted as soon as practicable in the event of an emergency. • Staff and students' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy and Emergency plan in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • Fire Drill to be actioned as per usual arrangements. • A member of the Senior Leadership Team and Designated Safeguarding Officer are on site every day. 	Y	EMT Data Manager	March 20 Due to be reviewed and approved July 2021	M

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.publichealthengland.gov.uk/covid-19-coronavirus>

Resources

[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/coronavirus/coronavirus-how-to-stay-safe)

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands>

<https://www.nhs.uk/conditions/emollients>

[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](https://www.gov.uk/government/coronavirus/coronavirus-guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable)

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-operational-guidance-coronavirus-covid-19#contents>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/984861/FINAL_cleared_SEND_Guidance_10_May.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf